

# ***Rochester Fire Protection District***

700 West Main Street, Rochester, Illinois

## ***Meeting Minutes***

October 14, 2008

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

President Patterson called to order the regular meeting of the Rochester Fire Protection District at 7:00 p.m. on October 14, 2008 at the Rochester Firehouse, Rochester, Illinois.

### **II. Roll call**

Secretary Wulf conducted a roll call. The following persons were present: Trustee Keafer, Trustee Wulf, Trustee Cravens, Trustee Day, President Patterson, Administrative Assistant Linn Downey, four members of the public. Chief Poffenberger arrived at 7:14. Attorney Beeman arrived late.

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

Minutes from the September 8th meeting were presented. Motion to approve given by Terry Day, second by Tim Cravens. Unanimously approved.

Minutes from the July 14<sup>th</sup> executive session were presented. Motion to approve given by Patt Patterson, second by Mike Keafer. Unanimously approved.

Minutes from the September 8<sup>th</sup> executive session were presented. Motion to approve with corrections was presented by Terry Day, second by Don Wulf. Unanimously approved.

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

Treasurer's report was presented; Balance Sheet as of October 14, 2008, Profit and Loss from September 8 – October 14, 2008 and June 1 - October 14, 2008. Motion to approve was given by Don Wulf and seconded by Patt Patterson. Unanimously approved.

Tim Cravens stated he will be making a transfer from the checking account to Illinois Funds.

Patt Patterson asked for the memorial donations to be kept separately from the operating account. Tim Cravens stated a separate checking account may have to be set up for that and it would have to be re-appropriated each year. Attorney Beeman was asked to find out how to keep donations separate and how to appropriate them; he was also asked to find out if any unspent funds at the end of the year can be spent any way the board would like.

Terry Day questioned the totals on the budget worksheet presented. Item #7 and #9 appear to be the same. Tim Cravens will look into and present corrections at the next meeting.

Terry Day asked if the income budget appears to be on target for this time of year. Tim Cravens responded yes, that the checking balance is high right now because taxes are currently coming in.

## **V. Committee Reports**

### **A) Building & Grounds presented by Trustee Keafer.**

1. Central Illinois Security does not appear to have been testing the fire line, which violates their contract. Mr. Keafer presented a letter from Attorney Beeman to be sent to them regarding cancelling their contract. Patt Patterson will send the letter. Mr. Keafer is to have Central Illinois Security re-bid their contract including the work for the fire line. He is to ask them to bid the contract for one year with the condition that if we receive good service, we will re-new for multiple years in the future.
2. Snow removal contract with the Village of Rochester is presented. Attorney Beeman recommends revising the contract to read: snow removal will not be done with salt unless requested by the chief. When salt is necessary, it will be \$40/ton. Motion to accept contract by Tim Cravens, second by Don Wulf. Voice vote on snow removal contract; Patterson-yes, Wulf-yes, Cravens-yes, Day-yes, Keafer-yes. Patt Patterson will sign the contract after it is revised.
3. Mike Keafer to check the height of the flag pole at Berry. Ask where and how high they will mount and how high above the ground. Mike Keafer to have answer by next meeting.
4. Trustee Keafer presents the need for storage space. The department is in need of a hazardous material cabinet. Motion by Don Wulf to purchase a 90 gallon cabinet from Noonan for \$1,166.67, second by Trustee Keafer. Unanimously approved.
5. Bacon & VanBuskirk put the wrong color of glass in the front door, they will correct.
6. Pulliam's payment for work performed will be held until the mistake they made has been corrected. President Patterson will notify Linn Downey when to mail the check.
7. HVAC maintenance work in Rochester & Berry has been done and all work satisfactory.
8. After numbers are fixed on the budget spreadsheet, we will revisit the proposals. Patt Patterson will call a special meeting if needed. All Building & Grounds proposals are tabled.

### **B) Personnel presented by Don Wulf.**

1. The reviews for Chief Poffenberger and Deputy Chief Romadka are completed. Motion to increase Chief's salary to \$24,000/year and Deputy Chief's to \$12,000/year effective June 1, 2008 given by Trustee Wulf, second by Trustee Cravens. Voice Vote: Patterson-yes, Wulf-yes, Cravens-yes, Keafer-yes, Day-

yes. Motion passes. It is noted that Randy Romadka has already received some of his increase.

2. Reviews for Mike Hamilton and Linn Downey are pending.
3. Trustee Wulf and Chief Poffenberger have met with the Captains regarding reviews of the members. these should be done by the end of November.

C) Policy & Procedure presented by Trustee Day.

1. The job description for the Training Officer has been developed and will be sent to Attorney Beeman's office for approval and will distribute copies to the board at the next meeting.
2. President Patterson requests dates be set to go over the procedures. He would like to see dates in January and June. Trustee Day to set the dates and put in November newsletter.

## **VI. Chief's Report**

- A. September 12<sup>th</sup> we had training here from the Cornerstone program for Illinois Fire Service Institute. We had 10 members attend and 3 from other departments.
- B. September 27<sup>th</sup> we had LP Burn class from the Cornerstone program. We had 15 of our members and 2 from other departments in attendance.
- C. September 29<sup>th</sup> we started our VFIS driver's training class and had 19 members present.
- D. October 4<sup>th</sup> we had our live house burn on North Oak Street in Rochester. We had 19 members present and 3 instructors from Springfield Fire and 1 instructor from Divernon Fire.
- E. On October 5<sup>th</sup> the Rochester First Baptist Church had their first fall festival. We took Squad 3 and Engine 1 for display. We performed blood pressure checks for people at the festival. Divernon Fire brought their Sparky's Safety House for demonstration.
- F. October 10<sup>th</sup> the Rochester Lion's Club had an open house at the Rochester Firehouse. We did blood pressure checks and handed out color books & plastic fire hats. Members displayed and demonstrated the fire trucks and various equipment to the children
- G. We started our yearly hose testing for 2008. We had 200 ft of 1 ½" fail the hose testing so far.
- H. October 12<sup>th</sup> & 19<sup>th</sup> we are having the Cornerstone program for Down & Dirty Hydraulics.
- I. We have contacted a family with a special needs child in our district for pre-planning for an emergency in their home.
- J. Safety Vests
- K. November 19<sup>th</sup> is a live line demo. There are going to be two school programs. One for 7<sup>th</sup> & 8<sup>th</sup> grade students and one for the sophomore class. There will also be one at the firehouse for 2 ½ - 3 hours for training on dealing with live power lines for the firefighters.
- L. EMT – B class is starting October 21<sup>st</sup>. We have 17 people enrolled, this includes 6 of our members and 2 possible new members.
- M. A firefighter from Blue Mound was killed Oct 13<sup>th</sup> at 8:30 p.m. during a training exercise. We will keep his family in our prayers.

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

Diana Fairchild asks what percent of the members have not taken the harassment training. The answer given was 40%. She asks how often they are giving the training. They receive it annually. Ms. Fairchild asks what percentage of the new manuals have not been signed. Five members at the most have not yet signed them. Ms. Fairchild asks about a deadline for these to be done. The policy went into effect September 8, 2008. If members do not meet their percentage requirements, they will not be in good graces with the department. Reviews will be two times a year.

## **VIII. New Business**

The department must keep the Nextel phone system because we need hospital communications. Sprint wants to move the department to another plan. Chief Poffenberger to get a proposal from Sprint and present to the board for approval.

## **IX. Old Business**

- A) Policy/SOP distribution was addressed during the Member or Public Comments section.
- B) EMS tax is pending. Motion by President Patterson to table this until further notice, second by Secretary Wulf. Unanimously approved.

## **X. Next Meeting**

The next regularly scheduled meeting of the board is November 10, 2008 at 7:00 p.m.

## **XI. Adjournment**

Motion by President Patterson to adjourn the meeting, second by Trustee Day. Unanimously approved. Meeting adjourned at 8:36 p.m.

Minutes submitted by: Linn Downey

Minutes approved by: Don Wulf, Secretary