Northern Piatt Fire Protection District

Trustees Meeting

January 16, 2019

The meeting was called to order at 7:00 PM.

Roll call was taken. Trustees present: Duffy Deffenbaugh, Scott Roth and John Hannah. Trustees absent: Larry Borhart and Bob Henderson. Also present: Chief Jones, Cindy Giertz.

Minutes from the December meeting were reviewed. John made a motion to approve the minutes. Scott seconded the motion. A roll call vote to approve the minutes was unanimous.

The bills payable and treasurer’s report were reviewed. Scott made a motion to approve the bills payable and treasurer’s report for December. Bob seconded the motion. A roll call vote to approve the bills payable and treasurer’s report was unanimous.

Old Business

1. Scott is waiting on a quote from Ron Schroeder for renovation of the bathroom. For material only for a 3x4 shower, vanity, etc., the preliminary estimate is $1,100.
2. Discussed various issues related to the EMT course policies/mileage reimbursement. The Chief noted that Buckley Fire Department is offering EMT courses at no cost, with the requirement that members remain with the department for two years upon completion or pay back the cost on a reimbursement schedule based on length of time they remained with the department. The Chief will ask the Buckley FD fire chief for a copy of their policy and will put it in mailboxes for review before the next meeting.
3. Discussed the 24-hour Accidental Death & Dismemberment Insurance. Cindy provided a synopsis of the various insurance options. John made a motion to increase the Accident & Health insurance to $60,000 covered benefit at an annual premium of $2,190. Scott seconded the motion. A roll call vote to approve the motion was unanimous. Cindy will contact Compass Insurance Partners to update the policy. The Chief will relay the information on the policy update to the department members.
4. Discuss the uncleared checks for the general account.
	1. Cindy reported that April Manning, Denver Partlow’s daughter, asked that his check be donated to the firefighter fund. The trustees asked Cindy to write a thank you letter to Ms. Manning for this donation.
	2. The Wex bank check from January 2016 was cleared via a payment in February 2016.
	3. Horizon Connections responded and requested that the checks be reissued.
	4. The letter to Kyle Helderman was returned with a notation of “Address Not Known – Return to Sender”. Christopher Dreger did not respond. Cindy discussed this with Neal Kuester, the accountant, and he indicated that the checks for Helderman and Dreger should be “written off”.
	5. The trustees directed Cindy to review the uncleared checks on a monthly basis and contact payees if a check has not cleared the bank without four months.
	6. The trustees directed Cindy to purchase a stamp stating “Void After 180 Days” to imprint on each check we write.
5. The Chief will discuss the trustee ID cards with Bryan Edwards.

New Business

1. The Chief provided an update on smoke alarm installations. The department still has a list of smoke alarms to be installed. The Chief also noted that the department will be receiving an award from the Illinois Fire Safety Alliance/Office of the Illinois State Fire Marshall as one of the top departments for smoke alarm installations through the “Be Alarmed” program in 2018. The award presentation will take place by the end of February.
2. Discussion was held about records retention for files of former department members. Cindy discussed this with the attorney and has reviewed the Local Records Act for the State of Illinois. The trustees directed Cindy to begin the process of scanning these files and maintaining them in electronic format on both a Cloud-based account and a back-up flash drive.

Chief’s Old Business

1. There is no update on the FEMA grant because of the federal government shutdown.
2. The paper shredder has arrived.
3. The new phone system has been installed and works well. Incoming calls ring on all phones.

Chief’s New Business

1. The department needs to replace firefighting foam at a cost of $100 for 5 gallons. Ten gallons will be needed.
2. The Chief reported that turnout gear expires in May 2019. He will appoint a committee to develop specifications. He noted that the estimated cost for a new set of gear (including boots, hood, etc.) is approximately $2,000.
3. The Chief discussed purchasing yellow safety costs for EMS calls (non-fire calls) at a cost of $38 each. These coats meet standards for safety specifications when responding to calls on roadways. The coats will remain at the station between calls. Duffy made a motion to purchase 13 safety coats. Scott seconded the motion. A roll call vote to approve the purchase was unanimous.
4. The Chief reported that we need to replace the EMS medication bag at a cost of $135.
5. The Chief will purchase a stainless steel cabinet from Sam’s Club at a cost of approximately $199 to hold truck and building cleaning supplies.
6. Discussed the repair of the ceilings on the second floor as well as painting that needs to be done at the station. The Chief will obtain quotes for this work.
7. The Chief will research the cost of adding camera systems as a safety feature for trucks 8653 and 8679.
8. The Chief noted that a recent call involved using the Lucas Chest Compression system to successfully restore heart function for the patient.
9. The Chief reported that the firefighters unanimously approved forming a not-for-profit corporation for their funds.
10. The Chief reported that the Champaign County Fire Chiefs Association will meet at the station on February 21, 2019.
11. The Chief reported that NPFPD responded to 162 calls in 2018. There have been 7 calls in 2019 as of 1/16/19.
12. It was noted that all mutual aid agreements are up-to-date.

The meeting was adjourned at 8:30 PM.