**Fulton Fire Protection District**

**Trustee Meeting Minutes**

**July 9, 2025**

On July 9, 2025, the regular meeting of the Board of Trustees of the Fulton Fire Protection District was held at 6:00 P.M., pursuant to the notice at the Fire Station in Fulton, Illinois.

1. Call to Order: The meeting was called to order at 6:00 P.M. by President Boyd VanDellen.
2. Roll Call

Trustees Present: Boyd VanDellen, Kent Nicolaysen, Art Kilburg, Nicholas Neblung

Trustees Absent: None

Office Manager: Brandy Haring

Members: Eric Burden, Rachel Bielema, Jon Butz, RJ Sikkema, Steve Boonstra, Diane Christensen, Emma Kuehl, Justin Haring, Cade Hansen, Kurt VanDellen, Brandon Knott

1. Approval of Minutes – June 11, 2025, Regular Meeting Minutes: Roll Call #1 approved the motion to approve the regular meeting minutes from June 11, 2025, with one edit, Section VII. Old Business Letter f. Cordova EMS should specify Cordova Dragway EMS.
2. Approval of Bills – Regular and Upcoming: Roll Call #2 approved the motion to approve the check register for June 2025, and the additional due before the next meeting, as presented.
3. Approval of Treasurer’s Report: Roll Call #3 approved the motion to approve the Treasurer’s Report for June 2025, as presented.
4. Public Forum: Kurt Vandellen addressed the deterioration of the district and requested an update from the Board of Trustees on the measurable changes that’s happened within the department over the last year. Additional members’ comments included that they would think twice about asking friends to join the department, the department needs help, and if we are a few years out for anything, we need to start putting those processes in place now. Trustee President Boyd VanDellen acknowledged the problems and advised they were being addressed.
5. Old Business and Action Items (if necessary)
	1. Fire Chief: Trustee Nicholas Neblung addressed that he would like to see a SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis completed by the department, as the Trustee’s need the memberships input. Nick will be meeting with the membership to discuss the SWOT analysis.
	2. Carpet/Floors: No new updates.
	3. Awnings: No new updates.
	4. Apron/Blacktop: Trustee President Boyd VanDellen indicated that he had made some calls but hadn’t heard back. Table for next month.
	5. Fire Alarm Panel/Phone Lines/Frontier/Surf: Boyd will work on this. The fax line will go to the panel. Table for next month.
	6. Concealed Carry: This will no longer be pursued by the district.
	7. Chad Brown – EMS Course Payment: Roll Call # 4 approved the motion to approve paying for half of cost of the course now, and the rest after two years of service to the district. The total cost is $850. $425 will be paid now, and $425 will be paid after two years.
	8. Radio Batteries: Lectronics can still provide some equipment for our radios. Roll Call #5 approved purchasing batteries for 14 total radios, 4 officer radio batteries, and 10 others. Kurt VanDellen also mentioned he may be able to have some radios donated. He will talk to Chief Burden about this.
6. New Business and Action Items (if necessary)
	1. Hear Fire Chief Report
		1. Water Heater: Roll Call #6 approved the motion to approve the purchase and installation of an on-demand water heater from BPI, not to exceed $2900. The estimate includes only the cost of the water heater. BPI will install and donate the parts. The relief valve on the current water heater blew and the water heater was leaking water.
		2. Andrew Meurs Probation Status: Roll Call #7 approved the motion to approve Andrew Meurs to full membership.
	2. Hear EMS Coordinator Report: Steve Boonstra will be bringing the ambulances for inspection soon. Rachel has been working with Image Trend on an upgrade for us. She said the newer version is good; however, they have been unresponsive to her the last couple of times she’s reached out to them.
	3. Hear Office Manager Report
		1. Budget Approval – August: The 30-day posting began on July 1, 2025, so the budget and appropriation ordinance is good to happen at the August Meeting.
		2. Open Meetings Act Training – July 17, 2025, 4:00 P.M. – 6:00 P.M.: Brandy, Boyd, Kent, and Art will be attending. Brandy will register those that need to be registered.
	4. Trustees
		1. Appointment of Vacant Trustee position: A resume from David Damhoff was received. Applications can still be turned in, and the board will review them at the August meeting.
		2. Lexipol Resources: Trustee Boyd VanDellen advised that Lexipol has policy resources for the department. Nicholas Neblung advised that he reached out for a quote from Lexipol but had not heard back. The department will continue to investigate this.
		3. Personnel: The board advised this would be discussed in closed session.
7. Action following and related to closed session
	1. Roll Call #8: approved the motion to enter closed session to discuss Personnel Matters Related to Specific Individuals (5 ILCS 120/2e)) at 6:52 P.M. Roll Call #9 approved the motion to return the closed session meeting back to open meeting at 8:00 P.M. There were no action items.
8. Additional business, information, and announcements
	1. Brandy advised the Medicare appeal was denied. EMS/MC indicated that we could submit the appeals to our congressional leaders. The board is not interested in moving forward with that.
	2. Brandy advised Quickbooks will begin charging us per employee for payroll. The cost is on a sliding scale and this charge will begin at our next renewal, which is in June 2026. This will be charged to us every month.
9. Adjournment: The meeting adjourned at 8:01 P.M.