**Fulton Fire Protection District**

**Trustee Meeting Minutes**

**March 12, 2025**

On March 12, 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 6:02 P.M. by Vice President Boyd VanDellen.
2. Roll Call:

Trustees Present: Boyd VanDellen, Art Kilburg, Kent Nicolaysen

Absent: Stan Warren

Office Manager: Brandy Haring

Members: Rachel Bielema, Eric Burden, Terry Boonstra, Cade Hansen, Steve Myers, Emma Kuehl, Kevin Nicolaysen, Justin VanDellen, Jon Butz, RJ Sikkema

1. Approval of Minutes – February 12, 2025, Regular Meeting Minutes: Roll Call #1 approved the motion to approve the Regular meeting Minutes as presented from February 12, 2025.
2. Approval of Bills – Regular and Upcoming: Roll Call #2 approved the motion to approve the Check Register for February 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 February 2025 as presented.
4. Public Forum: N/A
5. Old Business and Action Items (if necessary)
   1. Fire Chief: Trustee Vice President Boyd VanDellen indicated that we are still probably 3 years out for this. Trustee Art Kilburg advised he spoke with Damon Schultz from the Fire Chief’s Association who mentioned that there is a program that will assist us in finding a chief; however, it may be costly.
   2. Vehicle Purchase: Chief Eric Burden mentioned that the committee was still waiting on what financing was available. He advised when they look for trucks there are decent ones posted; however, most of them require a 20-25% deposit to hold for us to inquire/look at. If we don’t end up purchasing, we will get the deposit back. He and Cade mentioned that most of them are gone or being held on deposit within 48 hours. There was a discussion on selling two vehicles and buying a brand-new aerial with the expectation that delivery wouldn’t take place for roughly 4 years. An additional meeting will be held Thursday, March 20, 2025, at 5:00 P.M. to further discuss.
   3. Funds in CD: There was discussion about our current bank account and our current fiscal year budget and at this time, there are no funds to put into a CD, so this will be removed for the time being.
   4. Flag Poles: Chief Burden is going to work on getting these orders. They have previously been approved for purchase.
   5. Carpet/Floors: The rooms discussed were the meeting room, radio room, and the men’s bathroom. Rachel will work with Trustee Kent Nicolaysen to get quotes for cost per square feet.
   6. Awnings: Chief Burden will get quotes and present them to the board of trustees.
   7. New Boots/Gear: New helmets have been ordered. The district will be receiving a grant from Edith Curtis Armstrong and Florence E. Curtis Foundation to cover the cost of the new helmets. The grant was $12,390. Rachel advised she has a couple of people that need gear, she will need to have them fitted and will provide quotes. Eric advised there were a couple firemen that also needed fitted for gear, he will also provide quotes.
   8. Apron/Blacktop: The trustees discussed that we will more than likely just patch the holes and seal coat for now, this will be discussed with the next budget.
   9. Smoke Detectors: Cade Hansen advised that we’re more than likely to continue with only providing 2 smoke detectors per house, as that’s what we have done in the past, even though it doesn’t comply with NFPA. Cade will continue working on this. There is also a program through Camp I Am Me and the State Fire Marshall’s Office where we can get free smoke detectors, and we will no longer have to pay for them.
   10. Background Investigations: Trustee Kent Nicolaysen followed up with Police Chief Chad Hermes who advised he will continue doing our background investigations.
   11. Insurance: Brandy advised the board on what’s been happening with insurance. We identified that refusals were not being billed and that there was a period last summer where Medicare lapsed, and EMS/MC has provided us an appeal to submit to Medicare to receive payment for those calls that were billed during that lapse. Brandy had Trustee Vice President Boyd VanDellen sign the appeal letter and will issue to EMS/MC. Additional information has been received from EMS/MC regarding our charting program, they do not receive any updates that we make, we will have to upload/e-mail any updates to EMS/MC should we make an update to a chart. Lastly, the signer for Medicare/Medicaid will need to be updated, as Steve Bull is no longer with us. Boyd VanDellen signed, and Brandy will forward to EMS/MC for processing. It was also discussed that the trustees have a computer designated for them for continuity when one trustee leaves and another steps in. Brandy will reach out to Shane from IT to get that accomplished. Brandy will also coordinate a trustee specific email address.
6. New Business and Action Items (if necessary)
   1. Hear Fire Chief Report
      1. Fire Alarm Panel: Alarm is going off, CertaSite originally advised that the panel needed to be replaced but then came back and advised that there was an outage with the phone line. CertaSite also advised that a Cell Antenna on our current panel would help. CertaSite also advised that 11 detectors are alarming because they are dirty, and they recommend updating heat detectors to eliminate the dirt issue.
      2. Ladder Truck: Jeremy Billeb with Preventative Maintenance advised the ground plates on the ladder truck are full of oil, but he cannot tell where the leak is coming from. He recommends taking it to a dealer. He estimates the total cost to be around $20-30k total. He will be sending a bill for what he’s already completed. He also advised that the tires needed to be replaced, as they should be replaced every 7 years and it’s been since 2009. Kevin Nicolaysen asked about the warranty for Tank 2 because the power window is not functioning. Brandy will look into this.
   2. Hear EMS Coordinator Report
      1. ESO Charting System: Rachel provided a tentative quote from ESO for an updated charting system. ImageTrend is missing pieces, and we cannot make updates to the system, as we did not pay for the whole program when we first got it. Zach Reifinger has a demo for the ESO program, and he will work on getting an updated quote.
      2. Retired Member’s Spouses – Billing: Moving forward, Retired Member’s Spouses will have insurance billed, but then we will write off the rest, and not send them a bill. Retiree’s and current members’ spouses and children do not get billed.
      3. Miscellaneous items binder: EMS Miscellaneous binder will be created to track all billing and other updates that require continuity.
      4. Lara Bielema Probation status: Lara’s probation will be extended 3 months while she works on getting licensed.
   3. Hear Office Manager Report
      1. Negative Accounts: The trustees will review the treasurer’s report, and we will decide where to pull funds from during the Special Meeting that will be held Thursday, March 20, 2025, at 5:00 P.M.
      2. Pro-Tech Lawn Care: Pro-Tech Lawn care provided us with a schedule for continuous maintenance. No changes to be made, we will continue with what we have.
      3. 2025/2026 Budget Meeting: The special meeting to discuss the 2025/2026 Budget Ordinance will be held Thursday, March 20, 2025, at 5:00 P.M.
   4. Trustees
      1. Steve Bull Resignation: The resignation of Steve Bull, Trustee President effective February 16, 2025. Boyd VanDellen, Trustee Vice President will go to Community State to update the signatures.
      2. Applications for vacant trustee position: One resume/application was received by Nicholas Neblung. Roll Call #4 approved the motion to appoint Nicholas Neblung as trustee of the Fulton Fire Protection District.
7. Action following and related to closed session: N/A
8. Additional business, information, and announcements: EMS Coordinator Rachel Bielema and Fire Chief Eric Burden advised that we would not be receiving a waiver because our staffing levels are good. The ambulance requires a minimum of 2 EMTs, no EMR’s. An additional discussion was had regarding sending EMR’s on an engine and if/how we could bill for that. Fire Chief Eric Burden advised that Buck Manley, Representative from the State Fire Marshal's office will be at the station at 6:00 P.M. Thursday, March 13, 2025, to discuss what they offer, grants, training, etc. anyone is able to attend.
9. Adjournment: The meeting adjourned at 8:07 P.M.