

# ***Sandwich Community Fire Protection District Agenda***

October 12, 2023

7:00 P.M.

*Call to Order / Pledge of Allegiance*

*Open Forum / Comments from the Public*

*Review, Correct and Approve Previous Meeting Minutes & Commission Meeting Minutes (From September 14<sup>th</sup> and September 18<sup>th</sup>).*

*Treasurer's Report*

*Correspondence*

*Attorney's Report*

*Chief's Report*

*Executive Session  
(Roll Call/Reason)  
OLSC120/2©(1):*

## ***Old Business***

*- GEMT*

## ***New Business***

- Equipment Purchase Request*
- Training Requests*
- Personnel*
- Snow Plow Bids*
- Purchase Pallet Salt*
- Elect 2 Board Members for Pension Board*
- Pension Ordinance (Approve/Sign)*
- Hardship Request*
- Line Item Transfer/Approval*

*Posted Tuesday October 10, 2023 at 8:30 A.M. by Jackie Gramme, District Secretary*

# **Sandwich Community Fire Protection District**

## **Meeting Minutes**

October 12, 2023

7:00 P.M.

**Present:**            *Trustee President – Jeff Beverage*  
                         *Trustee Secretary – Chuck Fish*  
                         *Trustee Treasurer – Matt Weismiller*  
                         *Chief – Derek Hagerty*  
                         *Deputy Chief – Zach Morel*  
                         *District Secretary – Jackie Gramme*

**1. Call to Order / Pledge of Allegiance**

*Trustee Beverage called the meeting to order followed by the Pledge of Allegiance.*

**2. Open Forum / Comments from the Public**

*None*

**3. Review, Correct and Approve Previous meeting minutes**

*Trustee Beverage made a motion to approve the (2) two previous meeting minutes, seconded by Trustee Fish, Trustees Beverage, Fish and Weismiller all voted yes.*

**4. Treasurer's Report**

*Trustee Weismiller stated that the Cash on Hand and the Disbursements are to be amended because a check written for health insurance has the incorrect amount due to a member being omitted accidentally, Cash on Hand is amended to \$2,412,236.16 and Disbursements are amended to \$127,057.72, Trustee Beverage made a motion to approve the amended Cash on Hand, seconded by Trustee Fish, Trustees Beverage, Fish and Weismiller all voted yes. Trustee Weismiller made a motion to approve the amended Disbursements seconded by Trustee Fish, Trustees Beverage, Fish and Weismiller all voted yes.*

**5. Correspondence**

*Trustee Beverage stated that the Dykstra family had all the memorial money be donated to the District.*

**6. Attorney's Report**

*None*

**7. Chief's Report**

*Attached, Chief stated that IDPH gave the District a (10) ten day temporary license for the ambulance. There was a brief discussion regarding Rental Home Inspections.*

**Old Business**

*None*

**New Business**

- *Equipment Purchase Request*  
*None*
- *Training Requests*  
*None*
- *Personnel*

*None*

- *Snow Plow Bids*  
*Trustee Weismiller made a motion to put a Snow Plow Bid request in the local paper, seconded by Trustee Fish, Trustees Beverage, Fish and Weismiller all voted yes.*
- *Purchase Pallet Salt*  
*Trustee Weismiller made a motion to purchase a pallet of salt from Rural King, seconded by Trustee Fish, Trustees Beverage, Fish and Weismiller all voted yes.*
- *Elect (2) two members for Pension Board*  
*Tabled*
- *Pension Ordinance*  
*Trustee Weismiller made a motion to approve the Pension Ordinance, labeled 2023-06, seconded by Trustee Fish, Trustees Beverage, Fish and Weismiller all voted yes.*
- *Hardship Request*  
*Chief will take care of this.*
- *Line Item Transfer*  
*Tabled*
- *Entered Executive Session at 8:00 P.M.*
- *Entered Regular meeting at 8:07 P.M.*

*Adjournment*

*Trustee Beverage made a motion to adjourn the meeting at 8:07 P.M., seconded by Trustee Weismiller, Trustees Beverage, Fish and Weismiller all voted yes.*

## **Chief Notes:**

The last Months happenings.

October 12<sup>th</sup>, 2023

**Meetings attended:** (1) KenCom, (0) Mabas Chiefs, (2) Kishwaukee Council, Chamber of Commerce, (4) Officers

**Inspections:** 2      **Reviews:** 3      **Car Seats:**      **Smoke Detectors:** 16

**Non-Emergency Transfers:** 0

Reviews given to city:

- 1302 N. Main St. – Remodeling CT area and waiting areas
- 320 W. Church St. – Old Bacaba bought and turning into a realtor office.
- 202 Indian Springs – Bank is doing a remodel.

Inspections made:

- Wow 7 Cinemas alarm inspection.
- 120 Indian Springs – Outer beauty, small renovation made.

Indian Springs indoor storage had full inspection and is complete.

Storage lockers next to Caseys are ready for the third phase of buildings.

**Private Transfers:** We did a total of 7 non-emergency transfers back in June. We paid out to employees \$700.00. We have received payment for 3 of the calls totaling \$776.51. We are still awaiting four payments to come in. 2 more Medicare and 2 BCBS

Medic 441 was not inspected by IDPH but rather was taken out of service by the state due to inactivity. Since then it is finally up and running. We have the paperwork filed with the state and must get it reinspected by IDPH and Kish health. Not sure how long this will take. Hopefully soon we will be back up to two running ambulances.

Had a conversation with Mechanic Nick and worked out the PO and ordering issues. He was given a Written warning, can read upon request. We also signed a new Purchase Order policy agreement between Nick and the dept. Hopefully this will resolve the issues we have been having. Agreement attached here as well.

Metro Paramedic Service is officially done. They sent us a nice letter confirming we are done with their services. Also Attached.

Now that Metro is done, we will need to move what is left in the Metro ambulance service line item to the Firefighter Payroll Line item for payroll. Jackie emailed Gabby and she said this was totally fine to do.

Health, Dental, and Vision Insurance Started October 2<sup>nd</sup>, 2023, for the FT District employees.

Working out pensions with Shawn F.

- Approve and sign new Pension ordinance.
- Appoint two Active FF's to be on the 5-person Pension board.
  - Attached is a current roster.

Our next testing cycle is out now and will be working on a new eligibility list. Two applications have been picked up on the first day so far. Will keep you all in the loop with that.

Andrew Beverage came to help Jackie set up quick books with Direct Deposit. We have the account confirmed to do this. Andrew was a big help, we also have Jodie coming in Wednesday to show Jackie more of how to do quick books as far as deductions before taxes, direct deposits, etc. for the new way of payroll.

The next small hurdle, we pay Blue Cross blue shield yearly for health Insurance. The district pays this bill 100% in full. When the employees deduct 20% from their pay, that money goes back into the district funds. At the end of the year, it equals itself out.

Hose testing has been about 90% completed. Two sets of 5 inch left to test. Next meeting, we will bring up to purchase hose to replace what has failed.

Pub ed at the schools are in full swing. We are having a blast with the schools and kids as always. Prairie View, Haskins, Woodbury, Mother goose, Early Learning academy, a homeschool group, and Somonauk Christian school.

Our open house is scheduled for October 21<sup>st</sup>, 2023, from 11 to 1pm. Flyer attached.

**Building management:** We are starting a new accountability for station duties. Currently making a checklist of anything and everything that needs to be checked, cleaned, inspected, serviced, etc. from monthly, quarterly, semiannually, yearly etc. This way we will not miss anything. Water softeners, filters, ladders, hose, or anything else. Working on that list now.

New Volunteer to start. Zach MacDonald is coming to drive or wherever he may be needed. He is a career firefighter/Paramedic with the Bridgeview FPD.

Plaque for Sheridan is on order.

Fire Commissioner badges are in and ready

The city of Sandwich is asking the FD if we want to do life safety inspections on all businesses in town. We did this when Chief Boring was in the office. Just checking to make sure business owners and building owners aren't blocking doors, extinguishers are up to date, clean clear isles, etc. No authority other than inspections. This would give us a good opportunity to know our buildings and do preplans and update keyholder information. Thoughts? Little over 300 businesses on the list they sent to me.

Fred Kreinbrink came to add on to that asked if we would be willing to do home inspections to renters to make sure the landlords are keeping a safe house. Smoke detectors, CO alarms, and such. Thoughts?

It's Hockey Season!

PBS asked if we would like to do a lock box bank account? I don't have details, but this is what was asked?

- We would like to offer Sandwich a lockbox bank account through the Hinsdale Wintrust Bank. This would be Sandwich' own bank account, within your control, and PBS would have view only capability for posting payments to patient accounts. PBS would pay for the fees associated with the lockbox as long as Sandwich bills your EMS calls through PBS.

If it is something you would like more information on please let me know, I will get more information and have the rep come chat with you at the next meeting if wanted.

The secretary of state came in for a surprise audit. We passed with a 100%. All paperwork filed correctly and ready to be presented. We have made 5 drivers Licensed through the state class B non CDL in house vs going to DMV.

Had a safety meeting with the school district. They spent some money to buy special door hinges in case of active shooters. The flip of a hinge will keep an intruder out. Training to come.

The fair paid their part for Staffed engine and 1<sup>st</sup> aid booth. All parties are caught up with pay.

The new time clock is up and running. Every person has a key card to their name. They use that to clock in and out. Works great. It is in the fishbowl on 1<sup>st</sup> floor. Will have more accountability and more detailed reports.

Met the new police Chief.

IFSI reached out to us and BKFD to see if we would be willing to host a free class. Instructor 1 and 2. If BKFD does not then we will host it. Will let you know.

Sandwich Area Chamber of Commerce has asked to do lunch and learn here. October 19<sup>th</sup> they will be here at 11:30am. About an hour or so. Asked us to give a presentation “awaiting details” because it is fire safety month.

Medic 442 broke down. IDPH and Kish Health gave us a 10-day temporary license to run calls out of 441. IDPH will be here to inspect 441 within ten days. Nick is aware of the problem. Hopefully it's a quick easy fix.