**Fulton Fire Protection District**

**Trustee Meeting Minutes**

**November 13, 2024**

On November 13, 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: The meeting was called to order at 6:01 P.M. by President Steve Bull.
2. Roll Call: Trustees Present: Steve Bull, Boyd VanDellen, Art Kilburg, Stan Warren, and Kent Nicolaysen

Absent: None

Office Manager: Brandy Haring

Members: Eric Burden, Cade Hansen, Steve Myers, John Butz, Chad Brown, R.J. Sikkema, Zac Reifinger, Emma Kuehl, Rachel Bielema

Public: None

1. Approval of Minutes: Roll Call #1 approved the motion to approve the Regular Meeting Minutes as presented from October 9, 2024.
2. Approval of Bills – Regular and Upcoming: Roll Call #2 approved the motion to approve the Check Register for October 2024 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 October 2024 as presented.
4. Public Forum: None presented.
5. Old Business and Action Items (if necessary)
	1. Cameras: The invoice for the additional cameras was received and paid for in the October bills. Emma and Rachel brought up the possibility of needing to remove our camera at the door, due to being a Safe Haven. Emma will look into this.
	2. Base Radio: Eric Burden advised that we are still waiting on a desk mic, which should be sent to us, and is still looking at the radio capabilities for Siren/Tone functions. The invoice is for the amount agreed upon in the original contract.
	3. West Side Bay floor/sidewalk: Roll Call #4 approved the motion to approve the quote of $1,210 to level out the concrete on that end of the bay. Brandy will email and let them know it’s been approved and try to get it scheduled.
	4. Leaf Payoff: Brandy will get a quote in the first week of December for our next meeting and we will decide then how we are going to move forward, given that our contract end date is December 26, 2024.
	5. Awnings: Table for December. Eric and Cade will get with Brandon Knott about this.
	6. Light bars for trucks: Eric reported that the guy that was doing the work should be coming back; however, we are not entirely sure. Eric advised he will try to get a response, as if he isn’t going to be back, have the rest of the IPRF Grant to spend that could be spent on lighting. The IPRF Grant needs to be purchased by December 1, 2024.
	7. Flag poles: Table for December. Brandy advised the previous company has been unresponsive and a couple different companies have been found for flag poles. Eric will look into another company. This late in the year, we may need to wait until springtime to purchase.
	8. Cooling/Heating Station Guidelines: Roll Call #5 approved the motion to approve the heating and cooling guidelines Rachel presented with one edit. Anyone coming to the fire station during this time will remain in the training room and a text will be sent via I Am Responding to ensure all are aware.
	9. Snow Removal Bids: Roll Call #6 approved the motion to approve R. J. Sikkema’s Snow Removal Bid as presented. R.J. was present and advised he did not include the sidewalks, as the snowblower can and should be used for that.
6. New Business and Action Items (if necessary)
	1. Hear Fire Chief Report
		1. Kent Nicolaysen Resignation: The resignation of Kent Nicolaysen was approved effective the day of this meeting, November 13, 2024.
		2. Landon Crocker Probation Status: Roll Call #7 approved the motion to remove Landon Crocker from the Fire Department. His probation has been extended twice; he does not live in the district and does not currently have an EMT license.
		3. Engine 1 Pump (Preventative Maintenance Invoice): Roll Call #8 approved the motion to approve the Preventative Maintenance Invoice and Estimate to repair the water leak in the foam injection line in Engine 1.
		4. Future Chief plans: Boyd advised he believes that is the direction the department wants to go, but that we are probably 2-3 years out of getting there.
		5. New Truck: All agreed that we need a new truck, and a committee will be starting to discuss what is best for the department and what the needs of the future truck are.
		6. Radios – AFG Grant: The AFG Grant was not approved. The reason wasn’t specific, but our budget looks too clean. All agreed to skip applying for this grant this year and discussed putting the money from the Future Truck budget into a CD for the time being.
		7. Approve Annual Payroll – Chief/Secretary: Roll Call #9 approved the motion to approve the Annual Payroll with moving Emma’s Secretary pay to EMS, reducing Jimmy Pell’s pay based on unpaid admin leave, and increasing Eric Burden’s based on his interim chief duties.
	2. Hear EMS Coordinator Report
		1. Jacob Gilman Probation Status: Roll Call #10 approved the motion to move Jacob Gilman to full membership.
		2. Kaylee Pell Probation Status: Roll Call #11 approved the motion to place Kaylee Pell and Adim Dzeladini on probation, pending a favorable background check.
		3. Adim Dzeladini Probation Status: Roll Call #11 approved the motion to place Kaylee Pell and Adim Dzeladini on probation, pending a favorable background check.
		4. Car Seat Training for Emma and Jonaiya: Roll Call #12 approved the district paying for the lodging for two nights for Jonaiya and Emma to attend a continuing education class for Car Seat Safety. Brandy will book the hotel room with her card and coordinate with Jonaiya and Emma.
		5. New Boots/New Gear: Rachel advised that we need EMS gear for a couple of members. She will get a list of everything that is needed and get a quote/invoice.
		6. 1-G-20 Service: The breaker box in the ambulance is tripping. Kevin will show everyone what is needed to reset it, but if it continues to happen, it will need to be serviced. It appears to be happening when the generator test happens on Thursdays.
		7. Carpet Replacement/Stripping/Waxing Floors: This will be tabled for December. The training room carpet needs to be replaced. The department needs to know the cost to replace the carpet. Quotes will be obtained and discussed in December.
		8. Clothing Protocol: Roll Call #13 approved the motion to approve the clothing protocol as presented.
	3. Hear Office Manager Report
		1. Approve Annual Tax Levy Ordinance: Roll Call #14 approved the motion to approve 2024/2025 Tax Levy Ordinance with $284,633 levied for Fire District and $178,190 levied for Ambulance Services for a total of $462,823.
		2. IPRF 2025 Cost: IPRF Cost was discussed, as well as the fee schedule. No concerns addressed.
		3. Go Daddy Accounts: Go Daddy Microsoft 365 accounts were addressed. bvandellen@fultonfire.org, rsikkema@fultonfire.org, and pnicolaysen@fultonfire.org will be cancelled moving forward, as they are not used.
		4. Richard Mayer Collections: All agreed that a government write-down/cancelling collection would be best, as this individual had insurance at the time of the service, and it would have been paid in full. Rachel advised she addressed the importance of uploading the face sheets to the daytime staff. Brandy will work with Andres to get this taken care of.
	4. Trustees: Boyd brought up looking into the Flikkema grant. Eric will follow-up.
7. Action following and related to closed session: N/A
8. Additional business, information, and announcements
	1. Eric Burden addressed the Trustee’s showing up to calls and that they shouldn’t be responding if they hear the tones go off on their pagers or if they are responding because they receive the message on their phones. He explained their liability and that if they do show up, they should remain professional and not speak negatively about members of the department.
	2. The Department Christmas Party was discussed. The party will be held at Triple Play on December 7, 2024, catering by the Meat Locker, dinner served at 6:30 P.M.
	3. Breakfast was Santa was discussed. There will be multiple members gone this day, and additional help would be great. Please be to the station by 6:00 A.M. on December 7, 2024.
	4. Eric Burden discussed Starcom. We’ve been approved for 10 talk channels and advised the cost is $46 per radio, per month. We originally had asked for 50 radios. Eric will continue to get more information.
9. Adjournment: Meeting adjourned at 7:46 P.M.