

# **Rochester Fire Protection District**

700 West Main Street, Rochester, Illinois

## **Meeting Minutes**

July 14, 2008

### **I. Call to order**

President Patterson, President called to order the regular meeting of the Rochester Fire Protection District at 7:03 p.m. on July 14, 2008 at the Rochester Firehouse, Rochester, Illinois.

### **II. Roll call**

President Pat Patterson conducted a roll call. The following Trustees were present: Trustee Cravens, Trustee Keafer, Trustee Wulf. Others present: Attorney Beeman, Chief Poffenberger, Deputy Chief Romadka and twelve members of the public, including Debra Landis of *The State Journal-Register*.

### **III. Approval of Treasurer's Report from last meeting**

Motion by Trustee Cravens, Second by Trustee Keafer. Unanimous approval.

### **IV. Approval of Secretary Report**

Secretary's Report for June 17, 2008 with corrections. Motion by President Day, Second by Trustee Keafer. Unanimous approval. Secretary's Report of June 25, 2008, Motion by Trustee Wulf, Second by Trustee Keafer. Unanimous approval.

### **V. Open issues**

- a.) President Patterson requested that the minutes reflect his requests to Terry Day to provide a list of the President's duties. He has not received the needed information.

### **VI. New business**

- a) 2008 Audit – received proposal from Allen Murphy. Motion to accept proposal of \$3750.00 By Trustee Craves, second by Trustee Wulf. Unanimous approval.
- b) Policy Committee. Wulf has reformatted 45 copies. Printing cost to be \$260.00. Outside copies will only be at the Library and on the internet; committee will discuss procedures for distribution.
- c) President Patterson made assignments for working committees
  1. Buildings & Grounds – Trustee Keafer
  2. Personnel – Trustee Wulf
  3. Policy and Procedures: Trustee Day
  4. Chief Poffenberger will be a member of all committees.

- d) President Patterson has contacted the bank for changes on the signature cards and access to the lock box. Two board members will be required for access and signature.

## **VII. Chief's Report**

- a) Rochester Fire Protection district was awarded a grant from the Office of the State Fire Marshall of the State of Illinois. The grant, which is for \$25,767.35, is designed to purchase personal protective equipment for members of the Rochester Fire Protection District. Purchase items include firefighting hood, boots, and gloves. Additionally, the grant will pay for bunker gear for three new members. The "new member gear includes; firefighting helmets, hoods, coats, pants, boots, and gloves. All items to be bid for purchase are NFPA compliant.
- b) Submitted a Staffing for Adequate Fire and Emergency Response (SAFER) grant requesting \$73,205.00 to establish a recruitment and retention program for the Rochester Fire Protection District. Included in the SAFER grant proposal are twelve classes aimed at improving retention of firefighters and two programs directed towards recruiting new members with an emphasis of minority and female recruitment.
- c) We've been informed that the Illinois Fire Service Institute Cornerstone fire education program courses have been stripped of their funding and will no longer be offered free at no cost. We feel strongly that these courses are very valuable learning experiences. We have requested that the following courses be taught in Rochester:
  - 1. Fire Ground Management July 26, and 27, cost is \$410.00
  - 2. Thermal Imaging Camera August 23<sup>rd</sup>, cost is \$210
  - 3. Liquid Propane Gas burn September 27, without cost
  - 4. Down and Dirty Hydraulics, October 18 and 19, cost is \$550.00
  - 5. Fire Fighter Rescue and Survival, Sept 12th and 13th, cost is \$550.00
  - 6. Total cost of the courses is \$1720.00
- d) Fourteen members of the Rochester Fire Protection District successfully completed the Pediatric Education for Prehospital Professionals course. Course was held here on June 23<sup>rd</sup>, and 30<sup>th</sup>. Held two Cardiopulmonary Resuscitation and Automatic Electronic Defibrillation Courses for employees of the Village of Rochester. Courses were held on June 18<sup>th</sup> and 20<sup>th</sup>.
- e) We are planning a community wide CPR AED Blast, sometime in the fall. This course will be offered to anyone that resides in the district at no charge. The cost to the Fire Protection District is approximately \$15.00 per course participant. (the cost of certification cards, name tags, and refreshments for the participants and the fees for the instructors)
  - 1. We are starting to develop plans for an Emergency Medical Technician Basic Course to be held this fall. We believe we have four new and current members who are interested in participating. We will advertise through the Sangamon County Fire Chief's Association for outside participants.
  - 2. Prehospital Trauma Life Support course is planned for August 1<sup>st</sup> and 2<sup>nd</sup>

3. TIC course is planned for August 23<sup>rd</sup>
- f) Final draft of the Customer Service Questionnaires is ready for review by the board of trustees. Copies provided.
- g) Planned Purchases
  1. Provider air system for Brush One
  2. Rear tires for Engine One
  3. Rotation of the rear tires on Engine Three, Tankers One, Two, and Three
  4. Microsoft Office Professional Software
  5. Adobe reader/writer
- h) We have collected \$500.00 in the "Fill the Boot" program for the Fight against Muscular Dystrophy. We continue to collect funds at the Rochester County Market. We also will accept donations at the Rochester Fire Protection District Fire Station during normal business hours Monday through Friday.
- i) We have received a request for purchasing an advertisement for the Cumberland Cross County Invitational Program. A copy is provided for the rates.

#### **VIII. Adoption of Ordinance**

Ordinance No. 2008-RFPD-3; Annual Budget and appropriate Ordinance for the Rochester Fire Protection District for the Fiscal Year beginning June 1, 2008. Motion by Trustee Cravens, second Trustee Day. Passed unanimous by voice call.

#### **IX. Adoption of Resolution**

Resolution 08-RFPD-1; Resolution with regard to the Determination of the Prevailing Rate of Wages. Motion by Trustee Wulf, Second by Trustee Cravens. Approved unanimous by voice call.

#### **X. Adoption of Prevailing Wage Rates**

Rates for the Rochester Fire Protection District. Motion by Trustee Keafer, Second by Trustee Cravens. Approved. Unanimous by voice call.

#### **XI. Old Business**

- a) Berry Firehouse; President Patterson clarified it was not the boards implication that the Berry Firehouse be shutdown. Questions raised as to who responds in the area. Board again asked Chief Poffenberger as to his recommendation of needs. Money has been allocated, we should move forward with the use of donated funds to paint, seal the floor, and install a flag pole.
- b) Trustee Cravens reported of the credit card for Firehouse use. Bank and Trust is very willing to work with the Board on adjusting billing dates. Trustee Cravens will proceed with application process.

- c) Perry Waters requested an extension for insurance bids. Motion to extend grace period for bids for insurance to August 1, 2008. Motion by Trustee Wulf, Second by Trustee Keafer.

**XII. Executive Session**

Convened at 8:03 p.m. Tape recorded, file 2.3. Executive Session Adjourned at 8:57 p.m.

**XIII. Action, if any, in connection with discussion conducted during the Executive Session**

- a) Motion to formalize Mike Hamilton's appointment as Training Officer effective June 1, 2008 at an annual salary of \$6,000.00, paid quarterly. Motion by Trustee Keafer, Second by Trustee Cravens.
- b) Motion to amend Deputy Chief Romadka's salary to \$8,000.00, paid quarterly. Motion by Trustee Wulf, Second by President Patterson.

**XIV. Next Meeting**

The next meeting will be August 11, 2008 at 7:00pm at the Rochester Fire House.

**XV. Adjournment**

President Patterson adjourned the meeting at 9:10 p.m. Motion by Trustee Wulf, Second by Trustee Cravens.

Minutes submitted by: Linn Downey

Minutes approved by: Don Wulf