

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

On the ninth day of March, 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 Romadka. The Chief, John Archer, was also present as were members of RFPD and 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 Previous Meeting. President McBride stated that the minutes of the January 28, 2022, special meeting were inaccurate regarding to the Public Comment Section of the meeting minutes and provided the Board with a revision of that section. After much discussion and a review of the minutes' recording, the Board voted to accept President McBride's revision.

The vote of the Board is as follows:

- Trustee Romadka.....YES
- Trustee Spurgeon.....YES
- Trustee McBride.....YES
- Trustee Ritterbusch..YES
- Trustee Fairchild.....NO

Trustee Romadka motioned to accept and President McBride seconded. On the February 9, 2022, minutes, Trustee Romadka pointed out a typo and the Board accepted the minutes with the correction to the minutes. Trustee Spurgeon motioned the acceptance and seconded by Trustee Romadka. Polled the Board and all in favor.

The next item of business was the Treasurer's Report. Trustee Romadka presented the current report. Trustee Ritterbusch motioned to accept the report as read and seconded by Trustee Spurgeon. Polled the Board and all in favor.

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

February 7.....RFPD hosted joint CPR and AED training with RFPD members and Rochester PD officers and Chief.

February 28...RFPD hosted joint mutual aid burn tower training at Kincaid Generations Facility with Pawnee and Divernon's FPD's.

March 5.....Chief conducted a fire safety inspection and change of Knox Box key at Boondocks Gun Club.

March 7..... RFPD has added a new Junior Firefighter to our Junior Firefighter Program. Noah Pennington.

March 7.....RFPD has added a new regular member, Charles Kuntzman.

February Calls:

- 35 EMS
- 9 Fire
- 3 Training Sessions
- 0 Special Duty

Trustee Spurgeon motioned to approve the Chief's report and seconded by Trustee Romadka. Polled the Board and all in favor.

The next item of business was Old Business.

1. Discussion/Action — Approve revised Emergency Vehicle Designation and/or approval of use of blue or red/white lights for Deputy Chief Kirk Polley's personal vehicle. After input from the Board counsel, David Livingstone, and a brief discussion by the Board, Trustee Romadka motioned to accept and seconded by Trustee Ritterbusch. Polled the Board and all in favor.

2. Discussion/Action — 1.13 Privileged or Confidential Information Policy. David Livingstone stated three example items; HIPAA, discussion of personnel and buying of real estate in closed session. The Board discussed a policy to only release meeting minutes that have been approved by the Board and no action was taken.

3. Discussion/Action — Transcription of Minutes. After some discussion by the Board, a motion was made by Trustee Romadka to have the Administrative Assistant, Jessica Cole, transcribe the Executive Session minutes and reviewed by Trustee/Secretary Fairchild. Seconded by Trustee Spurgeon. Polled the Board and all in favor.

4 and 5. Discussion/Action — Unilateral action by Trustees and the Baldrige Consulting/Policies. (Also Number 3 under New Business...all combined). Trustee Fairchild informed the Board that Baldrige Consulting has formally removed their draft policy recommendations for any further consideration by the Rochester Fire Board. Mr. Baldrige does not expect any payment on the receipt that was

mistakenly emailed to the Board by the Attorney. David stated that the \$652.41 invoice from Baldrige Consulting should not expose the District any further expense.

6. Discussion/Action — Continue review of Policies and Procedures. President McBride stated to be tabled pending further review by the staff.

The next item of business was New Business.

1. Approval/Authorization of Purchases. Trustee Romadka motioned to approve and seconded by Trustee Ritterbusch. Polled the Board and all in favor.

2. Discussion/Approval — Purchase of Tires. FF/Reim gave a proposal to the Board on replacing the tires on Brush 1. His recommendation is to use Neal Tire in Taylorville and the stated total amount was \$2,078.00. Trustee Fairchild offered to hold the old tires and take them to Micenhiemer's Auction in the Fall and sell them to the highest bidder. President McBride motioned to accept and seconded by Trustee Romadka. Polled the Board and all in favor.

3. (Was combined in Old Business with #4&5).

4. Discussion/Action — SOG's for Department. Trustee Romadka motioned to accept and seconded by Trustee Spurgeon. Polled the Board and all in favor.

5. Discussion/Action — 2 CD's (American Bank of Missouri and Bank and Trust). President McBride informed the Board that it needs to take action on these two CD's. After some discussion President McBride motioned to cash in the CD at Bank and Trust for \$32,769.07 and renew the CD for \$50,000.00 at American Bank of Missouri for 24 months at 75 percent interest. Seconded by Trustee Ritterbusch. Polled the Board and all in favor.

6. Discussion/Action — Lawn Maintenance Contract. Two bids were returned. Deb and John's Lawn Care is the current provider and appeared to be the low bid. Chief Archer offered to do more research for bids. Trustee Spurgeon motioned to retain Deb and John's Lawn Care and was seconded by Trustee Ritterbusch. Polled the Board and all in favor.

7. Discussion/Action — Replacement of Ice Machine. Deputy Chief Polley informed the Board that the ice machine is fifteen years old and needs replaced. Amazon can ship within days for \$2,371.00 which was the low bid. Trustee Romadka motioned to purchase the ice machine for the amount stated and Trustee Spurgeon seconded. Polled the Board and all in favor.

8. Capital Replacement Plan. A handout was provided for the Board but there was no discussion.

The next item of business was Member or Public Comment. A member of the public asked the Board's counsel, David Livingstone, to give some clarification to the difference between the SOP/SOG's. Mr. Livingstone stated that the Fire Department members/staff and the Board of Trustees should work together to formulate and implement the SOP/SOG's and that the Board has the final vote on the SOP's only. Another member of the public gave the Board his opinion on the handlings of the meeting minutes. He wondered with several people involved, how can they be kept

confidential. President McBride explained that the people handling the minutes are employees of the District and would be fired if they released the minutes without authorization. Several people began talking at once without recognition from the Board. Trustee Spurgeon reminded everyone about the Public Comment Policy and would like to avoid a repeat of emotions at the last month's meeting. FF/Reim reminds the Board that two more apparatuses need tires. Engine #2 and Tender #2. President McBride stated that will be on the next month's agenda. Trustee Fairchild stated in reference to the perceived confidentiality concerns brought forth by President McBride, that Trustee Fairchild had created a secure email address to be used for the Board's business to or through me. Trustee Fairchild provided a copy to all the Board members and to the Board's counsel, David Livingstone.

The next item of business was Announcements. The next regular meeting will be held Wednesday, April 13, 2022, at 7:00 p.m. President McBride asked for a motion to adjourn. Trustee Romadka motioned and seconded by Trustee Ritterbusch. 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 8:20 p.m.

Being all of the Trustees of the
Rochester Fire Protection District

