

BRAIDWOOD FIRE PROTECTION DISTRICT

Minutes of Meeting

April 20, 2021

A meeting of the Trustees of the Braidwood Fire Protection District was held on April 20, 2021 at the Braidwood Fire Station located at 275 W. Main Str. in the city of Braidwood, Illinois at 9:00 A.M.

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

The following Trustees were present:

Mike Dillon

Bill Ritze

Also present in person were Assistant Chief Chris Jude, Administrative Assistant Kristin Wexell, Charlie Boyd and present via Zoom web meeting was Attorney Tom Gilbert.

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 then asked if there were any additions or corrections to the board meeting minutes from the March 16, 2021, meeting 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 \$1,260,142.53.55, three deposit(s) totaling \$47,622.40 and sixty-five withdrawals totaling \$160,623.46, the ending account balance on March 31, 2021 is \$1,098,336.65. 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 for a total of \$160,623.46 (see attached list of bills presented payment). 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:

- Thank you card from a resident for the response for lift assist.
- Wescom notification regarding dispatch invoices for May and June.
- Tuition charges for JLMC Basic Accessor Certification Course

Chief's Report:

Assistant Chief Chris Jude presented the report in Chief Eggers absence, the full report was distributed and is attached hereto. The items discussed in the meeting are as follows:

- Personnel updates:
 - FF/Medic Brandon Saunoris submitted his resignation.
 - Melissa Micklos resigned from the position of EMS Educator and AHA Program Director, she will stay on the roster as a Fill-in Paramedic.
- Braidwood FPD was called to respond to a Custer Park FPD call in Mineoka for an electrocution. Custer Park FPD arrived on scene, then requested BFPD to be toned.
- BFPD accepted a new intern, Eric Percy. Eric is amidst the Shabbona Academy and is also an EMT.
- Plumbing issues throughout station are being addressed, the backflow preventer was not shutting completely. Cryer-Olson will be out to repair.
- Roof leak over the museum may have been caused by ice dam, as there seems to be no damage upon roof inspection.
- Secretary of State performed an audit on the Driver Testing Records without issue.
- Kristin is working on getting a voucher for the full 2022 FDIC Conference registration in lieu of a partial registration refund. The VRBO payment has been refunded.
- OSHA performed their inspection and has requested a 20 item list of documentation to be submitted by Friday, April 23rd in follow up to their inspection. Kristin and Chris Jude will complete and upload.

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 heard in Springfield. 3 related bills have passed the House.
- B. Future Training Opportunities –
 - JCLM Basic Assessor Certification Class - June 7th through June 9th, Chief Barry Eggers requesting to attend in Normal, IL.
 - IAFFPD Conference June 24, 2021 - June 26, 2021 – Trustees and Fire Chief to attend. Charlie Boyd to take the 3-day Advanced Trustee Training Course.

Mike Dillon moved to approve the travel expenses, lodging and registrations for the training events as presented. Bill Ritze seconded the motion. A voice vote upon the motion was taken and the Chairman declared the motion passed.
- C. Deer Ridge Annexation (status update) – Attorney Gilbert advised CPFPD has a written discovery deadline set in June.
- D. Braidwood Recreation Club Annexation (status update) – no movement on this matter.
- E. Antennae tower - waiting AT&T draft lease.
- F. 2490 Committee – The committee has been re-established and meeting dates are being reviewed.
- G. Annual calendar and checklist reviewed – no action required

Closed Meeting:

Not needed

New Business:

- 1) Purchases requiring District Board approval –
 - Computer, Accessories and Monitors for Accounts Payable and Surface Pro for ambulance – not to exceed \$9,800.00.
 - EMS Jump Bags and Equipment not to exceed \$2,000.00.

Bill Ritze moved to approve the above listed expense as presented. Mike Dillon seconded the motion. A voice vote upon the motion was taken and the Chairman declared the motion passed.

- 2) Discuss and approve expense and scheduling for fuel tank cleaning – this item has been tabled until more details and decisions have been determined about the construction and requirements of the ATT antennae tower.
- 3) Discuss and approve hiring part-time bookkeeper – the District discussed to hiring, Jean Lissy, experienced in bookkeeper and payroll for bill paying, payroll entry and various reporting required by the District at an hourly rate of \$20.00.

Bill Ritze moved to hire Jean Lissy as a part-time employee for the purposes discussed and to be paid \$20.00 per hour. Mike Dillon seconded the motion. A voice vote upon the motion was taken and the Chairman declared the motion passed.

- 4) Review and possibly approve the Payroll Policy – the trustee discussed the changes in the policy.

Mike Dillon moved that the Payroll Policy be approved as presented. Bill Ritze seconded the motion. A voice vote upon the motion was taken and the Chairman declared the motion passed.

The Chairman then stated that the next regular meeting would be held on May 18, 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

March 2021

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Airgas USA, LLC						
03/10/2021	Check	3354	Yes		BFPD Main Checking Account	-56.53
Airwans						
03/06/2021	Check	3349	Yes		BFPD Main Checking Account	-69.00
Alexis Fire Equipment Co.						
03/22/2021	Check	3384	Yes		BFPD Main Checking Account	-80.39
All Hands Fire Equipment						
03/10/2021	Check	3360	Yes		BFPD Main Checking Account	-1,899.05
ALTA Equipment Company LLC						
03/15/2021	Check	3371	Yes		BFPD Main Checking Account	-412.45
American Heart Association						
03/15/2021	Check	3369	Yes		BFPD Main Checking Account	-455.50
Andres Medical Billing, Ltd.						
03/04/2021	Check	3329	Yes		BFPD Main Checking Account	-2,277.38
03/04/2021	Check	3340	Yes	Voided	BFPD Main Checking Account	0.00
AT & T						
03/04/2021	Check	3337	Yes		BFPD Main Checking Account	-813.42
03/10/2021	Check	3363	Yes		BFPD Main Checking Account	-154.90
03/22/2021	Check	3388	Yes		BFPD Main Checking Account	-201.90
Barry Eggers						
03/20/2021	Check	3376	Yes		BFPD Main Checking Account	-25.21

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BlueCross BlueShield of Illinois 03/20/2021	Check	3374	Yes		BFPD Main Checking Account	-2,456.24
Braidwood Baseball & Softball Association 03/12/2021	Check	3367	Yes		BFPD Main Checking Account	-600.00
Chloe Zielinski 03/04/2021	Check	3344	Yes		BFPD Main Checking Account	-34.00
Chris Jude 03/20/2021	Check	3380	Yes	Voided	BFPD Main Checking Account	0.00
City of Braidwood 03/04/2021	Check	3330	Yes		BFPD Main Checking Account	-32.39
Comcast 03/06/2021	Check	3351	Yes		BFPD Main Checking Account	-208.75
CVS Health 03/10/2021	Check	3357	Yes		BFPD Main Checking Account	-40.00
D'Orazio Ford 03/10/2021	Check	3359	Yes		BFPD Main Checking Account	-126.85
Dawn Trizna 03/04/2021	Check	3342	Yes		BFPD Main Checking Account	-102.00

DesPlaines Valley MABAS Division 15

Braidwood Fire Protection District

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03/15/2021	Check	3370	Yes		BFPD Main Checking Account	-362.00
Dinn Bros. Trophy						
03/12/2021	Check	3366	Yes		BFPD Main Checking Account	-12.85
ECOLAB Pest Elimination						
03/01/2021	Check	3327	Yes		BFPD Main Checking Account	-156.99
03/30/2021	Check	3390	Yes		BFPD Main Checking Account	-156.99
Emergency Medical Products						
03/22/2021	Check	3383	Yes		BFPD Main Checking Account	-234.12
Equitable Financial Life Insurance Company of America						
03/22/2021	Check	3386	Yes		BFPD Main Checking Account	-389.89
Frank's Appliance Center						
03/22/2021	Check	3381	Yes		BFPD Main Checking Account	-385.00
Gene May Heating & Cooling						
03/10/2021	Check	3361	Yes		BFPD Main Checking Account	-6,650.00
Hannah Zackavec						
03/04/2021	Check	3343	Yes		BFPD Main Checking Account	-34.00
Hinkley Springs						
03/20/2021	Check	3377	Yes		BFPD Main Checking Account	-176.06
Illinois Fire Chiefs Association						
03/04/2021	Check	3338	Yes		BFPD Main Checking Account	-200.00

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Illinois Fire Service Administrative Professionals						
03/22/2021	Check	3387	Yes		BFPD Main Checking Account	-45.00
Illinois Public Risk Fund						
03/04/2021	Check	3334	Yes		BFPD Main Checking Account	-2,390.00
03/20/2021	Check	3375	Yes		BFPD Main Checking Account	-5,050.00
Image Systems & Business Solutions						
03/01/2021	Check	3326	Yes		BFPD Main Checking Account	-5,374.00
Interstate All Battery Center						
03/04/2021	Check	3332	Yes		BFPD Main Checking Account	-365.10
Kat Gellert						
03/20/2021	Check	3378	Yes		BFPD Main Checking Account	-1,440.00
Lauterbach & Amen, LLP						
03/06/2021	Check	3353	Yes		BFPD Main Checking Account	-375.00
Liberty National						
03/04/2021	Check	3341	Yes		BFPD Main Checking Account	-2,266.24
Microsoft						
03/05/2021	Check	3348	Yes		BFPD Main Checking Account	-1,340.00
Nicor Gas						
03/06/2021	Check	3352	Yes		BFPD Main Checking Account	-1,521.04

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Ottosen DiNolfo						
03/10/2021	Check	3355	Yes		BFPD Main Checking Account	-427.50
Pinkerton Oil Company						
03/15/2021	Check	3373	Yes		BFPD Main Checking Account	-744.14
03/22/2021	Check	3382	Yes		BFPD Main Checking Account	-459.24
PJMP LLC						
03/04/2021	Check	3335	Yes		BFPD Main Checking Account	-450.00
Pomp's Tire Service, Inc						
03/10/2021	Check	3356	Yes		BFPD Main Checking Account	-954.95
Quad County Fire Equipment & FTR						
03/12/2021	Check	3364	Yes		BFPD Main Checking Account	-2,171.79
Rachel Mammosser						
03/04/2021	Check	3345	Yes		BFPD Main Checking Account	-102.00
Secretary of State						
03/22/2021	Check	3385	Yes		BFPD Main Checking Account	-118.00
Silver Cross Hospital						
03/20/2021	Check	3379	Yes		BFPD Main Checking Account	-520.00
State Industrial Products						
03/04/2021	Check	3339	Yes		BFPD Main Checking Account	-814.87

Stryker Medical

Braidwood Fire Protection District

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DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
03/04/2021	Check	3331	Yes		BFPD Main Checking Account	-7,967.60
Target Solutions Learning LLC						
03/04/2021	Check	3336	Yes		BFPD Main Checking Account	-5,266.35
Teleflex						
03/12/2021	Check	3365	Yes		BFPD Main Checking Account	-51.73
03/15/2021	Check	3372	Yes		BFPD Main Checking Account	-282.22
Tri-County Stockdale Company						
03/04/2021	Check	3333	Yes		BFPD Main Checking Account	-153.75
US Bank						
03/12/2021	Check	3368	Yes		BFPD Main Checking Account	-1,949.25
Verizon						
03/10/2021	Check	3362	Yes		BFPD Main Checking Account	-747.07
Western Will County Communications Center						
03/06/2021	Check	3350	Yes		BFPD Main Checking Account	-10,456.96
WEX Bank						
03/22/2021	Check	3389	Yes		BFPD Main Checking Account	-442.58
Whitmore Ace Hardware						
03/04/2021	Check	3328	Yes		BFPD Main Checking Account	-45.14
Zoll						
03/10/2021	Check	3358	Yes		BFPD Main Checking Account	-450.00

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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 April 20th , 2021

<u>Call Report for Feb 2021</u>		<u>Call Report for Mar 2021</u>	
Braidwood	80	Braidwood	84
Out of District	<u>46</u>	Out of District	<u>43</u>
Total	126	Total	127

Calls of Significance: Electrocutation of a gentleman and Meneoka Camp Ground, he is doing well.

Personnel

New Personnel

- Intern EMT-B Eric Percy (Presently in Shabbona Fire Academy)

Resignation

- Firefighter/Paramedic Brandon Saunoris

Termination

- Paramedic Kelly Thacker (Letter sent 4/5/2021)

Paramedic Students

- Ingalls Hospital 19-20 Class - Anthony Winters (Officially Graduated)
- Morris Hospital 19-20 Class - Ed Theis
- Morris Hospital 20-21 Class - Nick Klucikowski, Zack Mellon, Nate Mrozek
- St. Mary's Hospital 21-22 Class - Hayden Mack, David Tatroe, Ryan Cavanaugh, Cody Cabada

Fire Prevention/Inspections

- Keeeverville Solar Energy (34461 S Rt 53, Braidwood) – No update
 - Beaver Creek (300 or 401 n Hickory, Braidwood) – Opening next week
 - Mighty's Towing (141 s. Will Rd.) – Needs Fire Alarm and City violations corrected.
 - Ultimate Rides (Main & Hickory)
Ground being razed, prepped for construction - No documents received to date.
 - Federated Bank (264 s. Front St.) – Fire Alarm system passed 4/8/21 – Business Open
 - Main St. Banquet Hall – 2nd Floor Occupancy approved by City. Occupancy Load signs posted.
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HR / Payroll

Payroll

- All shifts were covered for the month of March. A/C Jude covered 5 hours due to minimum manning issues.

COVID 19

Nothing to report

Training

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 – 4 members

AHA Programs

- BLS CPR – 5 new Instructors **(no change from last month)**
- ACLS/PALS – 3 new Instructors **(no change from last month)**

Rescue Task Force

- Purchasing of equipment in 2021-22 budget
- 5 Sets of gear (3-engine, 2-Ambu)
- Free Training by Division and Grundy County Sherriff got 10 employees trained so far.

Vehicles/Apparatus

- All apparatus in service
- Diesel tank & pump costs for PM being evaluated had maintenance completed. (Sediment in tank - future repairs/PM needed)

IT / MDT

- PO for new desktops/monitors submitted for approval

Fire Station

- Plumber repairs still pending he was here and completed some of them.
- Niederman exhaust system repairs – waiting on company to find parts for 2416 bay

Discussion Items for Meeting

- Personnel:
 - Paramedic Melissa Miklos' resignation as EMS Educator
 - EMS
 - AHA
 - We will be putting out to the staff to see who will be interested intaking this on.

- Operations
 - Nothing passed on from chief

- 2490 Committee

- Training / District Classes for 2021
 - Training department had audit from Secretary of the State, no citations
 - Fire Chief's Symposium – May 12-14
 - 2403 will not be attending FDIC this year due to scheduling conflict

- Budget
 - Purchase orders exceeding \$1000