

MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES  
OF THE ROCHESTER FIRE PROTECTION DISTRICT

On the twelfth day of October, 2022, the regular meeting of the Board of Trustees of the Rochester Fire Protection District was held at 7:00 p.m., pursuant to notice, 700 East Main Street, Rochester, Illinois. In attendance were the Trustees of the District: Trustee Fairchild, Trustee Ritterbusch, Trustee McBride, Trustee Spurgeon and Trustee Johnson. The Chief, John Archer, was also present as were members of the Public.

The first order of business was the taking of the roll call. All Trustees present and a quorum was established.

The next item of business was Review and Approval of Minutes from September 14, 2022 Meeting. The special meeting minutes were motioned to accept by Trustee Johnson and seconded by Trustee Spurgeon. Polled the Board and all in favor. The regular meeting minutes were motioned to accept by Trustee Spurgeon and seconded by Trustee Ritterbusch. Polled the Board and all in favor.

The next item of business was the Treasurer's Report. During the treasurer's report, Trustee Johnson had a question regarding a credit to the vehicle maintenance expense section of the report. Trustee Johnson asked Trustee Fairchild if it was the tire sale proceeds. Trustee Fairchild stated that it was. Trustee Johnson also informed the Board of three CD's that are coming due. After some discussion amongst the Board, it was motioned by Trustee Johnson and seconded by Trustee Spurgeon to accept the treasurer's report and to authorize Trustee Johnson to research and act on two CD's to go with either Rochester Bank and Trust, Edward Jones or Rochester American Bank of Missouri. Depending on which entity provides the most advantageous interest rate and fee structure. The CD's requiring action are as follows: CD #2672 in Rochester Bank and Trust in the amount of \$77,236.07. CD #140 in Rochester American Bank of Missouri in the amount of \$24,940.14. Motioned to accept by Trustee Johnson and seconded by Trustee Spurgeon. Polled the Board and all in favor.

The next item of business was the Chief's Report.

September 14 — RFPD participated in Rochester Schools Annual Homecoming Parade.

September 17 — Chief, Deputy Chief and Captain Gilley met with Boo Crew Haunted House staff to review Fire Code compliance report.

September 19 — RFPD hosted Saints Flight Landing Zone and Helicopter Operations Class.

September 21 — Annual Apparatus Pump Testing was completed and no major discrepancies.

September 26 — RFPD conducted a pre-plan tour for members at Boo Crew Haunted House facility for Fire/EMS responses to the facility.

September 30 — Chief and FF/EMT Trader presented Fire safety to Day Care Staff and students at Rochester Christian Church.

October 6 — RFPD conducted portable fire extinguisher training for Carriage Crossing staff members.

October 8 — Chief, FF/EMT Torchia and Captain Gilley attended a forcible entry training seminar at Warrensburg FPD.

October 8 — RFPD participated with equipment display at Rochester Estates Fall Festival.

October 10 — RFPD hosted burn tower practical hands on training drills for area mutual aid departments at Kincaid Generations Power Plant training site.

September Calls:

- 38 EMS
- 11 Fire
- 4 Training Sessions
- 5 Special Duty

The next item of business was Old Business.

1. Discussion/Action of Policies and Procedures. After a brief discussion and explanation of some recent changes a motion was made by Trustee Ritterbusch and seconded by Trustee Johnson to accept the final draft of the Policy and Procedure Manual. Polled the Board and all in favor.

2. Discussion/Action for the Technology and Communications Administrator to access and separate the closed session recording from the open session recording for the September 7, 2022, special meeting. Trustee Johnson motioned Nick Johnson to proceed with the recording review and seconded by Trustee Ritterbusch. Polled the Board and all in favor.

3. Discussion/Action to adopt the 2022 Tax Levy Ordinances. After a brief discussion a motion was made to approve the 2022 Tax Levy Ordinance #22-RFPD-01 in the amount of \$636,953.00 by Trustee Johnson and seconded by Trustee Spurgeon. Polled the Board and all in favor.

4. Discussion/Action on Grading the Farm Ground Owned by the District and the Costs. A motion was made to authorize Greg Leach to repair the easement on the District's farm property by Trustee Spurgeon and seconded by Trustee Johnson. Polled the Board and all in favor.

The next item of business was New Business.

1. Approval/Authorization of Purchases. A motion to approve purchases for the month was made by Trustee Ritterbusch and seconded by Trustee Johnson. Polled the Board and all in favor.

2. Discussion/Action on 3 Certificates of Deposit that are coming to maturity. This item of business was dealt with during the Treasurer's Report.

3. Discussion/Action American Bank of Missouri Entity Authorization Form. A motion to approve the use of the form by Trustee Johnson and seconded by Trustee Ritterbusch. Polled the Board and all in favor.

4. Discussion/Action on Proposal for Wiring the Tornado Siren. After some discussion and input from Trustee Fairchild about the siren wiring proposal will be putting the Fire District \$2500.00 over budget in that line item. Trustee Fairchild also stated that a system called "Reverse 911", in which Sangamon County Dispatch could contact residents to warn them of impending emergencies, might be something worth looking into. Motion to accept wiring proposal made by Trustee Johnson and seconded by Trustee Spurgeon. Polled the Board:

Trustee Johnson...YES

Trustee Spurgeon...YES

Trustee McBride...YES

Trustee Ritterbusch...YES

Trustee Fairchild...NO

5. Discussion/Action on Information for the April 2023 Consolidated Election. Trustee Fairchild had four candidate packets and will leave them in the foyer for interested persons to pick up. The Administrative Assistant, Jessica Cole, is aware of the packets and their placement and can assist with getting them handed out. She also can make additional copies as needed. President McBride informed Trustee Fairchild and the Board to be aware of unauthorized emails containing his email address and to inform him if any are received.

The next item of business was Member or Public Comment. A member of the public suggested that getting/using a second recorder for just the closed session minutes and using the recorder that the Board already has and is using for the open meetings; thereby reducing the opportunity for confusion between the open/closed meetings in the future. Also a member of the public reminded Trustee Fairchild that Administrative Assistant, Jessica Cole, will need one of the four packets to make any needed copies.

The next item of business was Announcements. The next regular meeting will be held on Wednesday, November 9, 2022, at 7:00 p.m. Trustee Spurgeon motioned for adjournment and seconded by Trustee Johnson. Polled the Board and all in favor.

There being no further, or other, business to come before the meeting, upon motion duly made, seconded and unanimously approved, the meeting was adjourned at 7:45 p.m.

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Secretary

APPROVED:

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Being all of the Trustees of the  
Rochester Fire Protection District

