

**BRAIDWOOD FIRE PROTECTION DISTRICT BOARD  
AND THE BRAIDWOOD FIRE COMMISSION BOARD**

Minutes of Meeting  
December 17, 2024

A meeting of the Trustees of the Braidwood Fire Protection District, as well as the Braidwood Fire Commission Board was held on December 17, 2024, at the Braidwood Fire Station located at 275 W. Main St. in the city of Braidwood, Illinois at 9:00 A.M.

Trustee Michael Dillon, acting as Chairman, called the meeting to order at 9:00 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 John Motylinski, and Executive Assistant Kristin Wexell. James Howard of Governmental Accounting Inc. attended the meeting remotely via Zoom.

The Chairman asked if there were any additions or corrections to the District Board Meeting Minutes from the meeting held on November 19, 2024, as distributed. Bill Ritze noted that Mike Dillon acted as Chairman, rather than Bill Ritze. Bill Ritze moved to accept the Meeting Minutes with one correction being made, as stated. Charlie Boyd seconded the motion. The Chairman conducted a vote and announced that the motion unanimously passed.

The Treasurer's Report shows an account beginning balance for November 1, 2024, of \$1,294,726.863 ten deposit(s) totaling \$129,782.77 and fifty-six withdrawals totaling \$249,583.49, the ending account balance on November 30, 2024, is \$1,174,926.24. Charlie Boyd moved that the Treasurer's report be accepted as presented. Mike Dillon 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 \$249,583.49 (see attached list of bills presented for payment). Charlie Boyd moved that the bills be paid as presented, seconded by Bill Ritze. The Chairman conducted a vote and announced that the motion unanimously passed.

Public Comment:

None

Communications:

None

Chief's Report:

Chief Jude distributed his full report and attached hereto. Items discussed are as follows:

- The total call volume is 153 for the month of November, down from 170 in October.
- Roster updates:
  - David Tatroe and Paige Mack have passed the National Registry Paramedic Exams, and are awaiting their license from IDPH.

- Fire Prevention and Inspections:
  - Heroes Restaurant still needs to submit their final drawings, its construction has stalled until Spring 2025.
  - The plans for the Mastodon Fuel Station have been reviewed. Also, Chief Jude requested a stop light for the corner of Division and Coal City Rd on 113 and is awaiting a response.
  - Culver's has made fire suppression requirement inquiries, as they are working on building plans for a new restaurant near Jewel.
- Apparatus Maintenance:
  - 2411 will return today and be put into service at Station 2
  - 2412 will go for preventative maintenance upon the return of 2411
  - The engine acquired from Custer Park is still at Quad County. There has been little interest in this apparatus, with the exception of Cullom FPD. The selling price may need to be substantially adjusted.
- Building Maintenance
  - Station 1
    - the dishwasher was replaced, after several repairs.
    - Carpet in hallways, training area and dayroom have been professionally cleaned.
    - The refrigerators in the kitchen are showing wear and tear, there is rust and some broken door handles. Chief will price out replacement cost for potential purchase.
  - Station 2
    - The furnace is in need of replacement, per Gene May Heating and Cooling. It is not keeping up with heating the living space.
    - Chief is proposing a needed building update, should the AFG grant be awarded to Braidwood FPD.
    - Digital Sign- The Plat of Survey has been completed and will be submitted to Will County with the application for variance.
- AT&T Tower Project –
  - The first draft of the Contract has been submitted to our attorney for review with some recommendations.
  - Jamie Adcock suggests \$2,500.00 as a fair lease amount for a tower platform.
  - Jamie Adcock is looking into when 1.5% increase from AT&T will take effect.

Old Business:

- A. Faircom update – No updates
- B. Future training opportunities:
  - IAFFPD will host an online training on OSHA Compliance.
  - IAFFPD Winter Conference will be in O'Fallen
  - IAFFPD Annual Conference will be in June, therefore there is no Spring Session
  - Illinois Municipal League and IPPFA host online 1 hour pension trainings.
  - Chief Jude will be in attendance of the Annual Chief's Conference in Florida, January 6 – 9, 2025
- C. AT&T Antennae Tower Project update and lease management update – covered in Chief's report
- D. 2422 – Committee Update – no updates until the chassis is delivered, Alexis has April per contract (16 months). Dan Crompton is looking into getting a more accurate delivery date.
- E. Review Annual Calendar - Charlie Boyd reported that we are up to date with annual fire district requirements.

Closed Meeting:

Not required

New Business:

1. Fire Commission Board Business:

- a. Discuss any update regarding the Safer Grant and future hiring of full-time firefighters – Chief Jude and D.C. Pemble have discussed the possibility of hiring prior to March, if the monies can be released for the grant prior to then. It looks favorable.
- b. Approve the 2024 Fire Commission quarterly meeting schedule (coincides with the District Board Meeting schedule which was approved in the November Board Meeting). –

Charlie Boyd made a motion to pay the bills as presented to the board. Bill Ritze seconded the motion. The Chairman conducted a vote and announced that the motion unanimously passed.

- c. Review and approve meeting minutes

- Fire Commission Meeting Minutes (September 17, 2024)
- Fire Commission Special Meeting Minutes (November 5, 2024)
- Fire Commission Special Meeting Minutes (November 19, 2024)

Charlie Boyd made a motion to approve the Meeting Minutes for the meeting held on September 17, 2024, and Special Meeting Minutes for the meetings held on November 5, 2024, and November 19, 2024. Bill Ritze seconded the motion. The Chairman conducted a vote and announced that the motion unanimously passed.

2. Purchases requiring Board approval:

- a. There are no purchases requiring approval, other than the HVAC at Station, to be discussed in New Business Item number 4.

3. Review and approve the BFPD Quarterly Financial Report produced by Governmental Accounting – James Howard reviewed the Quarterly Financial Statement with the Board. Bill Ritze asked about a discrepancy in collections for the ambulance billing. James will look into the collections reports vs. bank statements showing deposits. There is a discrepancy in the 457b budget line item, as most of the deposits made to the fund are withheld from the employee paychecks, based upon their desired contribution amounts. Other than those remarks, the statement given is unremarkable and looks as it should.

4. Discuss and Approve the HVAC Replacement of Station 2 - Chief Jude presented a quote from Gene May Heating and Cooling for a new Furnace and Air Conditioning unit and re-working the ducts in the amount of \$19,990.00. Gene May did maintenance on the equipment recently, and explained that the equipment is overdue for replacement and it can no longer keep up with the heating and cooling needs of the living quarters.

Charlie Boyd made a motion to accept the quote from Gene May for the HVAC work in the amount of \$19,900.00. 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 Tuesday, January 21, 2025.