**Fulton Fire Protection District**

**Trustee Meeting Minutes**

**September 11, 2024**

On August 14, 2024, the regular meeting of the Board of Trustees of the Fulton Fire Protection District was held at 6:00 p.m., pursuant to notice, at the Fire Station in Fulton, Illinois.

1. Call to Order: Meeting was called to order at 6:00 P.M. by President Steve Bull.
2. Roll Call: Trustees Present: Steve Bull, Art Kilburg, and Stan Warren, and Kent Nicolaysen  
   Absent: Boyd VanDellen

Office Manager: Brandy Haring  
Members: Rachel Bielema, Terry Boonstra, Emma Kuehl, Kurt VanDellen, Kevin Nicolaysen, Diane Christensen, Jon Butz, Steve Myers  
Public: Chel Boelkens

1. Approval of Minutes: Role Call #1 Approved the motion to approve the August 14, 2024, regular meeting minutes and the August 14, 2024, closed session meeting minutes. Roll Call #2 Approved the motion to approve the August 18, 2024, special meeting minutes, and the August 18, 2024, closed session meeting minutes.
2. Approval of Bills: Roll Call #3 Approved the motion to approve the Check Register for August 2024, and the additional due before next meeting as presented.
3. Approval of Treasurer’s Report: Roll Call #3 Approved the motion to approve the Treasurer’s Report for August 2024 as presented.
4. Public Forum: Trustee Art Kilburg addressed the officers/members regarding the fire on September 5, 2024. Trustee Stan Warren commented on the family/owners of the home involved in the fire on September 5, 2024. Officer Terry Boonstra thanked Trustee President Steve Bull for his assistance in the radio room the day of the fire.
5. Old Business:
   1. Cameras – Table for October
   2. Lawn Mower – The lawn mower was discussed, we’re almost at the end of the season for mowing, this will be addressed in the future, if necessary.
   3. Fireworks – Office Manager Brandy Haring explained that the insurance company would probably exclude this in their policy, as it can be a liability. This will be addressed in the future, if additional information is provided.
   4. Uniforms – Officer Rachel Bielema explained that we have an Adcraft store open for merchandise right now and she’s been encouraging people to purchase from it. She estimates uniforms being roughly $225 per person, and that we would need to implement a uniform policy first before purchasing uniforms for everyone.
   5. Mercy Pharmacy – Right now, it doesn’t seem like having an additional box is really necessary, based on our call volume from 10 PM – 6 AM.
   6. Outdoor Lighting – This will be tabled for October; however, a quote was received from Burbach Farm & Home Repair for $7,385 for both ceiling fans and exterior lights or $2,300 for Ceiling Fans only and $5,485 for Exterior lights only.
6. New Business:
   1. Fire Chief Report
      1. Patches – Roll Call #5 approved the motion to purchase 20-30 Fulton Fire Department patches to give out and/or for future uniforms.
      2. Kaylee Pell Probation – Table for October, she’s currently taking her EMT Class.
   2. EMS Coordinator Report
      1. Jonaiya Olalde Probation Status – Roll Call #6 approved the motion to move Jonaiya Olalde from probation to full membership status.
      2. Lara Bielema Probation – Roll Call #7 approved placing Lara Bielema on a six-month probation, pending favorable background check.
      3. Steve Boonstra Leave of Absence - Steve will be on a modified leave of absence through December 19, 2024, while attending the police academy.
   3. Office Manager Report:
      1. Printer Contract (Leaf) up October 18, 2024 – We are currently paying $2,188.68 per year for our copier contract with Leaf, which ends on October 18th. Shane Grissinger (IT) provided a quote to us for a printer that would have all the same capabilities for $995. Roll Call #8 approved the purchase of the printer and extra toner.
      2. Approve amended 2024/2025 Budget & Appropriation Ordinance – Roll Call #4 approved the motion to approve the amended 2024/2025 Budget & Appropriation Ordinance.
   4. Trustee’s Report:
      1. Approve the re-organization of the FFPD Board of Trustees – This will be tabled for October due to one of the Trustee’s being absent from the meeting.
      2. Consulting – Kurt VanDellen – Member Kurt VanDellen addressed the trustees and members of the meeting regarding his proposal for consulting. He advised his goal with consulting was to provide leadership and guidance to both the officers/members and the trustees, and to ensure that the legal requirements of the department are being met. The position is not permanent, will go away once a full-time chief is hired, if that’s what the Trustee’s decide to do.
      3. Gas Receipts – A reminder was given to the officers/members that receipts need to be turned in. This issue has been getting better.
      4. Lean-to for Ice Machine – This will be tabled for October to gain more information on what is needed.
7. Action Following and related to closed session – None
8. Additional – Big thank you to Diane Christensen for all her help with the pork-chop drive thru!
9. Meeting adjourned at 7:03 P.M.