

BRAIDWOOD FIRE PROTECTION DISTRICT

Minutes of Meeting

May 18, 2021

A meeting of the Trustees of the Braidwood Fire Protection District was held on May 18, 2021 at the Braidwood Fire Station located at 275 W. Main St. in the city of Braidwood, Illinois at 9:00 A.M.

Trustee Bill Ritze, acting as Chairman, called the meeting to order. Trustee Mike Dillon, acted as Secretary of the meeting and reported that a quorum was present.

Trustee Mike Dillon announced that he was in receipt of the Will County Election Results and Certificate of Election for Charles T. Boyd as Braidwood Fire Protection District Trustee, term ending 2027. Mike Dillon moved that the Officer positions on the Board be appointed as follows, Mike Dillon – President, Bill Ritze – Treasurer and Charlie Boyd – Secretary. Charlie Boyd seconded the motion. The Chairman took a roll call vote. 3 ayes (Boyd, Dillon and Ritze) and 0 nays. The Chairman declared that the motion passed.

The following Trustees were present:

Charlie Boyd
Mike Dillon
Bill Ritze

Also present in person were Fire Chief Barry Eggers, Assistant Chief Chris Jude, Administrative Assistant Kristin Wexell, EMS Coordinator Tonya Cavanaugh and Attorney Tom Gilbert.

There were no attendees present via Zoom web meeting (offered in compliance with the Governor's Executive Order 2020-07 as a result of COVID-19).

The Chairman then asked if there were any additions or corrections to the board meeting minutes from the meeting held April 20, 2021, as distributed. Mike Dillon made a motion that the minutes be approved as distributed, motion seconded by Charlie Boyd. The Chairman took a roll call vote. 3 ayes (Boyd, Dillon and Ritze) and 0 nays. The Chairman declared that the motion passed.

The Treasurer's Report shows an account beginning balance of \$1,098,336.65, four deposit(s) totaling \$37,012.68 and fifty-seven withdrawals totaling \$172,985.86, the ending account balance on April 30, 2021 is \$998,626.86. Mike Dillon moved that the Treasurer's report be accepted as presented. Charlie Boyd seconded the motion. The Chairman took a roll call vote. 3 ayes (Boyd, Dillon and Ritze) and 0 nays. The Chairman declared that the motion passed.

Mike Dillon presented the bills to be paid for a total of \$172,985.86 (see attached list of bills presented payment). Charlie Boyd moved that the bills be paid, as presented. Bill Ritze seconded the motion. The Chairman took a roll call vote. 3 ayes (Boyd, Dillon and Ritze) and 0 nays. The Chairman declared that the motion passed.

Public Comment:

None

Communications:

- VFIS Policy Renewal Notice
- Notice of Fee Increase for Claypool Drainage.

Chief's Report:

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

- Personnel updates:
 - Primary Role Medic hired, Alexandrea Chouinard.
 - Chief received approval from the Board for Chris Hinchliffe to respond from his Plainfield home directly to the scene for Fire Investigator from Braidwood FPD as 2492. Kristin to issue a new ID that states he is a Fire Investigator, Tatroe to issue a Badge, a 2nd set of gear and a radio. He will respond in his personal vehicle, non-emergency.
 - One member has returned to shift after being on leave for 14 days after testing positive for COVID-19.
- Keeverville Solar Energy is moving ahead, currently working on underground electric. Keeverville has provided no clarification regarding assigning a responsible party to shut-down power in case of an emergency.
- Discussed budget for a few sets of Rescue Take Force equipment in 21-22 budget.
- OSHA will not issue a citation. Per OSHA's approval, a new policy needs to be implemented relating to annual physicals, detailing that an in-house nurse will review employee annual physical questionnaire forms, if there are changes from one year to the next, said employee will have to complete an NFPA physician physical.
- 5-year budget plans have been received from Officers. The Training and EMS budgets change drastically from year to year, therefore only 2-year budgets were requested from those divisions.

Old Business:

- A. Faircom – Mike Dillon (energy legislation, Exelon Agreement) – There have been several meetings in Springfield relative to the Climate Union Jobs Act passing legislation, AFLCIO has an interest as it directly effects job creation. FAIRCOM is working on making sure that we are heard in Springfield. 3 related bills have passed the House.
- B. Future Training Opportunities –
 - Assistant Chief Jude requested approval to enroll in classes relating to Fire Service Degree.Mike Dillon moved to approve the continuing education courses for the District to cover tuition and book reimbursement for Assistant Chief Jude. Bill Ritze seconded the motion. The Chairman took a roll call vote. 3 ayes (Boyd, Dillon and Ritze) and 0 nays. The Chairman declared that the motion passed.
- C. Deer Ridge Annexation (status update) – Options were discussed amongst the Board. Attorney Gilbert proposed a reasonable offer.
Mike Dillon moved to offer settlement to Custer Park FPD proposed by counsel. Bill Ritze seconded the motion. The Chairman took a roll call vote. 3 ayes (Boyd, Dillon and Ritze) and 0 nays. The Chairman declared that the motion passed.
- D. Braidwood Recreation Club Annexation (status update) – no movement on this matter.

- E. Antennae tower – District is in receipt of draft lease options, which they reviewed and discussed.
Mike Dillon moved to give authorization to Attorney Gilbert to negotiate the ATT Tower Lease, per discussion. Bill Ritze seconded the motion. The Chairman took a roll call vote. 3 ayes (Boyd, Dillon and Ritze) and 0 nays. The Chairman declared that the motion passed.
- F. 2490 Committee – The committee has a meeting scheduled for May 26, 2021.
- G. Annual calendar and checklist reviewed – No action required, although Mike Dillon did mention that the OMA and FOIA Trainings need to be completed by Charlie Boyd, Mike Dillon and Kristin Wexell this year. Attorney General’s online training portal is currently unavailable.

Closed Meeting:

Chief Eggers asked if the Board would enter into a closed meeting to discuss personnel issues. Mike Dillon moved to enter into Closed Meeting at 10:15 a.m. Charlie Boyd seconded the motion. The Chairman took a roll call vote. 3 ayes (Boyd, Dillon and Ritze) and 0 nays. The Chairman declared that the motion passed. Closed Meeting began. At 11:30 a.m. closed meeting ended and the Open Meeting Reconvened.

New Business:

- 1) Purchases requiring District Board approval –
 - PO for brackets for the TRT Div 15 equipment moving to 2416 not to exceed \$3,475.00.
Charlie Boyd moved to approve the above listed expense as presented. Mike Dillon seconded the motion. The Chairman took a roll call vote. 3 ayes (Boyd, Dillon and Ritze) and 0 nays. The Chairman declared that the motion passed.
- 2) Discuss and approve renewal of the BCBSIL Policy for Assistant Chief –
Bill Ritze moved to approve the renewal and for the District to absorb the additional cost of the policy increase. Mike Dillon seconded the motion. The Chairman took a roll call vote. 3 ayes (Boyd, Dillon and Ritze) and 0 nays. The Chairman declared that the motion passed.
- 3) Discuss and vote on Credentials and Proxy for IAFFPD Conference –
Mike Dillon moved to allow Mike Dillon to act on behalf of Braidwood Fire Protection District on votes for IAFFPD Directors. Charlie Boyd seconded the motion. The Chairman took a roll call vote. 3 ayes (Boyd, Dillon and Ritze) and 0 nays. The Chairman declared that the motion passed.
- 4) Determine dates for personnel evaluations – Tabled until the next regular scheduled District Board Meeting.
- 5) Review and possible approval of Lauterbach and Amen – Board Discussed the new terms allowing the District access and utilize the Lauterbach online payroll program with a minimal increase in the monthly cost.
Bill Ritze moved to accept and sign the Lauterbach and Amen engagement letter and new terms. Mike Dillon seconded the motion. The Chairman took a roll call vote. 3 ayes (Boyd, Dillon and Ritze) and 0 nays. The Chairman declared that the motion passed.

- 6) Discuss and approve Accounts Payable and Payroll Clerk, Jean Lissy for authorization to sign checks – the trustee discussed the need for Jean to be a signer on the checking account to process and mail out bill payments on two signor checks.
Charlie Boyd moved add Jean Lissy as a signor on the District Checking account. Bill Ritze seconded the motion. The Chairman took a roll call vote. 3 ayes (Boyd, Dillon and Ritze) and 0 nays. The Chairman declared that the motion passed.
- 7) Discuss and approve quote for fitness room equipment – AC Jude presented quote for proposed new fitness equipment.
Bill Ritze moved to accept the quote proposed for new fitness equipment not to exceed \$13,000.00. Mike Dillon seconded the motion. The Chairman took a roll call vote. 3 ayes (Boyd, Dillon and Ritze) and 0 nays. The Chairman declared that the motion passed.
- 8) The District Board advised that Chief Eggers has submitted his retirement notice as of June 1, 2021.

The Chairman then stated that the next regular meeting would be held on June 15, 2021 at 9:00 A.M. at the Braidwood Fire Station.

Upon motion duly made and seconded the meeting was adjourned.

Braidwood Fire Protection District

Transaction List by Vendor

April 2021

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
A Beep LLC						
04/07/2021	Check	3394	Yes		BFPD Main Checking Account	-34.50
Air One Equipment, Inc.						
04/07/2021	Check	3407	Yes		BFPD Main Checking Account	-265.00
Airgas USA, LLC						
04/10/2021	Check	3421	Yes		BFPD Main Checking Account	-58.87
Airwans						
04/07/2021	Check	3398	Yes		BFPD Main Checking Account	-69.00
Andres Medical Billing, Ltd.						
04/07/2021	Check	3403	Yes		BFPD Main Checking Account	-2,271.06
AT & T						
04/07/2021	Check	3393	Yes		BFPD Main Checking Account	-154.90
04/07/2021	Check	3409	Yes		BFPD Main Checking Account	-813.42
04/30/2021	Check	3441	Yes		BFPD Main Checking Account	-815.71
AT & T Mobility						
04/30/2021	Check	3442	Yes		BFPD Main Checking Account	-147.61
BlueCross BlueShield of Illinois						
04/21/2021	Check	3432	Yes		BFPD Main Checking Account	-2,456.24
Braidwood Plumbing & Sewer						
04/21/2021	Check	3431	Yes		BFPD Main Checking Account	-850.00
04/27/2021	Check	3436	Yes		BFPD Main Checking Account	-976.00
04/30/2021	Check	3443	Yes		BFPD Main Checking Account	-350.00
City of Braidwood						
04/07/2021	Check	3411	Yes		BFPD Main Checking Account	-32.39
04/30/2021	Check	3450	Yes		BFPD Main Checking Account	-32.39
Comcast						
04/07/2021	Check	3397	Yes		BFPD Main Checking Account	-208.75
Covid 19 HRSA Uninsured Testing & TR						
04/10/2021	Check	3417	Yes		BFPD Main Checking Account	-619.92
DesPlaines Valley MABAS Division 15						
04/07/2021	Check	3406	Yes		BFPD Main Checking Account	-75.00
Dockside Marine						
04/21/2021	Check	3426	Yes		BFPD Main Checking Account	-158.46
ECOLAB Pest Elimination						
04/28/2021	Check	3438	Yes		BFPD Main Checking Account	-156.99
04/30/2021	Check	3444	Yes		BFPD Main Checking Account	-156.99

Equitable Financial Life Insurance Company of America

Braidwood Fire Protection District

Transaction List by Vendor

April 2021

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
04/30/2021	Check	3439	Yes		BFPD Main Checking Account	-389.89
Fatlan Trucking & Excavating, LTD.						
04/07/2021	Check	3408	Yes		BFPD Main Checking Account	-150.00
FIREGROUND SUPPLY, INC						
04/07/2021	Check	3415	Yes		BFPD Main Checking Account	-4,292.15
04/27/2021	Check	3435	Yes		BFPD Main Checking Account	-906.00
Fisher Auto Parts						
04/10/2021	Check	3419	Yes		BFPD Main Checking Account	-27.16
04/30/2021	Check	3452	Yes		BFPD Main Checking Account	-188.85
Free Press Newspapers						
04/07/2021	Check	3395	Yes		BFPD Main Checking Account	-180.00
Hicksgas						
04/30/2021	Check	3447	Yes		BFPD Main Checking Account	-27.00
Hinkley Springs						
04/21/2021	Check	3433	Yes		BFPD Main Checking Account	-102.73
Hydra Ram Unlimited, Inc						
04/19/2021	Check	3423	Yes		BFPD Main Checking Account	-359.79
IFSAP						
04/07/2021	Check	3392	Yes		BFPD Main Checking Account	-175.00
Illinois Fire Chiefs Association						
04/07/2021	Check	3405	Yes		BFPD Main Checking Account	-150.00
Illinois Public Risk Fund						
04/21/2021	Check	3434	Yes		BFPD Main Checking Account	-5,050.00
Image Systems & Business Solutions						
04/10/2021	Check	3418	Yes		BFPD Main Checking Account	-199.00
04/21/2021	Check	3425	Yes		BFPD Main Checking Account	-244.75
04/27/2021	Check	3437	Yes		BFPD Main Checking Account	-199.00
04/30/2021	Check	3446	Yes		BFPD Main Checking Account	-244.75
Insight Direct USA, Inc						
04/07/2021	Check	3399	Yes		BFPD Main Checking Account	-591.55
04/07/2021	Check	3414	Yes		BFPD Main Checking Account	-4,082.52
Joe Siepka						
04/07/2021	Check	3404	Yes		BFPD Main Checking Account	-1,560.00
Kristin Wexell						
04/10/2021	Check	3416	Yes		BFPD Main Checking Account	-58.50
Lauterbach & Amen, LLP						
04/07/2021	Check	3412	Yes		BFPD Main Checking Account	-375.00

Braidwood Fire Protection District

Transaction List by Vendor

April 2021

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Liberty Fire Equipment, Inc.						
04/21/2021	Check	3428	Yes		BFPD Main Checking Account	-38.00
Liberty National						
04/07/2021	Check	3410	Yes		BFPD Main Checking Account	-2,266.24
04/30/2021	Check	3449	Yes		BFPD Main Checking Account	-1,985.36
Nicor Gas						
04/07/2021	Check	3396	Yes		BFPD Main Checking Account	-696.69
Ottosen DiNolfo						
04/21/2021	Check	3429	Yes		BFPD Main Checking Account	-1,170.00
Pinkerton Oil Company						
04/07/2021	Check	3401	Yes		BFPD Main Checking Account	-725.78
04/30/2021	Check	3451	Yes		BFPD Main Checking Account	-738.96
Pitney Bowes						
04/10/2021	Check	3420	Yes		BFPD Main Checking Account	-65.10
Republic Services						
04/07/2021	Check	3391	Yes		BFPD Main Checking Account	-99.99
04/30/2021	Check	3448	Yes		BFPD Main Checking Account	-99.99
Rolando's Furniture & Appliances						
04/07/2021	Check	3402	Yes		BFPD Main Checking Account	-176.99
Safeguard Business Systems Inc.						
04/21/2021	Check	3430	Yes		BFPD Main Checking Account	-236.74
United Healthcare Medicare Solutions						
04/21/2021	Check	3427	Yes		BFPD Main Checking Account	-449.07
Universal Printing Solutions, Inc.						
04/07/2021	Check	3400	Yes		BFPD Main Checking Account	-248.41
US Bank						
04/21/2021	Check	3424	Yes		BFPD Main Checking Account	-1,741.83
Verizon						
04/10/2021	Check	3422	Yes		BFPD Main Checking Account	-807.11
WEX Bank						
04/30/2021	Check	3440	Yes		BFPD Main Checking Account	-459.36
Whitmore Ace Hardware						
04/07/2021	Check	3413	Yes		BFPD Main Checking Account	-291.42
Xtreme Communications LLC						
04/30/2021	Check	3445	Yes		BFPD Main Checking Account	-1,062.47

Braidwood Fire Protection District

Transaction List by Vendor

April 2021

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
------	------------------	-----	---------	------------------	---------	--------



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 May 18, 2021

Call Report for April 2021

Braidwood	107
Out of District	<u>59</u>
Total	166

Call Report for March 2021

Braidwood	84
Out of District	<u>43</u>
Total	127

Calls of Significance: n. Office Street Fire.

Personnel

New Personnel

- Primary Role Paramedic Allie Chouinard

Resignation

- FF/EMT-P Brandon Saunoris

Paramedic Students

- Ingalls Hospital 19-20 Class (Temporary hold due to COVID-19) - Anthony Winters
- Morris Hospital 19-20 Class - Ed Theis
- Morris Hospital 20-21 Class - Nick Klucikowski, Nate Mrozek
- St. Mary's Hospital 21-22 Class - Hayden Mack, David Tatroe, Ryan Cavanaugh, Cody Cabada

Personnel Status

- Chris Hinchcliff – Div. 15 Fire Investigation Team
-

Fire Prevention/Inspections

- Keeverville Solar Energy (34461 S Rt 53, Braidwood) – Underground electric work on-going
- Mighty's Towing & Recovery (141 s. Will Rd.) – Working on Fire Alarm quotes and city violations.
- Ultimate Rides (Main & Hickory)
Ground being razed, prepped for construction - No documents received to date.
- Federated Bank (264 s. Front St.) – Passed / Open for business (mortgages only at this time)

HR / Payroll

Payroll

- All shifts were covered for the month of February. A/C Jude did not need to cover any 12/24 hour shifts for the month.

COVID 19

- No members quarantined in April (1 in May -24 Hrs. of PTO)
 - Vaccinations – 13 members
-

Training

Assistant Chief received his Provisional Chief Fire Officer certification.

Fire

In-house

- Advanced Technical Firefighter – 6 members

Shabbona Fire Academy

- Shabbona – 3 members

EMS

Paramedic Students

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

Rescue Task Force – On going

- Purchasing of equipment in 2021-22 budget
- 5 Sets of gear (3-engine, 2-Ambu)
- Free Training by Division and Grundy County Sherriff

Illinois OSHA Audit-Inspection

- Initial Interview w/ Chief Eggers and Engineer S. Tatroe
- Gathering of Documentation was completed
- Great job of finalizing submittal by A/C Jude and A/A Kristin Wexell
- Waiting on follow-up from Inspector Ed LeFevour

Vehicles/Apparatus

- All apparatus in service
- 2490 Committee – First meeting needed to be rescheduled.
- PO for brackets and accessories to mount Div. 15 TRT equipment - submitted for approval

Fire Station

- Plumber repairs – Completed
- Kitchen sink drain corrected by plumber.
- RPZ (Backflow Preventer) Repaired/replaced – watching for renewed leaks
- Niederman exhaust system repairs – Meeting to be scheduled with installation/repair company

Discussion Items for Meeting

- Personnel:
 - Liberty National Insurance vs. AFLAC
 - Lauterbach

- 2490 Committee

- AT&T Cellular tower

- Training / District Classes for 2021
 - IAFFPD – Annual Conference (new trustee)
 - A/C Jude – Boot Camp for Training Officers
 - A/C Jude – Incident Command classes in Aurora in fall

- Budget
 - Status of 5 year plans
 - Purchase orders exceeding \$1000
 - Ideas for future manning coverage