Bourbonnais Fire Protection District

Board of Trustees Meeting

Tuesday, January 24, 2023
1080 Armour Road – Station #1

In the absence of President Myers, a motion was made by Treasurer Hemm, seconded by Trustee Casino to appoint Senior Trustee Grzelak as President Pro-Tem for the January 25, 2023 Regular Meeting of the BFPD Board of Trustees. Motion carried by unanimous voice vote.

1. **Call to Order:** The Regular Meeting of the BFPD Board of Trustees was called to order by President Pro-tem Grzelak at 4:06 p.m.
2. **Roll Call:** President Pro-tem, Paul Grzelak; Treasurer, Bill Hemm; Secretary, Alice Argyelan; Trustee, Rob Casino; Chief, Jim Keener; Battalion Chief Brian McCreary, and Attorney, John Motylinski.
3. **Public Comment:** Mr. Ed Lavin from Sawyer Falduto Asset Management, LLC provided a general year-end update for District Fund Investments. In summary, district funds are invested in fixed income, yet diversified funds, and we continue to progress nicely. Forty percent of our funds will mature this year with current available rates for reinvesting hovering around 4.6%. Chief Keener spoke of the advantages for fire districts to apply for GEMT funding.
4. **Approval of Minutes:**
   a/b/: A motion was made by Secretary Argyelan, seconded by Trustee Casino at 4:15 p.m. to approve the Regular Meeting and Special Meeting Minutes from December 20, 2022, and Closed Session Minutes from September 27, 2022. Motion carried by unanimous voice vote.
5. **Secretary's Report:** No Report Given
6. **Treasurer's Report:** Treasurer Hemm reported the following account balances: Peoples Bank $519,546 and Illinois Funds $76,362 for a total of $595,908. Treasurer Hemm and Chief Keener informed the board of additional funds received from a TIF reimbursement and reimbursement from Limestone Fire for a technical rescue operation in which BFPD participated.
7. **Bills for Approval:** Treasurer Hemm requested clarification on two expenditures, which Chief Keener described in detail. Having no further questions, A motion as made by Treasurer Hemm, seconded by Trustee Casino at 4:25 p.m. to approve payment of all bills as presented in the amount of $143,866.52. Motion carried by unanimous voice vote.
8. **Attorney's Report:** Attorney Motylinski reminded the board of the need to select two residents to become a member of the Efficiency Committee required to be established by June 2023. Three meetings and an efficiency report must be completed by year-end of 2024. Attorney Motylinski also noted the Safety Act, although partially staid in court, is fully in effect except for the car-out concerning cash bail. Chief Keener asked for clarification regarding a Senate bill concerning single-certified, part-time employees and paid time off. A new General Assembly was sworn in on January 11th, so any lingering, approved bills not signed by Governor prior to that date, will need to go back to the new Assembly, including this bill. Attorney Motylinski

assured Chief Keener he will follow up specifically on the Senate bill concerning single-certified, part-time employees.

9. **Reports:**
   a. Chief's Report: Chief Keener provided the Board with a brief update on the following: Knox Box program at Arbor Grove is going well with approximately 20-25 requests being submitted thus far. Chief reported on discussions held during the IL Fire Chief's Meeting and IL volunteer Chief's Conference. Of note, there was an interesting presentation by Chief Patrick J. Kenny revolving around Mental Health and his book "<u>Taking the Cape Off: How to Lead Through Mental Illness"</u> acknowledging the need for mental health support. Chief stated there was also an interesting concept of modular fire stations and potential positive impact on recruitment efforts. Chief shared information concerning the potential impact on another district being held responsible for assisting another department in a house fire due to undocumented policies, procedures and training certifications. Tower 69 refirb with an additional $30,000 cost. If all goes extremely well, should be completed by first of April. Chief is working on year-end reports.
   b. Battalion Chief Report: B/C McCrary presented a very informational and thorough report covering OSFM certifications and training, number of training hours (6,239 for 2022). In 2021, the district had 7 certified drivers. As of year end 2022, we have 9 approved drivers who have undergone 106 hours. B/C McCreary delved further into OSHA, ISO training completion rates and number of hours. When it comes to training, there have been additional quick drills, more hands-on training by the B/C's, a class offered by Chief Zach Riddle, work on safety plans, etc. There are 4 individuals for this year's academy, including one high school student who will graduate this year. Safety review audits have been ongoing monthly. Treasurer Hemm questioned the value of potentially incorporating Chief Riddle in additional trainings. Chief and B/C assured Mr. Hemm they utilize Chief Riddle for topic recommendations, etc.
   c. Andres Billing Report: Written report was unavailable at the time of this meeting.
   d. Committee Reports:

      i.-1-2: Recognition: Recognition: Birthdays and Work Anniversaries. List of Birthdays and Anniversaries were reviewed.

      ii. Lexipol

         1. Second Readings of Lexipol Policies: Chief Keener stressed the import of Trustees reaching out to him with questions or concerns on policies when being presented for approval. A motion was made by Treasurer Hemm, seconded by Secretary Argyelan at 5:06 p.m. to approve the following policies as presented: 323 – News Media and Community Relations; 706 – Personnel Communications Devices; 707 – Photography; 801 – Records Management; 802 – Release of Records; 804 – Patient Medical Record Security and Privacy; 1049 – Funeral Leave; 1050 – Other Leaves of Absence; 1051 – Pregnancy;

1055 – Non – Duty Illness/Injury; 1060 – Retirement Pension; 1064 – Expectations of Privacy in the Workplace. Motion carried by unanimous voice vote.

10. Old Business:

i. Discuss/Approve Upcoming Chocolate Tour: Items for the Chocolate Tour have been procured by Ms. Lacey. It will be held on February 4th at Noon. Plan is to have guests walk through main hallway from the East Entrance through the Bay exterior door, picking up their chocolate gifts as they come through. Volunteers very welcome.

11. **New Business**:

a. Discuss/Approve Surplus of 4 recliners, computer monitor. A motion was made by Treasurer Hemm, seconded by Trustee Casino at 5:08 p.m. to make the items noted as surplus. Motion carried by unanimous voice vote.

b. Discuss/Approve RFP for New Auditor: Following short discussion, a motion was made by Secretary Argyelan, seconded by Treasurer Hemm at 5:11 p.m. to initiate an RFP for auditor service. Motion carried by unanimous voice vote.

c. Discuss/Approve 2023 Minimum Wage Requirement: Chief reported the only personnel working at a minimum wage in the district are part time employees who are still on probation. All other employees are above that rate and will receive scheduled increase of 4% in March 2023. A motion was made by Treasurer Hemm, seconded by President Pro-Tem Grzelak at 5:13 p.m. to approve increasing the minimum district wage to $13 per hour. Motion carried by unanimous voice vote. Short discussion followed concerning payment of State fire test/OSFM should an employee not pass it the first time. Everyone agreed the District will pay the test fee of $59 to retake the exam, after which, any other retake is at the employee's expense.

d. Discuss/Approve MABAS memorandum of understanding: Attorney Motylinski explained the MOU ties up loose ends between States, as there are many which border Indiana, Michigan, Wisconsin. A motion was made by Treasurer Hemm, seconded by Secretary Argyelan to approve Resolution #12423 Memorandum of Understanding for MABAS. Motion carried by unanimous voice vote.

e. Discuss/Approve Comcast Internet/Fiber: Following a short discussion, it was decided more information is needed before any changes are entertained by the district. Grounds Committee members will work with their committee for hard data prior to coming back to the Board for a decision.

f. Other Business: Chief spoke of transportation to the NIAFP Conference this upcoming weekend. Trustee Grzelak spoke of an inquiry made by a Rotary member concerning BFPD's willingness to participate in a Chili Cookoff. This item will be referred to the membership to discern their interest.

12. **Closed Session:** No Closed Session held.

Adjourn

A motion was made by Treasurer Hemm, seconded by Trustee Casino at 5:37 p.m. to adjourn the Regular Meeting of the BFPD Board of Trustees. Motion carried by unanimous voice vote.

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Alice E. Argyelan, Secretary

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Paul Grzelak, President Pro-Tem