

Sandwich Community Fire Protection District Agenda

January 11, 2024

7:00 P.M.

Call to Order / Pledge of Allegiance

Open Forum / Comments from the Public

Review, Correct and Approve Previous Meeting Minutes

Treasurer's Report

Correspondence

Attorney's Report

Mechanic's Report

Chief's Report

*Executive Session
(Roll Call/Reason)
ILSC120/2©(1):*

Old Business

New Business

- Equipment Purchase Request*
- Training Request*
- Personnel*
- Health Insurance Secretary*
- 2024 Tentative Budget Ordinance*
- FCC License*
- MABAS Master Agreement & Ordinance Approval*
- Approve Purchase/Bidding Ambulance*
- Pension Auditor*
- Pension Bank Account Transfer (\$100.00) Line # 5010*

Adjournment

Posted: January 9, 2024 at 3:30 P.M. by Jackie Gramme, District Secretary

*Sandwich Community Fire Protection District
Meeting Minutes*

January 11, 2024

7:00 P.M.

Present: *Trustee President - Jeff Beverage*
 Trustee Secretary - Chuck Fish
 Trustee Treasurer - Matt Weismiller
 Chief - Derek Hagerty
 EMT's - Matt Davis, Mike Platt, Kyle Gruca & Bri Bell
 District Secretary - Jackie Gramme

Call to Order / Pledge of Allegiance

Trustee Beverage called the meeting to order at 7:00 P.M. followed by the Pledge of Allegiance.

Open Forum / Comments from the Public

Trustee Weismiller stated that General Michael Flynn authored a children's book and was supposed to read it to the children at the Somonauk Library on January 29th, now the Somonauk Library said no he wasn't welcome, so Trustee Weismiller was going to offer the SCFPD facility for the General to use.

Review, Correct & Approve Previous Meeting Minutes

Trustee Fish made a motion to approve the previous meeting minutes, seconded by Trustee Beverage, Trustees Beverage and Fish voted yes, Trustee Weismiller voted abstain because he wasn't in attendance of the previous meeting.

Treasurer's Report

Trustee Weismiller stated that the Cash on Hand is \$2,373,516.18, Trustee Beverage made a motion to accept the Cash on hand as presented, Trustees Beverage, Fish and Weismiller all voted yes. Trustee Weismiller stated that the Disbursements are \$ 99,422.34, Trustee Fish made a motion to accept the Disbursements as presented, seconded by Trustee Beverage, Trustees Beverage, Fish and Weismiller all voted yes.

Correspondence

Trustee Weismiller stated that a resident Mrs. Johnson of Lake Holiday spoke to Weismiller and praised the SCFPD for all of their help when she had a house fire. Trustee Beverage stated that there were thank you cards and donations from James & Sandra Black, Ameriprise Financial, Rosemary Clark, Scott Swanson and the Lions Club.

Attorney's Report

None

Mechanic's Report

None

Chief's Report

Attached, there was a brief discussion regarding rental properties requiring fire inspections, there was also a brief discussion regarding the settlement of a bill from a patient wanting to pay only half of the bill. This was tabled.

Executive Session

None

Old Business

- None

New Business

- Equipment Purchase Request

Chief Hagerty stated that the District needs to purchase new hose that failed inspection for \$7154.00 to be taken from Line Item # 5285, Trustee Weismiller made a motion to approve the Fire Hose purchase, seconded by Trustee Fish, Trustees Beverage, Fish and Weismiller all voted yes.

- Training

None

- Personnel

Attached Chief's Report

- Health Insurance Secretary

Already approve to be taken from Line Item # 5010

- Tentative Budget

Trustee Weismiller made a motion to approve the Tentative Budget as presented (Current Budget), seconded by Trustee Fish, Trustees Beverage, Fish and Weismiller all voted yes.

- FCC License for IDPH

EMS Coordinator Platt is working on this.

- MABAS Agreement Ordinance

Trustee Beverage made a motion to approve a new MABAS Agreement Ordinance named 2024-02, seconded by Trustee Weismiller, Trustees Beverage, Fish and Weismiller all voted yes.

- Ambulance Purchase / Bidding

Trustee Beverage made a motion to send \$40,000.00 to Elite Ambulance Sales and to put out bids in the newspaper for a 2024 E-450 Ford lettered and striped, seconded by Trustee Fish, Trustees Beverage, Fish and Weismiller all voted yes.

- Pension Auditor

The contract with a Pension Auditor will be three and a half years for \$6200.00 tabled until Chief contacts our regular Auditor (Weber & Associates).

- Pension Bank Account

Trustee Beverage made a motion for the District to cut a \$100.00 check for the Pension Bank Account to come from Line Item # 5010 payable to Sandwich Firefighter's Pension Fund 4312, seconded by Trustee Fish, Trustees Beverage, Fish and Weismiller all voted yes.

Adjournment

Trustee Weismiller made a motion to adjourn the meeting at 8:08 P.M., seconded by Trustee Fish, Trustees Beverage, Fish and Weismiller all voted yes.

Chief Notes:

The last Months happenings.

January 11th, 2024

Meetings attended: (1) KenCom, (2) Mabas Chiefs, (1) Kishwaukee Council, Chamber of Commerce, (6) Officers (2) Fire Bureau

Inspections: 4 **Reviews:** 3 **Car Seats:** 1 **Smoke Detectors:** 8

Non-Emergency Transfers: 0 **EMS calls:** 143 **Fire Calls:** 43

Total calls for 2023: **1771**

Reviews given to city:

- 1120 E. Church Street
- 320 W Church Street
- 120 Indian Springs

Inspections made:

- 217 S. West St.
- 120 Indian Springs
- 320 W. Church St.
- 1301 N. Main St.

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

Todd Steffons is presenting to the board to update all of our ordinances to 2021 codes. We currently use 2015 building codes. This will be much work. If the city approves it we will have to approve it all as well and update all our ordinances.

Pension board update:

The board's next step is to set up a bank account. The district provides a small check just for them to open it.

Zach Morel is off the board and Dalton Morris filled that role.

The board needs to hire a pension attorney/auditor. Shawn F recommended his partner (Bob) through the process. Paperwork to be signed at meeting. Came in about 1400 less than we were quoted. He will take care of all the reporting, audits, and anything between us and the state.

We still are not putting money into pension fund yet.

Our state name for pension fund is: **Sandwich Firefighters' Pension Fund #4312**

Once we get Bob started we will look at the budget and plan accordingly to start putting into the pension.

With the FT positions we placed the day to day operations on the FT staff. More accountability for things getting done. Volunteers come and go and sometimes life is too busy for them to conquer things in a timely manner leaving things left undone. Volunteers can come for training and calls which is what most of them are here for anyways.

Platt: EMS Operations

Davis: All EMS equipment, supplies, and drugs

Johnson: All Fire Equipment and Supplies

Morris: Cleaning supplies, Closets, and Assist training officer.

Moersch: Building Maintenance Inside and Out.

Check lists are being made so we know things are getting done on time and when they are supposed to be done.

Currently working on the basement. Making it look better and little stronger for when we train downstairs. Painting doors and adding panels to the doors so we don't scrape them. We will paint the walls in house as well. Closets are all being reorganized and cleaned as well.

I have been working with Tyler Eberly close over the last month. He is taking over the Sandwich EMA. Catching them up on CPR First Aid all their NIMS certificates and helping where we can. We are hoping to train with them more in the future and hoping to utilize them more for traffic control or anything else we can.

Santa Paws we had about 43 dogs come through

Chillie with Santa we had about 100-115 kids see Santa.

Both event were fun to host and hopefully we can do again next year.

Fred Kreinbrink, Alderman ?, and Geoff P all are talking about doing rental property in home safety inspections. I told them we would not be interested and they want to have a sit down meeting to discuss ins and outs.

Been working with some of the admins around town. Sandwich Rehab, Pavilion on Main, Manor, Hall street Lofts, Hospital and more. Looking to build a better relationship with them. Just catch up with them. They had a lot of questions of our operations and how we operate. I feel with all the new ownerships it was good to catch up. While going over our operations and future plans as well as theirs, we updated all the codes, knox boxes, keys and etc. Lots of outdated things going on in all the buildings. So far it has been a great thing.

The State is requiring CE hours for Fire Certs now. You have to have so many hours of training for each certification. If you don't do as expected the state is pulling certifications and you have to go back to school to get a new cert. We have to change the way we do trainings. We will have to require all members to come to a certain amount of trainings. We will have to offer more training days as well for the PT and Vollies.

Starting a driver's program. Rick Menth will be instructing a Feb and March be a class type instruction. Safety, pump and appliance terminology, just dive in deep for beginners. Starting in April we will clear them on the road. We have had several approach us and are interested as well as recruiting a couple for this as well.

Non-Emergency Transport update on the billing:

Total Calls: 7

Total Billed: \$6,778

Total Received: \$1,697

Total payroll: \$770

District Profit: \$927

If we did 15 Transports a Month that would be roughly \$23,760 per year to the District.

Based on \$132 profit per transport. (District Profit Divided by 7 Transports)

We did 7 Transports in 5 days when we were up and running.

Chief Contract is ending come 4/23

Working on Bids to have back stairwell painted.

Started working on 24-25 Budget.

FCC license expired. Had to Pay \$600 for a new three-year license. This is for 441, 442, and 451 to use the Radio to talk to Mercy, Valley and Kish. IPDH Requirement.

Riley Johnson has finally started. We are full staff and excited!

We did have our written exam for our last and final eligibility list. Two medics and Two Basics made the list. Once the results come in, we will get a list posted. Keep you all in the loop. This list will be good for two years. This process is finally ending. Wont have to interview or proceed any further unless we have an opening.

Need to order hose. Have not placed an order in over four years for hose.

Need to place order for 2024 filters. Nick has a list.

We started a SOG/ROG committee and have created many new Policies specific to our Dept. Will work on getting you a list for next month. If you have any ideas you would like to see in place, please let me know.