

**SPRING GROVE FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES
MONTHLY MEETING MINUTES-Tuesday September 18, 2018
7:00 PM**

1. CALL TO ORDER TIME 7:00PM PRESIDENT PETSKA

2. ROLL CALL PRESENT SECRETARY D. KATTNER
H. Petska X
E. Kattner X
D. Kattner X
P. Tierney X
G. Gillund X
R. Curran, Atty. X
R. Tobiasz, Chief X
J. Karaszewski, or M.
Whiting, Admin XX
Visitors **BC Dave Harwood, Terri Weinberg, LT Todd Robel, Bob Stevens, Bobby Samuel,
Luke Brinkman**

3. MINUTES OF THE PREVIOUS MEETING SECRETARY D. KATTNER
MOTION TO APPROVE E. KATTNER SECOND D. KATTNER VOTE AAMC

4. TREASURER'S REPORT TREASURER TIERNEY
MOTION TO APPROVE H. PETSKA SECOND E. KATTNER VOTE AAMC

5. ACCOUNTS PAYABLE TREASURER TIERNEY
MOTION TO APPROVE P. TIERNEY SECOND H. PETSKA VOTE AAMC

6. COMMITTEES/REPORTS
A. ATTORNEY
 1. Approval of a Resolution ratifying the signing of the contract with Emerging Concepts for the February 2019 Basic Designated Infection Control Course at SGFPD.

MOTION TO APPROVE THE 2018-16 CONTRACT WITH EMERGINING CONCEPTS FOR THE FEBRUARY 2019 BASIC DESIGNATED INFECTION CONTROL COURSE AT SGFPD H. PETSKA SECOND E. KATTNER VOTE AAMC
 - **The department needs to set the levy determination at the October board meeting (it is due the last Tuesday in December)**
 - **The village approved the interdepartmental agreement**

- B. BUSINESS REPORT
 - **The All Funds Budget Summary will start in October.**

- C. INSURANCE
 1. Review, discussion and possible action regarding bidding Worker's Compensation Insurance.
 - **The Insurance form was completed and sent in.**

- D. BUILDING AND GROUNDS
 - **Harvey will call about getting kitchen hood installed.**
 - **Tile for the upstairs bathrooms was decided on.**
 - **Waiting on picking out a vanity.**

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E. EQUIPMENT MAINTENANCE

- **No report**
- 1. Review, discussion and possible action regarding the Neederman Exhaust System.

- **Not discussed**

F. SPRING GROVE VILLAGE/SGFD

- **There is a meeting involving the FPD, the village, schools and libraries regarding all recent updates in the area.**

G. FIRE PREVENTION BUREAU

- **See attached report**
- **It was recommended by the board to come up with a business inspection schedule going forward.**

H. SAFETY COMMITTEE REPORT

- **No report**

I. CHIEF'S REPORT

- **See attached report**
- **FF/Medic Terri Weinberg retired from the District after 15 years of service. She has found a full time job.**

MOTION TO APPROVE LETTING CAROLYN SELL THE FITNESS EQUIPMENT __H. PETSKA __SECOND __D. KATTNER __ VOTE __AAMC __

7. OLD BUSINESS

- A. Review, discussion and possible action based on the report by DC Van Hoorlebeke and BC Christopherson regarding staffing and response to still alarms.
- **The DC and BC Christopherson felt that we should not change staffing nor Still Alarm response. The Board requested the DC to survey response between now and December.**
- B. Review, discussion and possible action based on the report by DC Van Hoorlebeke and BC Christopherson regarding the radio system and dispatch.
- **This topic will be discussed more later this week at the FN Quad Meeting.**
 - **The current portable radios need to be checked to ensure they are working properly.**
- C. Acceptance of the resignation of a FF/Medic.

-No action taken

8. NEW BUSINESS

- A. Review, discussion and possible action regarding transition of the Business Manager work to the Administrative Assistants, including but not limited to their work schedule and tasks that they will complete.

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- **Discussed in Executive Session.**

B. Review, discussion and possible action regarding the purchase of replacement computers for both the station and the vehicles.

- **1845's computer is dead and needs to be replaced.**
- **\$7306.74 is the quote to replacing six computers (including docking stations) – the budget for all computers was \$11,000.**
- **Paul requested a demo or a trial for one of the mobile units.**
- **Authorized the purchase of two (2) replacement station computers and one (1) Surface Pro to go in 1845 (as a test of the Surface Pro in an engine).**

MOTION TO APPROVE THE PURCHASE OF TWO STATION COMPUTERS AND ONE MOBILE__ P. TIERNEY __SECOND__H. PETSKA__ VOTE__AAMC__

C. Review, discussion and possible action regarding approval to burn down a structure as a part of training, including the waiving of the fee for Vern Stade.

- **Approved the burndown of the Stade farmhouse on SG Road (training this fall, burndown in late winter).**

MOTION TO APPROVE A BURN DOWN OF A STRUCTURE FOR VERN STADE__E. KATTNER__SECOND__P. TIERNEY__ VOTE__AAMC__

D. Review, discussion and possible action changing the Medical Exam portion of the Medical Exam, Fitness Policy to permit the completion of the exam at the station using the Occupational Medicine Mobile Unit.

- **Discussed the medical exam moving to the station, all on 2 visits, vs our current plan. A cost analysis was requested. Chief will be meeting with Occupational Medicine this Wednesday.**
- **Chief to look into our insurance carrier to see if they will pay for at least some of the required 1852 physical.**

E. Review, discussion and possible action regarding renewal of the SIMPLE IRA for calendar year 2019.

- **Chief will be working with the Administrative Assistant(s) to get the documents out by October 1.**

MOTION TO APPROVE THE RENEWAL OF THE SIMPLE IRA FOR CALENDAR YEAR 2019__P. TIERNEY__SECOND__H. PETSKA__ VOTE__AAMC__

9. PUBLIC PARTICIPATION

The public is invited to make an issue oriented comment on any matter of public concern. The public comment may be no longer than 3 minutes in duration. Interrogation of the staff or the Board of Trustees will not be allowed at this time. Personal invectives against staff or officers are not permitted.

- **Bob Stevens – Explorer Post Pancake Breakfast is scheduled for October 14th this year which is also Fire Prevention Week.**

MOTION TO GO INTO EXECUTIVE SESSION TO DISCUSS PERSONNEL AT 7:43PM__ P. TIERNEY __SECOND__ H. PETSKA __ VOTE__AAMC__

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10. EXECUTIVE SESSSION
A. Personnel. 5ILCS120/2(c)(1).

**MOTION TO RETURN FROM EXECUTIVE SESSION AT 8:55PM__D.
KATTNER__SECOND__H. PETSKA__ VOTE__AAMC**

11. POST EXECUTIVE SESSION MOTIONS
A. Action based on discussions of personnel issues discussed in Executive Session.

Motion to hold a special meeting September 25, 2018 at 7pm

MOTION TO APPROVE__P. TIERNEY__SECOND__H. PETSKA__ VOTE__AAMC

12. ADJOURNMENT

**MOTION TO ADJOURN AT 8:57PM__D. KATTNER__SECOND__H. PETSKA
VOTE__AAMC**

POSTED: WEDNESDAY, OCTOBER 17TH 2018 AT 9:30AM