

BRAIDWOOD FIRE PROTECTION DISTRICT

Minutes of Meeting

May 14, 2024

A meeting of the Trustees of the Braidwood Fire Protection District was held on May 14, 2024, at the Braidwood Fire Station located at 275 W. Main St. in the city of Braidwood, Illinois at 8:30 A.M.

Trustee Mike Dillon, acting as Chairman, called the meeting to order at 8:30 a.m. Trustee Charlie Boyd, acted as Secretary of the meeting and reported that a quorum was present.

The following Trustees were present:

Charlie Boyd

Mike Dillon

Bill Ritze

Also, present were Fire Chief Chris Jude, Attorney Megan Lamb, and Executive Assistant Kristin Wexell.

The Chairman asked if there were any additions or corrections to the District Board Meeting minutes from the meeting held on April 16, 2024, as distributed. Charlie Boyd made a motion that the minutes be approved as is, Bill Ritze seconded said motion. The Chairman conducted a vote and announced that the motion unanimously passed.

The Treasurer's Report shows an account beginning balance for April 1, 2024, of \$361,167.73, twelve deposit(s) totaling \$354,015.57 and fifty-three withdrawals totaling \$207,345.92, the ending account balance on April 30, 2024, is \$491,005.87. Mike Dillon moved that the Treasurer's report be accepted as presented. Charlie Boyd seconded the motion. The Chairman conducted a vote and announced that the motion unanimously passed.

Charlie Boyd presented the bills to be paid for a total of \$207,345.92 (see attached list of bills presented payment). Charlie Boyd moved that the bills be paid as presented, the motion was seconded by Bill Ritze. The Chairman conducted a vote and announced that the motion unanimously passed.

Public Comment:

None

Communications:

- WESCOM – a thank you note from the Dispatchers for recognizing them during Telecommunicators Week.
- IAFPD – announcement for annual golf outing on August 25, 2023, Oak Springs Golf Course, 6740 E 3500 S Rd., St. Anne, IL 60954
- Camp I Am Me – Camp will be June 16 -22, 2024 at the YMCA camp in Ingleside, IL
- VFIS Policy Renewal Documents

Chief's Report:

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

- The total call volume in April was 147 from 158 in March.
- Roster updates:

- 1 resignation – FF/EMT Ryan Craig, due to limited time and long distance.
- Several Firefighter’s are expecting babies soon: FF/Medic Plumley, FF/Medic Williams and FF/EMT Bojan
 - Kylie Clement has been promoted from Cadet to Probationary P.O.C., she has completed FF Academy, about to complete EMT school and graduated high school this past Sunday.
- FF/EMT Bernico, FF/EMT Bojan and FF/EMT Kuhel-Trimmer has all completed their probationary period requirements.
- Training ground doors and windows are installed and the cans are ready to be set.
- Apparatus Maintenance –
 - 2413 has had the PM completed, 2412 Is next
 - 2490 is getting a new tail gate
 - 2401 is in for light install, there is a delay to due to a part re-order.
- VFIS Safety Audit was completed prior to FDIC. There are 4 items that needed attention and have been enhanced since.
 - Enhanced the Driver’s Program
 - Added a training for Employer Practices for Supervisors
 - Medical Evaluation History Form - will be updated annually for part-time employees.
 - Apparatus’ will have height and weight decaled on them.
- ATT Tower Project – Verizon is showing interest and working with Jamie Adcock on a potential lease agreement. They are awaiting survey results. Jamie is also trying to locate an address to which the Com Ed bill will be sent for payment related to ATT.
- IDNR LMTV acquisition has happened, it is parked in the bay. It is running. We are waiting on an improvement grant request response. Any funding received will be used for a water skid.

Old Business:

- A. Faircom – (energy legislation, Exelon Agreement) – No update
- B. Future Training Opportunities –
 - a. Chief Jude and Deputy Chief Pemble will be at the IFCA Symposium May 21 – 23 in East Peoria.
- C. ATT Antennae Tower Project update and lease management update – This item was covered in the Chief’s report.
- D. 2412 Tanker/Engine Committee Update – The Committee will meeting with Dan Crompt from Alexis and their engineers on Thursday, May 16, 2024 to go over the last few items.
- E. Custer Park FPD Consolidation Update – The finalization of the consolidation will be in front of Judge Anderson on Friday May 17, 2024 at 0900 hours. John Motylinski will be in court in person and will provide the zoom information for anyone at the District that would like to attend virtually.
- F. Review Annual Calendar and Checklist Items –
 - Next annual check list item is to post Tentative Budget in July.

Closed Meeting:

Mike Dillon moved to enter into a Closed Meeting at 0901 hours to discuss employee performance reviews and salaries of Fire Chief Chris Jude and Executive Assistant Kristin Wexell. Charlie Boyd seconded the motion. The Chairman took a roll call vote. 3 ayes (Boyd, Dillon and Ritze), 0 nays and 0 absent. The Chairman declared that the motion passed. The meeting reconvened at 0915 hours.

New Business:

1. Purchases requiring Board approval:
 - a. Bound Tree – EMS Supplies \$1,328.00
 - b. ThermFlo – Generator Maintenance Agreement, \$6,195.00
 - c. Stevenson Fabrications – window and doors on training tower, \$19,760.00
 - d. A Beep, LLC – additional antennas and radio for Chief’s buggy, \$4,042.26
 - e. Fire Cat – Hose testing, \$3,813.00
 - f. Promos 911 – Customize Pub Ed Items included in annual budget, \$1,031.74

Charlie Boyd moved to approve the purchases as presented. Bill Ritze seconded the motion. The Chairman conducted a voice vote and announced that the motion unanimously passed.
2. Discuss and possibly approve placing the 2012 Ford Expedition into surplus – When the new 2401 is ready to be put in service, Chief’s current Command Vehicle will become the Officer Command Buggy and the 2012 Expedition will no longer be needed. Chief Jude would like to offer it to Braidwood ESDA, to add to their fleet. As a side note, Braidwood ESDA is now using the 2900 series numbers to be dispatched or to self-dispatch in response to incidents for traffic control.

Charlie Boyd moved to surplus the 2012 Ford Expedition and transfer ownership to Braidwood ESDA. Bill Ritze seconded the motion. The Chairman conducted a vote and announced that the motion unanimously passed.
3. Discuss and sign Audit Engagement Letter for Mack and Associates – We are currently in a 3 year agreement – no action necessary, the forms have been signed and sent to Mack and Associates.
4. Discuss and possibly approve personnel performance, employee contract and/or pay rate increases –

Bill Ritze moved to increase the annual salary of Chief Chris Jude to \$122,050.00 and the annual salary of Kristin Wexell to \$72,054.00, to begin on the first paycheck in June 2024. Mike Dillon seconded the motion. The Chairman conducted a vote and announced that the motion unanimously passed.
5. Discuss and possibly approve the proposed VFIS renewal – Chief Jude disseminated the renewal packages to the Board of Trustees for review. We are expecting an additional quote for coverage on the Custer Park Fire Station and their equipment that we will acquire on June 1, 2024.

Mike Dillon moved to approve and pay the VFIS renewal insurance package as presented. Bill Ritze seconded the motion. The Chairman conducted a vote and announced that the motion unanimously passed.

Upon motion duly made and seconded the meeting was adjourned. The next regular scheduled Fire District Board Meeting will be on Tuesday, June 18, 2024.