

# MANHATTAN FIRE PROTECTION DISTRICT

October 16, 2023

The Manhattan Fire Protection District held its meeting at Manhattan Fire Station #81. The meeting was called to order at 4:00 p.m. The Pledge of Allegiance was given and Trustees present were Bill Moncrief, Bill Weber, Brian Hupe and Bill Osborne. Trustees absent were Larry Goodwin, Nick Kotchou and Bob Davis. Fire Department personnel present were Chief Malone, Deputy Chief Dave Piper, Battalion Chief Bruce Boyle, Commissioner Jim Swyndro and Admin Asst. Kim Ingram. Also in attendance was Attorney Tom Gilbert and James Howard, Governmental Accounting.

## Public Comment

None

## Approval of Minutes

**MOTION** by Weber, seconded by Osborne to approve the minutes from the September 18, 2023. **Motion Carries.**

## Treasurers Report & Bills

### *District Financial Status*

James Howard, Governmental Accounting, discussed the 9 month financial analysis. Revenue, expenditures, ambulance fees and year to date fund balances were discussed. 92% of the budget has been collected. Interest rates are doing well and expenditures are on track.

**MOTION** by Hupe, seconded by Weber to approve the treasurer's report and pay bills as presented. **Motion Carries.**

OLD BUSINESS

NEW BUSINESS

## Determination of Levy

Accountant James Howard, Gov Accounting, presented information regarding the 2023 proposed tax levy. Most of the revenue is property taxes, we want to capture what we can., but are capped back to 5%. He discussed the new growth within the district and the increase in valuation with PTELL to capture 7.750% , this will need to be published. Rates will not increase for residents and will be lowered to approximately .9311. Discussed CPI and EAV and waiting for the pension actuarial for final numbers.

**MOTION** by Osborne, seconded by Weber to determine the tax levy at 7.750% and will require a Truth and Taxation hearing. **Motion Carries.**

### **2024 Operational Budget Discussion**

Chief Malone discussed the draft 2024 operational budget. Staffing, overtime and salaries were discussed. The health insurance renewal saw no increase in costs, general insurance will be revised and moved to a calendar year policy to align with our fiscal year. Professional services codes will include an asset appraisal that was recommended by our auditor to align with the accounting standards. Capital accounts were reviewed as well as upcoming vehicle purchases based off the fleet and facility replacement program. Discussed the Zoll monitor lease program and currently Peotone zoll monitors are from 2014 and 2015 and two from Manhattan are 2019. These are outdated and this program would provide new monitors, batteries, and maintenance over 10 years. Our Accountant agreed this is a good program.

### **VFIS Policy Renewal**

**MOTION** by Weber, seconded by Osborne to approve the VFIS Accident & Sickness renewal for \$15,977.00. **Motion Carries.**

### **Life Insurance Policy Renewal**

**MOTION** by Hupe, seconded by Weber to approve the Life Insurance Policy Renewal in the amount of 6,634.00. **Motion Carries.**

### **Chief's Report**

- Currently on Call 1850
- In the process of applying for plat of survey for the new station. Engineers are working closely on this and planning to break ground June 1, 2024. The floorplan is complete now looking to determine an estimate of costs before moving forward.
- Station 83 remodel bid opening is tomorrow at 2:00pm.

### **Deputy Chief's Report**

- Discussed the monthly operational report for September. Staffing is going well and two additional part time members are being processed.
- Source Capture is installed and should be running soon. Once its complete we will receive the grant money for this payment.
- Received two small grant checks that will be used for extrication equipment.
- In the process of writing small equipment grants
- This month all employees are completing their 1582 physicals.
- Live burn training this week

### **Battalion Chief's Report**

- 1 ambulance is currently being rebranded
- Has been working with the new Peotone travel center and mentioned the bridge and ramp construction.

- Working with the Village of Peotone regarding fire codes.

### **Fire Commissioner's Report**

- Commissioner Swyndro was present to explain the Board of Commissioners recently completed the oral interview process and posted the final eligibility list.

### **Closed Session**

**MOTION** by Hupe, seconded by Weber to go into closed session at 5:12pm for the purpose of discussing specific personnel. On a roll call vote, all voting "Aye". **Motion Carries.**

**MOTION** by Weber, seconded by Osborne to come out of closed session at 5:17pm. On a roll call vote, all voting "Aye". **Motion Carries.**

### **Adjournment**

**MOTION** by Hupe, seconded by Weber to adjourn at 5:18pm. **Motion Carries.**