

Rochester Fire Protection District

700 West Main Street, Rochester, Illinois

Meeting Minutes

December 8, 2008

I. Call to order

President Patterson called to order the regular meeting of the Rochester Fire Protection District at 7:00 p.m. on December 8, 2008 at the Rochester Firehouse, Rochester, Illinois.

II. Roll call

Admin. Asst. Linn Downey conducted a roll call. The following persons were present: Trustee Cravens, Trustee Day, President Patterson, Trustee Keafer, Chief Poffenberger, Deputy Chief Romadka, and Administrative Assistant Linn Downey. Trustee Wulf was absent. Fifteen members of the public were also present.

III. Approval of minutes from last meeting

Approval of previous Meeting Minutes was postponed until next meeting.

IV. Approval of Treasurer's Report

Treasurer's report was presented; Balance Sheet as of December 8, 2008, Profit and Loss from November 10 – December 8, 2008 and June 1 – December 8, 2008. Motion to approve was given by President Patterson and seconded by Trustee Day. Unanimously approved.

Tim Cravens stated that the department has approximately \$215,000 in CD's that is not available for normal spending. These funds are restricted by bond ordinance.

V. Committee Reports

- A) Building & Grounds presented by Trustee Keafer.
 - 1. Trustee Keafer provided the status of current projects.
 - 2. Trustee Keafer is instructed to go ahead and schedule an appointment for the Secretary of State to review the department's records to allow for storage consolidation.
- B) Policy & Procedure presented by Trustee Day
 - 1. There will be an open meeting on January 6, 2008 to address and issues or suggestions with the Standard Operating Procedures manual.
 - 2. The Training Officer job description is finalized and a motion is made to make it part of the SOP's. Motion by Trustee Day, second by President Patterson. Unanimously approved.

VI. Chief's Report

- A) Chief's Report is presented

1. There was a training officer class in Hoffman Estates – sent Mike to class on E-training, building construction & fire safety.
 2. Mike & Justin went to a class fire class in Mattoon called Flames the Same about initial attack, operations, building size up, reading structures, profiling buildings.
 3. We had an Anhydrous class on November 24th with 35 students attending from Rochester, Riverton, Divernon, & Sherman
 4. Live Wire Demo was November 19th, the Rochester Fire Department and Rochester Public Works attended.
 5. The first community CPR class was on December 6th and had seven students. The next class is December 17th and there are three students enrolled at this time.
 6. We have completed our ladder testing and Self Contained Breathing Apparatus testing.
 7. Saturday the 13th of December is a Toys for Tots toy drive here with Santa Claus.
 8. We will be starting the Remember When program for senior citizens, Rob and Joey went to a class in Riverton taught by Captain Bill Cappella from Springfield Fire.
 9. Talked to Randy Scott about Explorer Scout Program, we will start the program.
 10. We are looking into online training programs at this time to help us with training possibilities.
 11. The Customer Satisfaction Surveys started going out November 1st, we have some back.
 12. Deputy Chief Romadka has gone on three customer service calls.
 13. The Sangamon County Fire Chief's meeting is here January 27th.
 14. Holiday Party
- B) Old pagers are still being dispersed. Currently the Loami Department is looking for some pagers.

VII. Member or Public Comments

None.

VIII. New Business

- A) Chief Poffenberger is instructed to make the application for the fire truck revolving loan and to verify that a brush truck qualifies.
- B) Motion to purchase a positive pressure fan from Fast for \$1,683 plus shipping of \$75 - \$100. Unanimously approved.
- C) Motion by Trustee Day to purchase from Masimo a RAD 57 for \$3,256.00; second by President Patterson. Unanimously approved.
- D) DMV and background checks are to be made part of the SOP. Members driver's license records are to be checked once a year. The department is to cover the cost of the difference of the regular driver's license fee and the cost for getting a Class B non-CDL license for members (approximately \$10.00).
- E) Motion to approve the purchase another license for Microsoft Office 2007 made by Trustee Cravens, second by Trustee Day. Unanimous approval.

- F) In regards to the situation in which a firefighter was burned, all insurance papers are being turned in. It has been reiterated to the members that all safety gear is to be used while on call.
- G) Trustee Keafer states the need for a recruitment program. Brochures and literature need to be made up. All new members of the department are to come to the board.
- H) Trustee Keafer would like to begin a public information program. He suggests putting in the Rochester Times the biographies of the members that are currently in the newsletter. Trustee Day will contact the paper and find out if this is feasible at no charge.
- I) Fire Department Banquet will be January 16th or 17th. Chief Poffenberger to poll the members to come up with an exact date.
- J) Mustang Club is granted approval to use the building on January 11, 2009 from 2:00 – 4:00
- K) 2009 Board Meeting dates will be the second Monday of each month except for October, which will be on October 13th. Attorney Beeman will prepare the 2009 calendar.

IX. Old Business

- A) Policy/SOP distribution – the members that have not picked up their information have been sent 2 first-class mail notifications and one certified mail notification. No further attempt at contact is to be made.
- B) Contract of service, small engines by Hoyt Matthew – Chief Poffenberger is to find out if Mr. Matthew has liability insurance. Attorney Beeman states the changes need to be made as mentioned in the email attached to the contract. Also, the company name should read Rochester Fire Protection District throughout.
- C) Emergency Service Billing – Perry Waters states that 3 out of 4 people he surveyed do not deal with this type of service. The insurance company wants detailed information, making recovery difficult. Emergency Service Billing takes their fee off the top of the recovery amount. Attorney Beeman states the board must approve an ordinance if we decide to move forward with it. Attorney Beeman will review the documentation on the company. It is suggested that the department send out a form letter with a fixed fee for out-of-district calls. Attorney Beeman states this can be done without an ordinance, but making a new one would not hurt anything. You are allowed to charge non-taxpayers for services. Attorney Beeman will look up the rate schedule we would be allowed to charge.

X. Executive Session

Motion was made by Trustee Cravens, second by Trustee Keafer to enter Executive Session at 8:10 p.m. Executive Session ended at 8:45 p.m.

XI. Action, if any, in connection with discussion conducted during the Executive Session

Motion by President Patterson to approve dual membership for Pete Ross who will be a member of the Rochester Fire Protection District and the Sangamon County Rescue

Squad. The motion includes a caveat that anytime a member responds to a district call, they are to respond as Rochester Fire Protection District personnel. This includes mutual aid calls. Second by Trustee Keafer. Voice Call – unanimous.

XII. Next Meeting

The next regularly scheduled meeting of the board is January 12, 2008 at 7:00 p.m.

XIII. Adjournment

Motion by Trustee Day to adjourn the meeting, second by Trustee Cravens.
Unanimously approved. Meeting adjourned at 8:47 p.m.

Minutes submitted by: Linn Downey

Minutes approved by: Don Wulf, Secretary