

# ***Rochester Fire Protection District***

700 West Main Street, Rochester, Illinois

## ***Meeting Minutes***

November 10, 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 November 10, 2008 at the Rochester Firehouse, Rochester, Illinois.

### **II. Roll call**

Secretary Wulf conducted a roll call. The following persons were present: Trustee Wulf, Trustee Cravens, Trustee Day, President Patterson, Chief Poffenberger, Deputy Chief Romadka, and Administrative Assistant Linn Downey. Sixteen members of the public were also present.

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

Minutes from the October 14<sup>th</sup> special meeting, October 20<sup>th</sup> regular meeting and the October 20<sup>th</sup> executive session were presented. Motion to approve given by Trustee Day, second by Trustee Cravens. Unanimously approved.

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

Treasurer's report was presented; Balance Sheet as of November 10, 2008, Profit and Loss from October 20 – November 10, 2008 and June 1 – November 10, 2008. Motion to approve was given by Trustee Wulf and seconded by Trustee Day. Unanimously approved.

Tim Cravens stated he has purchased a new CD in the amount of \$25,000.00. He also asked if the board would like fewer reports at the next meeting. It was agreed that the current reporting information was fine and not to change it.

### **V. Committee Reports**

A) Personnel presented by Don Wulf.

1. The review for Mike Hamilton is past due. Trustee Wulf expects it to be completed on November 17<sup>th</sup> or 18<sup>th</sup>.

B) Policy & Procedure presented by Trustee Day.

1. The job description for the Training Officer has been sent to the attorney. He will have it ready by the next meeting.

C) Building & Grounds presented by President Patterson

1. The alarm contract with Heart Technologies that was approved at last meeting includes the 10% discount in the \$378.00 bid price. This is \$8.00 more than the next lowest bid. Discussion by Trustee Day asking why on the original installation we did not have the general contractor submit a report regarding

certification. President Patterson stated it has been five plus years since the installation. We will start doing the certifications yearly. Motion to approve bid with Heart Technologies for \$380.00 given by President Patterson, second by Trustee Cravens. Unanimously approved.

2. Rob Young states he will take the amplifier to Team Electronics for a cost of approximately \$20.00 to see if it can be repaired.

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

A) Chief's Report is presented

1. 15 students are enrolled in the EMT-B class that started October 21<sup>st</sup>.
2. A Community CPR Class is scheduled for December 6<sup>th</sup> from 8:00 a.m. – 12:00 p.m. and December 17<sup>th</sup> from 6:00 p.m. – 10:00 p.m.
3. Six members just completed CPR Training – Instructor Class
4. EMG Grant from Illinois Department of Public Health for EMT-B class supplies
5. First newsletter is out
6. Halloween night open house had about 50 kids stop by. Would like to improve for next year
7. November 19<sup>th</sup> – Live Wire Demo here at 6:00, we invited the Rochester Public Works and Police Department
8. NH3 class at the firehouse on November 24<sup>th</sup>. This is a Cornerstone Program for Illinois Fire Service Institute.
9. On November 4<sup>th</sup>, the Lion's Club invited us to speak about the Fire Department and talk to them about E-2 and other vehicles in the department.
10. We received the rebate from Motorola for 10 pagers
11. Toys for Tots program
12. Fire Banquet (date and time)

B) Safety Vests will be \$16 - \$19 each. RFPD will buy one for each member. The new law requiring them goes into effect November 24, 2008.

C) The new Sprint cell phone contract would save the department approximately \$70/month. The department must have cell phones for ALS service. Secondary communications other than the radios to the hospitals is required. We currently have seven phones that are kept in the trucks. Motion to approve new Sprint cell phone contract given by Trustee Wulf, second by Trustee Cravens. Unanimous approval. Mark will take care of setting up the new contract November 12<sup>th</sup>.

D) Probation members – discussion skipped

E) Brush 1 air system. Motion to approve purchase at \$2,100.00 by Trustee Day, second by Trustee Wulf. Unanimous approval.

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

None.

## **VIII. New Business**

A) Emergency Service Billing - Rob Young has found a company that will bill insurance companies for us for auto accidents. We average about two per month for a

reimbursement of approximately \$24,000 per year. President Patterson would like Mr. Young to look into this further, get company references, and a sample contract.

- B) A contract for motor repair from Hoyt Matthew is presented by Chief Poffenberger. President Patterson would like more specifics and the sentence about payment being due in 10 days taken out. Chief Poffenberger will send the contract to Attorney Beeman. Discussion tabled for now.
- C) Trustee Wulf presented information regarding House Bill 4687 which allows Fire Protection Districts to award grants to homeowners that install sprinklers and House Bill 4674 which provides additional compensation to trustees who attend training programs. This program starts January 1, 2009 and we will need to budget for it in the FY 09-10 budget.
- D) Trustee Day asks that a debit card account be set up at Rochester Bank & Trust for the purchase of various supplies. The Chief and Deputy Chief would have the cards and would be able to make purchases using it and get cash out of the ATM machine. It would be pre-loaded and a new bank account would have to be opened. The downfall is that there is no pre-approval, the money is already spent by the time it is presented to the board. Motion to approve acquiring the debit card with a \$500 limit with the Chief and Deputy Chief being the only users by Trustee Cravens, second by Trustee Wulf. Unanimous approval.

#### **IX. Old Business**

- A) Policy/SOP distribution - There are 4 or 5 members who have not picked up their information. Mark will have their names at the next meeting. Mark is to make two more attempts to contact those people then he is to send them certified letters.

#### **X. Executive Session**

Motion was made by Trustee Cravens, second by Trustee Wulf to enter Executive Session at 7:55 p.m. Executive Session ended at 8:23 p.m.

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

Motion by Trustee Wulf to immediately suspend Pete Ross for not responding to the department's letter of October 24, 2008 regarding dual membership. The suspension will be in effect until the board receives Mr. Ross' request. Second by President Patterson. Unanimous approval.

#### **XII. Next Meeting**

The next regularly scheduled meeting of the board is December 8, 2008 at 7:00 p.m.

#### **XIII. Adjournment**

Motion by Trustee Day to adjourn the meeting, second by Trustee Wulf. Unanimously approved. Meeting adjourned at 8:30 p.m.

Minutes submitted by: Linn Downey

Minutes approved by: Don Wulf, Secretary