

# ***Rochester Fire Protection District***

700 West Main Street, Rochester, Illinois

## ***Meeting Minutes***

August 10, 2009

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

President Patterson called to order the regular meeting of the Rochester Fire Protection District at 7:00 p.m. on August 10, 2009 at the Rochester Firehouse, Rochester, Illinois.

### **II. Roll call**

Don Wulf conducted a roll call. The following persons were present: President Patterson, Trustee Cravens, Trustee Wulf, Trustee Day, Chief Poffenberger, Attorney Bruce Beeman, and Administrative Assistant Linn Downey. Mike Keafer was absent. Nine members of the public were also present.

### **III. Approval of minutes from last meeting**

Meeting minutes from July 13, 2009 were presented. Motion to approve as amended by Trustee Day, second by Trustee Cravens. Unanimously approved.

Meeting minutes from the Truth-In-Taxation meeting on August 5, 2009 were presented. Motion to approve by Trustee Day, second by Trustee Cravens. Unanimously approved.

Meeting minutes from the meeting on August 5, 2009 were presented. Motion to approve by Trustee Cravens, second by Trustee Wulf. Unanimously approved.

### **IV. Approval of Treasurer's Report**

Treasurer's report was presented. Motion to approve by Trustee Day, second by President Patterson. Unanimously approved.

### **V. Committee Reports**

A) Building & Grounds presented by President Patterson.

1. The paint on the fuel tank is coming off, we may need to use a different product. We are looking into how to correct the problem.
2. Zeller has replaced the projector and completed work on the sound system.

B) Personnel presented by Trustee Wulf

1. Trustee Wulf will get with Chief Poffenberger to compile a list of all reviews and review dates.

C) Policy & Procedure presented by Trustee Day

1. Motion to approve May Day Protocol for the SOP's by Trustee Day, second by President Patterson. Unanimously approved.
2. Travel Expense policy is tabled until the September meeting.

D) Web Committee presented by President Patterson

1. The website design and color has been decided upon. As the site is being developed, we will be able to monitor its progress.

**VI. Chief's Report**

1. We completed the MDA Fill-the-Boot program for Jerry's Kids. We collected \$2,152.00.
2. Went to a meeting with the Sangamon County Farm Bureau thru Illinois Fire Service Institute about grain bin rescue.
3. Due to lack of state funds, the free Cornerstone Fire Training programs have been cancelled. There are still three free programs through Illinois Fire Service Institute which are Ethanol Fire Training/Foam training and LP gas training. We did LP gas last year, we have put in for Ethanol Fire Training.
4. At the Sangamon County Fire Chief's meeting Phil McCarty from Global Technology spoke to us about narrowbanding radio systems that are required for all radios in the year 2012.
5. The Paramedic class is at the first semester mid-term.
6. Mike Hamilton and Randy Romadka are still in the Fire Service Instructor Class.
7. John Fox, Randy Romadka, and Mark Poffenberger are going to Senior Officer Development on September 12 – 13 in Quincy, Illinois.
8. We have 5 or 6 people that will be attending a Firefighter Class conducted by Divernon Fire.
9. Christian Skelton resigned effective August 10, 2009.
10. Calls from last month (none of the calls utilized Berry Engine 3)

|                  | TOTALS |
|------------------|--------|
| STRUCTURE        | 3      |
| BRUSH            | 0      |
| ALARM-Still      | 3      |
| VEHICLE          | 1      |
| MISC             | 1      |
| FIRE TOTALS      | 8      |
| 10-50 PI (Wreck) | 0      |
| MEDICAL CALL     | 19     |
| MED TOTALS       | 19     |
| RESPONSE         |        |
| TOTALS           | 27     |
| FIRE TRAINING    | 3      |
| MED TRAINING     | 1      |
| TRAINING         |        |
| TOTALS           | 4      |
| MANDATORY        | 0      |
| PUB RV/DETAILS   | 7      |

## **VII. Member or Public Comments**

Ted Babcock thanked the department for their professionalism and courtesy when members responded to a call for service at his residence. Rob Young, Mark Poffenberger, Dave Jostes, Cindy Cannon, and John Fox were commended for their efforts.

## **VIII. New Business**

### A) Tanker Specs

1. Tabled until next meeting.

### B) Freezer

1. Motion to purchase a 7.2 cubic foot freezer from Sears for \$198.00 by Trustee Day, second by Trustee Wulf. Unanimously approved.

### C) Storage Cabinet

1. Motion to approve purchase of a storage cabinet from Staples for \$399.99 by President Patterson, second by Trustee Day. Unanimously approved. Item is to be categorized under Office Equipment for accounting purposes.

### D) Background Checks

1. New applicants coming in are to have a basic search from the Circuit Clerk's office done. After they have completed their three meetings and applied for membership, we are to do a background check through the Illinois State Police for \$39.00.
2. A yearly driver's license check is to be done through the Illinois Secretary of State on all members.

### E) Pagers

1. Motion to purchase six pagers for \$405.00 each plus warranty minus \$60.00 rebate per pager by President Patterson, second by Trustee Cravens. Unanimously approved.

### F) Cleaning Bids & Contract

1. Opening of bids cancelled for this evening.
2. Contract to be rebid stating members, employees, and their families may not bid on project. Bid specifications to list worker's compensation insurance as being required.
3. Mike Keafer to contact Clean As A Whistle to extend their contract by one month.
4. New bids for cleaning contract to be opened at September meeting.

### G) Anti-Virus and Computer Support

1. Someone needs to be hired to provide the department with computer recommendations and support. If anyone knows of someone, please submit the name to President Patterson.

### H) 09-RFPD-3 Levy Ordinance

1. Motion to approve 09-RFPD-3 by Trustee Wulf, second by President Patterson. Unanimously approved.

## **IX. Old Business**

### A) Cat Generator Service

1. Motion to approve maintenance agreement with Altorfer for \$4,182 for three years to be paid in 6 semi-annual payments of \$697.00 each by Trustee Cravens, second by Trustee Day. Unanimously approved.

### B) Insurance

1. Motion to approve insurance quote from VFIS by Trustee Cravens, second by Trustee Wulf. Unanimously approved.
2. We do want the \$10 million coverage, it will be an additional \$100, and will be paid quarterly.

**X. Closed Session**

None

**XI. Action, if any, in connection with discussion conducted during Closed Session**

N/A

**XII. Next Meeting**

The next regularly scheduled meeting of the board is September 14, 2009 at 7:00 p.m.

**XIII. Adjournment**

Motion by Trustee Cravens to adjourn the meeting, second by Trustee Wulf.  
Unanimously approved. Meeting adjourned at 8:08 p.m.

Minutes submitted by: Linn Downey, Administrative Assistant

Minutes approved by: Don Wulf, Secretary