

Rochester Fire Protection District

700 West Main Street, Rochester, Illinois

Meeting Minutes

May 20, 2008

I. Call to Order

Terry Day, President called to order the regular meeting of the Rochester Fire Protection District at 7:04pm on May 20, 2008 at the Rochester Firehouse, Rochester, IL.

II. Roll Call

President Terry Day conducted a roll call. The following Trustees were present: Trustee Keafer, Trustee Patterson, Trustee Wulf, and Trustee Cravens.

Others present: Acting Chief Poffenberger, Acting Deputy Chief Romadka, Administrative Assistant Price, Attorney Beeman (arrived at 7:10pm) and 8 members of the public.

III. Approval of minutes from last meeting

Due to the April absence of Trustee Wulf the March 17 regular meeting minutes were presented. Motion to approve given by Trustee Cravens and seconded by Trustee Patterson; unanimously approved.

Minutes from the March 31 special meeting were presented. Motion to approve with corrections was presented. Motion to approve given by Trustee Keafer and seconded by Trustee Cravens; unanimously approved.

Minutes from the April 21 regular meeting were presented. Motion to approve with corrections was presented. Motion to approve given by Trustee Patterson and seconded by Trustee Wulf; unanimously approved.

IV. Approval of Treasurers report from last meeting

Treasurer's report was presented. Balance Sheet as of May 20, 2008; Profit and Loss as of May 20, 2008 and year to date totals. Due to computer malfunction in April, the April receipts and expenses were noted in the May 20, 2008 report. Motion to approve given by Trustee Wulf and seconded by Trustee Keafer; unanimously approved.

V. Open Issues

- a) Trustee Wulf reported that the Policy committee had met two weeks ago and completed the changes recommended by VIFS. The following policy sections were added; 1.28 Security; 4.17 Attendance; and 4.18 Multi Dept contacts. Motion was presented to approve the policies by Trustee Patterson and seconded by Trustee Keafer Motion passed unanimously, by voice call. President Day praised the Policy Committee for their diligent work in providing these policies. Trustee Wulf reported preliminary amounts for the printing of the manuals. If 75 copies were printed with 200pp the cost would be \$495.00, excluding binders, index tabs. There was discussion as to the number of copies needed. Attorney Beeman suggested a public

copy be placed on file at the Rochester Public Library. Trustee Wulf will obtain firm bids for printing, binding and disseminating.

VI. Chief's Report

- a) Training was held at the Dominion Tower. Eight members were trained for six hours; training consisted of hose advancement, search and rescue, RIT (rescue for down fireman) and ladder training.
- b) Going to Dominion Tower with Divernon and Auburn Fire Departments for more fire training on the 22nd
- c) Fire College at IFSI is May 29th, 30th, 31st, and June 1st, have 4 members; Hamilton, Geiger, Skelton and Young going. Some classes are first in officer, tender or tanker operations, commercial buildings, single story structure fires, a leadership class, and an EMS class.
- d) We started NIMS classes for all members for IS 700 – IS 100 – IS 200; this is mandatory fireman training.
- e) We had two Main and State Street calls
 1. Hazardous material call with Springfield Fire Department Hazmat team and Rochester Public Works – things went well
 2. Natural gas pipeline cut – worked well with Rochester Public Works and Ameren
- f) Meeting with Rochester Village Manager, Rochester Public Works Superintendent, and Rochester Police Chief on May 19, 2008. Talked about emergency contacts. Fire Department needs to get phone numbers back to Village of Rochester.
- g) The OSFM grant is due June 13, 2008; this is for Personal Protection Equip.
- h) Received a recommendation on a compressor to be sold from the Illiopolis Fire Dept.
- i) Calls for month of April; Fire – 6; Medical – 18; Mutual Aid – 4; Misc. – 1; and Training – 4.

Motion to approve was presented by Trustee Wulf and seconded by Trustee Patterson; unanimously approved.

VII. New Business

- a) Trustee Wulf made a recommendation for all Board Members who could, should attend the IFPA Conference. The registration is June 9, with the conference being held June 19-22. There are three firemen whom are ready to attend. Motion for expenses for those in attendance was presented by Trustee Wulf and seconded by Trustee Keafer.
- b) Mike Hamilton asks about the possibility of stripping the floors at the Fire House. It brought us the discussion of renewing the cleaning/maintenance contract for the Fire House. Motion to open procurement bids for cleaning/maintenance was made by Trustee Wulf and seconded by Trustee Patterson; unanimously approved.

VIII. Public Comments

- a) P. Ross ask about the \$4000 bequeath that was given to the Department for use at the Berry Fire House. President Day reported the money had not been used. Trustee Patterson would like to review the Berry Fire House needs, maintenance and usage. Recommendation was made for the Board Members to visit the Berry Fire House before the next meeting.

- b) A public visitor asks about having a staffed ambulance in the Village. Due to liabilities and statue authority we can not have one. It was everyone’s feeling that would be something in the future that the Village could benefit from.

IX. Old Business

a) The discussion regarding a Department Arson Investigator continued with Trustee Wulf forwarding information he had received from Jim Sinclair at the IAFFD. Mr. Sinclair does not know why the RFPD would need or want their own designated Arson Investigator. The OSFM currently handles this responsibility, duties, and expenses for the department. Attorney Beeman does not recommend a position of Arson Investigation because of the regulation requirements of full-time employee. President Day made a motion; seconded by Trustee Cravens for a limited Fire Investigator to work with the OSFM to make cause and origin calls. Trustee Patterson does not believe this position is needed when we can receive the same services through the OSFM. Roll call was taken on motion; President Day – Yes; Trustee Cravens – No; Trustee Keafer – No; Trustee Patterson – No; Trustee Wulf – Yes. Motion does not pass.

X. 2008 – 2009 Fiscal Budget

There was a working session for the pending fiscal budget. Motion to accept transfer of \$14,200. within line items was presented by Trustee Cravens and seconded by Trustee Patterson; unanimously approved.

Attorney Beeman recommended a 9% increase in Tax Levy estimated receipts. Personal Service salaries of Chief - \$24000; Dep. Chief - \$12,000; Training Officer - \$6,000; Administrative Assistance - \$15,000 were recommended. Other line items were recommended based on past expenditures.

Estimated Receipts	\$1,018,011
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Estimated Expenditures

Administration Expense Fund	\$ 41,700
Fire Equipment & Supplies Fund	\$ 44,000
Professional Services Fund	\$ 7,000
Salary Fund	\$ 87,850
Emergency Equipment	\$609.861
Other Lines	\$ 92,600
Bond Payment	\$135,000

Total Expenditures	\$1,018,011
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XI. Executive Session

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

XIII. Adoption of Ordinance

Ordinance #2008-RFPD-2; Tentative Budget and Appropriation Ordinance for The Rochester Fire Protection District for the Fiscal Year Commencing June 1, 2008 and Ending May 31, 2009. Motion to adopt was given by Trustee Wulf, seconded by Trustee Keafer. Motion passed unanimously, by voice call. A detail listing of the tentative budget will be printed in the newspaper and is available at the Fire House.

XIV. Next Meeting

Notice was given by President Day that he would not be present for the next meeting June 9, 2008. Request was made to change the meeting to June 17, 2008; at which time the Board will convene at 6:30pm travel to Berry Firehouse and return to the Main Firehouse by 7:00pm for the regular meeting.

XV. Adjournment

President Day adjourned the meeting at 10:35pm; motion by Trustee Keafer, seconded by Trustee Cravens.

Minutes submitted by: Ann Price

Minutes approved by: Don Wulf, Secretary