

BRAIDWOOD FIRE PROTECTION DISTRICT

Minutes of Meeting
June 15, 2021

A meeting of the Trustees of the Braidwood Fire Protection District was held on, June 15, 2021 at the Braidwood Fire Station located at 275 W. Main St. in the city of Braidwood, Illinois at 9:00 A.M.

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

The following Trustees were present:

Charlie Boyd
Mike Dillon
Bill Ritze

Also present in person were Fire Chief Chris Jude, Administrative Assistant Kristin Wexell, Attorney Tom Gilbert, Retired Fire Chief Barry Eggers, Myron Munyon from Compass Insurance and Greg Steffin also from Compass Insurance.

The Chairman then asked if there were any additions or corrections to the board meeting minutes from the meeting held on May 18, 2021 and May 28, 2021, as distributed. Mike Dillon made a motion that the minutes be approved as distributed, motion seconded by Charlie Boyd. A voice vote upon the motion was taken and the Chairman declared that the motion unanimously passed.

The Treasurer's Report shows an account beginning balance of \$998,626.86, six deposit(s) totaling \$50,915.31 and fifty-five withdrawals totaling \$246,280.43, the ending account balance on May 31, 2021 is \$901,468.00. Charlie Boyd moved that the Treasurer's report be accepted as presented. Mike Dillon 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 as distributed, (see attached list as presented). Charlie Boyd moved that the bills be paid, as presented. A voice vote upon the motion was taken and the Chairman declared that the motion unanimously passed.

Public Comment:

None

Communications:

- IAFFPD correspondence regarding Memorial Ceremony at IAFFPD Conference
- Certificate of Insurance for Pride Plumbing

Chief's Report:

Chief Jude distributed his full report, attached hereto. The items discussed are as follows:

- Personnel updates:
 - Dawn Trizna is no longer employed with Braidwood FPD
 - New Primary Role Medic, Allie Chouinard has been hired and is completing Orientation while she is on light duty recovering from previous injury.

- Charlie Boyd, Jr. will be getting a new shield, as he moved from Cadet to POC.
- Chris Hinchliffe is now responding for Braidwood FPD as an Investigator.
- Shabbona Academy Graduation Ceremony is Friday, June 18, 2021, with a total of 21 candidates graduating, 3 of them are rostered with BFPD.
- Yearly ladder inspections are complete.
- 2419 damage has been reported to VFIS and assessor and Quad County are in contact as they prepare the estimate of damage to be repaired.
- Spoke with City Administrator and Public Works, the bay location for 2419 will now be located on School St for easier in and out. The City will line the street so that the no parking area is visible to church/funeral goers.

Old Business:

- A. Faircom – Mike Dillon (energy legislation, Exelon Agreement) –FAIRCOM is going to Springfield and having legislators speak on their behalf.
- B. Future Training Opportunities –
 - No new training requests
- C. Deer Ridge Annexation (status update) – Review and Adopt Proposed Release Settlement Agreement between Custer Park FPD. District Board reviewed the agreement proposed, with the minimal change that Custer Park FPD requested.
 Charlie Boyd moved to accept and sign the Deer Ridge Annexation Settlement Agreement between the Braidwood FPD and Custer Park FPD. Mike Dillon seconded the motion. A voice vote upon the motion was taken and the Chairman declared that the motion unanimously passed.
- D. Braidwood Recreation Club Annexation (status update) – Attorney Gilbert sent correspondence to Custer Park FPD counsel to inquire about status. He is awaiting a response.
- E. Discuss AT&T antennae tower project updates and agreements – Stan gave specs to Chief Jude, which have been forwarded to ATT.
- F. 2490 Committee – The committee has a meeting scheduled on June 22nd at which the committee will compare numbers, sizes with 2491.
- G. Annual calendar and checklist reviewed – Tentative Budget to be posted in mid-July and the new Budget will be reviewed and approved in the regular District Board Meeting in August.

Closed Meeting:

Mike Dillon moved to enter into Closed Meeting in accordance with 5 ICLS 120/2 Section 2 (c) (1) to discuss the appointment, employment, compensation, performance of Chris Jude, Kristin Wexell, Mike Pemble and Jake Bolatto. 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. Closed Meeting began at 9:42 a.m. Closed meeting ended at 10:07 a.m. and the Open Meeting reconvened.

New Business:

- 1) Purchases requiring District Board approval –
No purchase requests presented.
- 2) Discuss and possibly approve personnel performance, employee contract and/or salary/hourly pay increases – The District discussed the Contract for Fire Chief Chris Jude, the performance review of Kristin Wexell, wage increases for Administrative Assistant, Deputy Chief and the Captain/Training Officer positions, as well as Officer Appointments for Lieutenant, Captain and Deputy Chief positions. The District is in agreement with Chief Jude's promotion and responsibility recommendations for the Officer's, as well as the hourly rate increase for Deputy Chief and Captain/Training Officer positions. Attorney Gilbert directed the Chief Jude to update the payroll S.O.P. to reflect the changes in Officer payrates, and to put a letter in the personnel file for Kristin Wexell outlining the salary increase and current PTO and 457b contributions.
Mike Dillon moved to approve the Contract for the Fire Chief, 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 moved to approve the salary increase of \$4,000 for FY ending May 31, 2022 for Kristin Wexell retroactive to June 1, 2021 and increase the hourly rate for the Deputy Chief position to \$25.00 with no stipend and increase the hourly rate for the Captain/Training Officer position to \$22.00 with no stipend beginning in the current pay period. Charlie seconded the motion. A voice vote upon the motion was taken and the Chairman declared that the motion unanimously passed.
- 3) Review, discuss and possibly approve the VFIS Renewal Package – Compass Insurance presented the renewal package to the Board.
Bill Ritze moved to approve the VFIS Renewal Package as presented. Mike Dillon seconded the motion. A voice vote upon the motion was taken and the Chairman declared that the motion unanimously passed.
- 4) Review, discuss and possibly approve Pitney Bowes State Lease Agreement –
Mike Dillon moved to terminate the contract with Pitney Bowes for the postage machine. Bill Ritze seconded the motion. A voice vote upon the motion was taken and the Chairman declared that the motion unanimously passed.
- 5) Chief Jude asked the Board if they would be agreeable to allowing the shift personnel to wear approved uniform shorts and shoes at the cost of the personnel, from Memorial Day to Labor Day, and other days dependent upon weather at the discretion of the Chief. The Board approved the request for this change.

The Chairman then stated that the next regular meeting would be held on July 20, 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

May 2021

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
Airgas USA, LLC						
05/11/2021	Check	3453	Yes		BFPD Main Checking Account	-640.38
Airwans						
05/11/2021	Check	3468	Yes		BFPD Main Checking Account	-69.00
ALTA Equipment Company LLC						
05/11/2021	Check	3454	Yes		BFPD Main Checking Account	-600.00
05/11/2021	Check	3467	Yes		BFPD Main Checking Account	-1,061.49
Andres Medical Billing, Ltd.						
05/18/2021	Check	3475	Yes		BFPD Main Checking Account	-1,422.81
AT & T						
05/25/2021	Check	3492	Yes		BFPD Main Checking Account	-147.61
AT & T Mobility						
05/11/2021	Check	3473	Yes		BFPD Main Checking Account	-147.61
Barry Eggers						
05/25/2021	Check	3504	Yes		BFPD Main Checking Account	-549.69
Benefit Planning Consultants, Inc						
05/18/2021	Check	3476	Yes		BFPD Main Checking Account	-100.00
Berkot's Super Foods						
05/11/2021	Check	3474	Yes		BFPD Main Checking Account	-121.01
BlueCross BlueShield of Illinois						
05/25/2021	Check	3494	Yes		BFPD Main Checking Account	-136.73
05/25/2021	Check	3495	Yes		BFPD Main Checking Account	-2,671.02
Chris Jude						
05/11/2021	Check	3457	Yes		BFPD Main Checking Account	-150.00
Comcast						
05/11/2021	Check	3465	Yes		BFPD Main Checking Account	-208.75
D'Orazio Ford						
05/18/2021	Check	3477	Yes		BFPD Main Checking Account	-126.85

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May 2021

DATE	TRANSACTION TYPE	NUM	POSTING	MEMO/DESCRIPTION	ACCOUNT	AMOUNT
DesPlaines Valley MABAS Division 15						
05/18/2021	Check	3488	Yes	Invoice 1806	BFPD Main Checking Account	-2,000.00
EESCO						
05/11/2021	Check	3455	Yes		BFPD Main Checking Account	-20.00
Emergency Medical Products						
05/18/2021	Check	3478	Yes	Invoices 143811 and 2253958	BFPD Main Checking Account	-1,889.89
05/25/2021	Check	3501	Yes	Invoices 143811 and 2253958	BFPD Main Checking Account	-103.44
Equitable Financial Life Insurance Company of America						
05/25/2021	Check	3498	Yes		BFPD Main Checking Account	-389.89
Eternally Green						
05/18/2021	Check	3479	Yes	5/11	BFPD Main Checking Account	-55.00
FIREGROUND SUPPLY, INC						
05/11/2021	Check	3456	Yes	Invoices- 13560/13638/13489	BFPD Main Checking Account	-3,111.57
Hinkley Springs						
05/18/2021	Check	3480	Yes		BFPD Main Checking Account	-274.88
Illinois Public Risk Fund						
05/18/2021	Check	3487	Yes		BFPD Main Checking Account	-5,050.00
Jones & Bartlett Learning, LLC						
05/25/2021	Check	3496	Yes		BFPD Main Checking Account	-557.00
Kristin Wexell						
05/11/2021	Check	3464	Yes		BFPD Main Checking Account	-764.97
Lauterbach & Amen, LLP						
05/11/2021	Check	3458	Yes		BFPD Main Checking Account	-375.00
Liberty Fire Equipment, Inc.						
05/18/2021	Check	3481	Yes	Invoice 91743	BFPD Main Checking Account	-33.10
Midwest Commercial Fitness						
05/25/2021	Check	3490	Yes		BFPD Main Checking Account	-5,655.00
Miner Electronics Corp						

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05/25/2021	Check	3503	Yes		BFPD Main Checking Account	-275.00
Municipal Emergency Services Inc.						
05/11/2021	Check	3459	Yes		BFPD Main Checking Account	-5,211.33
Nicor Gas						
05/11/2021	Check	3460	Yes	6626912000 3	BFPD Main Checking Account	-696.69
Ottosen DiNolfo						
05/18/2021	Check	3482	Yes		BFPD Main Checking Account	-1,170.00
Pepsi-Cola						
05/18/2021	Check	3483	Yes		BFPD Main Checking Account	-303.84
Pinkerton Oil Company						
05/11/2021	Check	3469	Yes		BFPD Main Checking Account	-763.59
05/25/2021	Check	3497	Yes		BFPD Main Checking Account	-1,428.53
Rendel's Inc.						
05/11/2021	Check	3472	Yes		BFPD Main Checking Account	-31.50
Republic Services						
05/25/2021	Check	3499	Yes		BFPD Main Checking Account	-99.99
The First Signs of Fire						
05/18/2021	Check	3484	Yes		BFPD Main Checking Account	-194.43
Thermflo, Inc						
05/11/2021	Check	3461	Yes		BFPD Main Checking Account	-4,964.00
Thompson Electronics Company						
05/25/2021	Check	3502	Yes		BFPD Main Checking Account	-588.76
Tonya Cavanaugh						
05/11/2021	Check	3466	Yes	W. J. Jackson memorial	BFPD Main Checking Account	-14.00
U.S. Postal Service						
05/11/2021	Check	3462	Yes	annual fee	BFPD Main Checking Account	-150.00
US Bank						
05/25/2021	Check	3489	Yes		BFPD Main Checking Account	-1,241.25

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Verizon						
05/11/2021	Check	3471	Yes		BFPD Main Checking Account	-633.64
WESCOM						
05/11/2021	Check	3463	Yes		BFPD Main Checking Account	-10,731.75
WEX Bank						
05/25/2021	Check	3500	Yes		BFPD Main Checking Account	-538.10
Whitmore Ace Hardware						
05/18/2021	Check	3485	Yes		BFPD Main Checking Account	-24.00
Will County Treasurer						
05/11/2021	Check	3470	Yes	02-24-08-306-056-0000	BFPD Main Checking Account	-10.00
Wunderlich Doors						
05/25/2021	Check	3491	Yes		BFPD Main Checking Account	-386.00
Zoom Video Communications, Inc.						
05/18/2021	Check	3486	Yes	INV85745923	BFPD Main Checking Account	-14.99



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 June 15, 2021

Call Report for May 2021

Braidwood	107
Out of District	<u>46</u>
Total	153

Call Report for April 2021

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

Calls of Significance: Motorcycle accident on Cermak and Division 2 people down 1 serious ended up being flown out from Morris

Personnel

New Personnel

- Primary Role Paramedic Allie Chouinard in orientation

Resignation

- FF/EMT-P Dawn Trizna

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 working on Investigator dept # for him.

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

- Jean Lissy working with Kristen on payroll.

COVID 19

- No members quarantined in May
 - Vaccinations – 13 members
-

Training

New Training Officer Jake Bolatto, I Will be helping him with the transition.

Fire

In-house

- Advanced Technical Firefighter – 7 members took state test on June 1st

Shabbona Fire Academy

- Shabbona – 3 members
- Graduation Friday June 18th at Reed Custer Auditorium

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

- No Citations

Vehicles/Apparatus

- All apparatus in service
- 2419 Damaged again- Quad County and VFIS working on estimate.
- Moving 2419 to the West Bays city is blocking off road in front of apron with yellow no parking lines. This should help with further accidents the doors are wider.
- 2490 Committee – 2nd scheduled meeting June 22nd.

Fire Station

- Niederman exhaust system repairs – Meeting to be scheduled with installation/repair company.
- Held a blood drive on June 9th

AT&T tower project

- Delivered requested specks from Wescom to AT&T

Discussion Items for Meeting

- Personnel:
 - Officer Recommendation's and approvals
 - Deputy Chief And training Officer compensation
 - Review of New Officer Responsibilities
 - Promotion Ceremony Date
 - Approved Duty Shorts from Memorial Day to Labor Day
 - Upcoming Vacation Days for 2401
- Apparatus changes-
 - 2416
 - CART trailer
 - 2491 to replace old 2490
 - 2403 Buggy- Used for Chief Coverage by other officers.
 - 2492 Buggy- Used for Chief Coverage by other officers.
- Training / District Classes for 2021
 - IAFFPD – Annual Conference (new trustee)
 - A/C Jude – Incident Command classes in Aurora in fall
- Budget
 - Purchase orders exceeding \$ 1000.
 - Ideas for future manning coverage
 - Status of budget items- clothing allowances, etc.