

## BRAIDWOOD FIRE PROTECTION DISTRICT

### Minutes of Meeting

A meeting of the Trustees of the Braidwood Fire Protection District was held on January 19, 2021 at the Braidwood Fire Department Building in the city of Braidwood, Illinois at 9:00 A.M.

Mike Dillon moved to appoint Bill Ritze to serve as President of the Board. Bill Ritze seconded the motion. A voice vote upon the motions was taken and declared that the motion passed.

Trustee Bill Ritze called the meeting to order and acted as Chairman thereof, and Mike Dillon, Secretary of the District, acted as Secretary of the meeting.

The following Trustees were present:

Mike Dillon  
Bill Ritze

Also present were Chief Barry Eggers, Administrative Assistant Kristin Wexell, Attorney Tom Gilbert (present via Zoom web meeting).

Those that are indicated in attendance via Zoom web meeting were attending in compliance with the Governor's Executive Order 2020-07 as a result of COVID-19.

The Secretary reported that a quorum of the Board of Trustees of the Braidwood Fire Protection District was present.

The Chairman started the meeting by asking for a moment of silence in remembrance of Trustee Lester Heberer.

The Chairman then asked if there were any corrections to the board meeting minutes from the December 15, 2020, as distributed. Mike Dillon made a motion that the minutes be approved as distributed, motion seconded by Bill Ritze. A voice vote upon the motion was taken and the Chairman declared that the motion passed.

The Treasurer's Report shows an account beginning balance of \$1,548,091.89, eight deposit(s) totaling \$43,287.58 and seventy-six withdrawals totaling \$148,491.67, the ending account balance on December 31, 2020 is \$1,443,022.20. Mike Dillon moved that the Treasurer's report be accepted as presented. Bill Ritze seconded the motion. A voice vote upon the motion was taken and the Chairman declared that the motion unanimously passed.

Mike Dillon presented the bills to be paid (see attached report). Bill Ritze moved that the bills be paid, as presented. Mike Dillon seconded the motion. A voice vote upon the motion was taken and the Chairman declared that the motion passed.

Public Comment:

None

Communications:

None

## Chief's Report:

Chief Eggers' full report was distributed and is attached hereto. The items discussed in the meeting are as follows:

- Intern Ryan Schulz has moved into a Primary Role Medic position.
- Skylar Hillaker resigned
- All Part-Time payroll hours, including shift and POC will be tracked on Fire Manager for easier reporting.
- Shabbona Academy is going well, 3 from BFPD are attending.
- Paramedic Class – Currently BFPD has 3 in Morris Medic Class and 5 enrolled at St. Mary's Medic Class (sponsored by S.I.U.).
- All Apparatus are In-Service.
- Website – The website has been updated. The January Meeting Agenda was posted online.
- The Server for the Secure Key door lock system will be updated within the next few weeks.
- The Solar Field has not yet been submitted for inspection.
- Discussed applicants and possibly scheduling interviews for FF/Medics.

## Old Business:

- A. Faircom – Mike Dillon (energy legislation, Exelon Agreement) – No update.
- B. Future Training Opportunities –
  - IAFFPD Advanced Trustee Continuing Education class – 1/23 @ Plainfield FPD
- C. Deer Ridge Annexation (status update) – Attorney Gilbert is awaiting a response from CPFDP counsel.
- D. Braidwood Recreation Club Annexation (status update) –No update.
- E. Discuss Braidwood Fire Protection District website – Discussed in Chief's report.
- F. Discuss potential leasing options for AT&T antennae tower and project planning status –
- G. Exelon Property acquisition update – Chief reported that Exelon is no longer entertaining an acquisition offer.

## Closed Meeting:

Review Closed Meeting Minutes – Mike Dillon moved that the Closed Meeting Minutes remain closed. Bill Ritze seconded the motion. A voice vote upon the motion was taken and the Chairman declared that the motion unanimously passed.

## New Business:

- 1) Purchases requiring District Board approval –
  - Rescue Equipment within the budgeted amount of approximately \$1,900.00
  - 2 sets of Bunker GearBill Ritze moved to approve the above listed expenses as presented. Mike Dillon seconded the motion. A voice vote upon the motion was taken and the Chairman declared the motion unanimously passed.
- 2) Discuss and possibly approve purchase for adding a board and strike plates/door readers to 2 office doors currently not on the Sk-Net system – Board discussed and opted not to move ahead with this change.

- 3) Discuss and possibly approve purchase of computers for approximately \$3,000 – The Board discussed the purchase of 2 new desk top computers at the approximate cost of \$3,000.00, 1 for the EMS Office and 1 for the Trustee Office.  
Bill Ritze moved to purchase 2 new computers for the approximate cost of \$3,000.00.  
Mike Dillon seconded the motion. A voice vote upon the motion was taken and the Chairman declared the motion unanimously passed.
- 4) Discuss and possibly approve purchase of additional workstation in District Office – Chief Eggers presented the McGrath Office Equipment quote for furniture. The District discussed the quote and opted for switching offices and buying 3 lateral files cabinets.  
Bill Ritze moved to purchase the three 4-drawer lateral file cabinets from McGrath Office Equipment, Inc. in the amount of \$5,175.00. Mike Dillon second the motion. A voice vote upon the motion was taken and the Chairman declared the motion unanimously passed.
- 5) Discuss potential Engineer promotion – Chief Eggers would like to promote Steven Tatroe to Engineer. Firefighter Tatroe has his FAE and is working on completing his task book for Company Officer. The District is in agreement with this promotion.

The Chairman then stated that the next regular meeting would be held on February 16, 2021 at 9:00 A.M. at the Braidwood Fire Station.

# Braidwood Fire Protection District

## TRANSACTION LIST BY VENDOR

December 2020

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
<b>A Beep LLC</b>						
12/04/2020	Check	3160	Yes		BFPD Main Checking Account	-480.50
<b>Air One Equipment, Inc.</b>						
12/13/2020	Check	3187	Yes		BFPD Main Checking Account	-44.00
<b>Airgas USA, LLC</b>						
12/09/2020	Check	3180	Yes		BFPD Main Checking Account	-71.88
12/14/2020	Check	3190	Yes		BFPD Main Checking Account	-443.81
<b>Airwans</b>						
12/07/2020	Check	3177	Yes		BFPD Main Checking Account	-69.00
<b>Aladtec, Inc</b>						
12/09/2020	Check	3184	Yes		BFPD Main Checking Account	-2,674.00
<b>American Heart Association</b>						
12/04/2020	Check	3172	Yes		BFPD Main Checking Account	-972.00
12/23/2020	Check	3206	Yes		BFPD Main Checking Account	-288.00
<b>Andres Medical Billing, Ltd.</b>						
12/09/2020	Check	3186	Yes		BFPD Main Checking Account	-1,512.39
<b>AT &amp; T</b>						
12/04/2020	Check	3169	Yes		BFPD Main Checking Account	-806.65
<b>AT &amp; T Mobility</b>						
12/07/2020	Check	3179	Yes		BFPD Main Checking Account	-154.90
<b>Barry Eggers</b>						
12/29/2020	Check	3218	Yes		BFPD Main Checking Account	-256.64
<b>Berkot's Super Foods</b>						
12/09/2020	Check	3182	Yes		BFPD Main Checking Account	-121.94
<b>Bill Ritze</b>						
12/04/2020	Check	3158	Yes		BFPD Main Checking Account	-1,000.00
<b>BlueCross BlueShield of Illinois</b>						
12/15/2020	Check	3199	Yes	Voided	BFPD Main Checking Account	0.00
12/15/2020	Check	3200	Yes	Voided	BFPD Main Checking Account	0.00
12/23/2020	Check	3214	Yes		BFPD Main Checking Account	-2,456.24
<b>Broadway Auto Salvage &amp; Towing</b>						
12/04/2020	Check	3167	Yes		BFPD Main Checking Account	-600.00
<b>BTI Tire &amp; Alignment</b>						
12/04/2020	Check	3161	Yes		BFPD Main Checking Account	-984.65
<b>City of Braidwood</b>						
12/04/2020	Check	3164	Yes		BFPD Main Checking Account	-32.39

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December 2020

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Comcast						
12/04/2020	Check	3163	Yes		BFPD Main Checking Account	-197.80
D'Orazio Ford						
12/09/2020	Check	3183	Yes		BFPD Main Checking Account	-1,063.32
Dennis Murphy						
12/16/2020	Check	3202	Yes		BFPD Main Checking Account	-37.14
12/16/2020	Check	3203	Yes		BFPD Main Checking Account	-23.06
ECOLAB Pest Elimination						
12/14/2020	Check	3188	Yes		BFPD Main Checking Account	-156.99
Emergency Medical Products						
12/14/2020	Check	3194	Yes		BFPD Main Checking Account	-170.46
Equipment Management Co.,Inc.						
12/14/2020	Check	3192	Yes		BFPD Main Checking Account	-2,837.50
Equitable Financial Life Insurance Company of America						
12/15/2020	Check	3201	Yes		BFPD Main Checking Account	-389.89
12/23/2020	Check	3207	Yes		BFPD Main Checking Account	-779.78
Fastenal Company						
12/23/2020	Check	3208	Yes		BFPD Main Checking Account	-230.48
FIREGROUND SUPPLY, INC						
12/01/2020	Check	3154	Yes		BFPD Main Checking Account	-25.00
12/04/2020	Check	3159	Yes		BFPD Main Checking Account	-933.00
12/23/2020	Check	3205	Yes		BFPD Main Checking Account	-944.00
Hinkley Springs						
12/04/2020	Check	3165	Yes		BFPD Main Checking Account	-165.37
Illinois Public Risk Fund						
12/23/2020	Check	3211	Yes		BFPD Main Checking Account	-5,050.00
JCM Uniforms, Inc.						
12/23/2020	Check	3210	Yes		BFPD Main Checking Account	-80.90
Joe Siepka						
12/04/2020	Check	3171	Yes		BFPD Main Checking Account	-960.00
Lauterbach & Amen, LLP						
12/23/2020	Check	3212	Yes		BFPD Main Checking Account	-365.00
Les Heberer						
12/04/2020	Check	3156	Yes		BFPD Main Checking Account	-1,000.00
Les Heberer Family						
12/30/2020	Check	3219	Yes		BFPD Main Checking Account	-100.00

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Liberty Fire Equipment, Inc.						
12/14/2020	Check	3193	Yes		BFPD Main Checking Account	-25.00
Liberty National						
12/04/2020	Check	3168	Yes		BFPD Main Checking Account	-1,910.24
Lora Niemann						
12/28/2020	Check	3217	Yes		BFPD Main Checking Account	-87.00
Mike Dillon						
12/04/2020	Check	3157	Yes		BFPD Main Checking Account	-1,000.00
Mike Tenerelli						
12/04/2020	Check	3170	Yes		BFPD Main Checking Account	-25.70
Mobile Document Destruction						
12/14/2020	Check	3198	Yes		BFPD Main Checking Account	-140.00
Morris Hospital & Healthcare Centers						
12/09/2020	Check	3185	Yes		BFPD Main Checking Account	-541.00
Nicor Gas						
12/07/2020	Check	3178	Yes		BFPD Main Checking Account	-667.52
Oestreich Sales & Sevice, Inc						
12/07/2020	Check	3175	Yes		BFPD Main Checking Account	-177.00
Ottosen DiNolfo						
12/09/2020	Check	3181	Yes		BFPD Main Checking Account	-580.13
Patrick Wheeler						
12/14/2020	Check	3191	Yes		BFPD Main Checking Account	-850.00
Pinkerton Oil Company						
12/04/2020	Check	3173	Yes		BFPD Main Checking Account	-607.30
12/14/2020	Check	3196	Yes		BFPD Main Checking Account	-431.28
Republic Services						
12/04/2020	Check	3166	Yes		BFPD Main Checking Account	-95.38
Ryan Cavanaugh						
12/04/2020	Check	3174	Yes		BFPD Main Checking Account	-28.05
Skylar Hillaker						
12/23/2020	Check	3215	Yes		BFPD Main Checking Account	-58.50
Staples Business Credit						
12/28/2020	Check	3216	Yes		BFPD Main Checking Account	-299.00
Stryker Medical						
12/07/2020	Check	3176	Yes		BFPD Main Checking Account	-0.60

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Urban Tile & Carpet Corp.						
12/19/2020	Check	3204	Yes		BFPD Main Checking Account	-5,900.00
US Bank						
12/14/2020	Check	3189	Yes		BFPD Main Checking Account	-1,365.79
Verizon						
12/14/2020	Check	3197	Yes		BFPD Main Checking Account	-746.55
Western Will County Communications Center						
12/04/2020	Check	3162	Yes		BFPD Main Checking Account	-10,457.31
12/23/2020	Check	3209	Yes		BFPD Main Checking Account	-4,526.75
WEX Bank						
12/23/2020	Check	3213	Yes		BFPD Main Checking Account	-201.48
Whitmore Ace Hardware						
12/01/2020	Check	3155	Yes		BFPD Main Checking Account	-5.99
Zoll						
12/14/2020	Check	3195	Yes		BFPD Main Checking Account	-450.00



**BRAIDWOOD  
FIRE PROTECTION DISTRICT**  
275 W. Main P.O. Box 309 Braidwood, IL 60408  
Station (815) 458-2000 | Fax 815-458-3636



**CHIEFS MONTHLY REPORT  
For  
January 2021**

**Call Report for Dec 2020**

Braidwood	82
Out of District	<u>38</u>
Total	120

**Call Report for Nov 2020**

Braidwood	97
Out of District	<u>39</u>
Total	136

**Year to Date Totals**

2020 =	1688 (+3.6 %)
2019 =	1487

**Calls of Significance:** Structure Fire on Office

**Personnel**

New Hire

- None

Change in Designation

- Intern Ryan Schulz to PR-MEDIC

Resignations

- FF/EMT-P Skylar Hillaker

COVID 19

- Quarantined during December - 2 members
- PTO hours paid in December – 84 hours
- Vaccinations – 12 members (5 completed second)
- Total sick pay for month of December: 84 hours

**HR / Payroll**

- All part-time employee's payroll hours will be tracked in Fire Manager.
- No Longer going to use Firehouse & Target Solutions for payroll tracking.

**Training**

**Fire**

Fire Academy

- Shabbona – 3 members

OSFM Certifications

- Company Fire Officer – 2 members on Task book



## **EMS**

### **Paramedic Students**

- Silver Cross Hospital 19-20 Class– 1 member (Temporary hold due to COVID-19)
- Morris Hospital 19-20 Class – 1 member
- Morris Hospital 20-21 Class – 3 members
- St. Mary's Hospital 21-22 Class – 5 members

### **Vehicles/Apparatus**

- All apparatus in service
- 2490, 2415, & 2403 buggy – Battery issues - All resolved
- 2415 & 2425 – broken latch guards on Stryker cot load systems
- 2490 – Replacement Committee - Capt. Bolatto, Lt. Tenerelli Possibly: DC Favero & CE Favero

### **IT / MDT**

- Website is now online: Effective Jan 2021 – Agenda, Minutes and FOIA ready.
- Key Fob System Computer – (end-January to mid-February)
- Server replacement (February-March)

### **Fire Station**

- Plumber repairs
- Niederman exhaust system repairs – waiting on company to find parts for 2416 bay

### **Inspections**

- Keeverville Solar Energy (34461 S Rt 53, Braidwood) – Pending County approvals
- Beaver Creek (300 n. Hickory, Braidwood) – Fire Alarm Installed & Final Occupancy completed. Fire Alarm & Final Occupancy require reinspection
- Ultimate Rides (Main & Hickory) - received no plans for the project
- Federated Bank (264 s. Front St.) – Fire Alarm plans received and approved. Final Occupancy to be scheduled
- Grooming Barn (167 e. Main St. #1) – Final Occupancy passed – business open
- Mighty's Towing & Recovery 154 s. Will Rd. – Install walkthrough inspection performed.

### **Discussion Items for Meeting**

- 2490 Replacement Committee
- Exelon Property donation status
- AT&T Cellular tower status
- Personnel
  - Promotion of Steve Tatroe to Engineer
  - COVID-19 update
  - Manning issues
  - Possible new hire of FF/PM applicant
- Office Transition Ideas
  - New Trustee desk locations
  - Computer / Furniture
- Training / District Classes for 2021
  - IAFPD – Annual Conference (new trustee)
- Budget
  - Status of 5 year plans
  - Purchase orders exceeding \$1000
    - Discussion of Stryker Cot maintenance agreement