

Rochester Fire Protection District

700 West Main Street, Rochester, Illinois

Meeting Minutes

September 8, 2008

I. Call to order

President Patterson called to order the regular meeting of the Rochester Fire Protection District at 7:01 p.m. on September 8, 2008 at the Rochester Firehouse, Rochester, Illinois.

II. Roll call

President Patterson conducted a roll call. The following persons were present: Trustee Keafer, Trustee Wulf, Trustee Cravens, Trustee Day, Chief Poffenberger, Attorney Beeman and thirteen members of the public.

III. Approval of minutes from last meeting

Minutes from the August 11th meeting were presented. Motion to approve with corrections was presented. Motion to approve given by President Patterson, second by Trustee Day. Unanimously approved.

Minutes from the August 15th meeting were presented. Motion to approve given by President Patterson, second by Trustee Day. Unanimously approved.

Minutes from the September 2nd meeting were presented. Motion to approve given by President Patterson, second by Trustee Wulf. Unanimously approved

IV. Approval of Treasurer's Report

Treasurer's report was presented; Balance Sheet as of September 5, 2008, Profit and Loss from August 12 – September 8, 2008 and June 1 - September 8, 2008. Motion to approve was given by Trustee Wulf and seconded by Trustee Day; unanimously approved.

President Patterson questioned the high balance in the checking account, Trustee Cravens stated this was due to taxes currently being collected.

V. Committee Reports

- a) Building & Grounds proposals, presented by Trustee Keafer. Contract with Sweeney Plumbing & Heating for HVAC maintenance, Contract with Pulliam Masonry to repair masonry, contract with Bacon & VanBuskirk to repair glass. Motion to approve given by Trustee Cravens, second by Trustee Day. Unanimously approved. Trustee Wulf asked that the contract with Sweeney

Plumbing be amended to reflect that full payment is not due at the beginning of the project. Trustee Keafer informed the board that there are still a number of projects that are awaiting proposals.

- b) Personnel, presented by Trustee Wulf. New Administrative Assistant hired.
- c) Policy & Procedure presented by Trustee Day. Continual work on the Policies.

VI. Chief's Report

- a) EMT-B class to start October 21, 2008
- b) Letter from Rochester Public Library
- c) October 4, 2008, live house burn on North Oak Street at 8:00 a.m.
- d) October 4 – 5, 2008, Female Firefighters weekend in Champaign. Adrian, Cindy & Marissa to attend.
- e) \$1,032.40 was sent to Muscular Dystrophy for Fill The Boot Program.
- f) Firefighters' Training Tower to built, proposal presented. It was recommended by Attorney Beeman that the deed for the property be checked to be sure it allows for the tower.
- g) Discuss with Board opening the Firehouse up for the Village Halloween Night, it was agreed that this is a good idea.

VII. Member of Public Comments

None

VIII. New Business

- a) Snow removal for 2008-09 referred to Building & Grounds Committee
- b) Motion to approve purchase of 10 Motorola pagers from GTSI at \$370/each after rebate by Trustee Day, second by Trustee Wulf. Unanimous approval.
- c) Minimum age of firefighters; discussion tabled until next meeting
- d) Customer Survey – corrections made by Attorney Beeman. Will send out with return postage and print in-house.

IX. Old Business

- a) Policy/SOP distribution is in affect and approved. Chief Poffenberger states 80% of people have completed. Third calls have been placed for those who have not completed. No drop dead date set on completion.
- b) Two sessions of Harassment Training have been completed. Chief Poffenberger states approximately 60 – 70% of people have completed training.

X. Executive Session

Motion was made by Trustee Keafer; second by Trustee Cravens to enter Executive Session at 8:01 p.m. Executive Session ended at 8:20 p.m.

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

Motion made by Trustee Day for Attorney Beeman to write a letter in regards to a personnel issue for Trustee Wulf's signature. Second by Wulf. Unanimously approved.

XII. Next Meeting

Meeting of October 20, 2008 is rescheduled to October 14th at 7:00 p.m. Motion by President Patterson, second by Trustee Cravens. Unanimous approval.

XIII. Adjournment

President Patterson adjourned the meeting at 8:30 p.m.

Minutes submitted by: Linn Downey

Minutes approved by: Don Wulf, Secretary