

MANHATTAN FIRE PROTECTION DISTRICT

February 16, 2024

The Manhattan Fire Protection District held its meeting at Manhattan Fire Station #81. The meeting was called to order at 9:00 a.m. Trustees present were Bill Weber, Bob Davis, Brian Hupe and Bill Osborne. Trustee's absent were Bill Moncrief, Nick Kotchou and Larry Goodwin. Fire Department personnel present were Chief Malone, Deputy Chief Dave Piper, Ret. Captain Tim Murphy and Admin Asst. Kim Ingram. Also in attendance was Attorney John Motylinski and James Howard, Governmental Accounting (zoom).

President Pro-Tem

MOTION by Davis, seconded by Osborne to appoint Trustee Brian Hupe as President Pro-Tem. **Motion Carries.**

Public Comment

Retired Captain Tim Muphy was preset and stated everyone did a great job with the services for Brian Chellios.

Public Hearing Allowing Acceptance of Payments by Credit Card and Debit Cards

MOTION by Osborne, seconded by Davis to go into a public hearing at 9:06a.m. to allow the District the ability to accept credit card payments. **Motion Carries.**

No objections were made.

MOTION by Davis, seconded Osborne to close the public hearing at 9:07 a.m. **Motion Carries.**

Approval of Minutes

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

Treasurers Report & Bills

District Financial Status

James Howard, Governmental Accounting, discussed the new calendar year one month financial analysis. Revenue, expenditures, ambulance fees and year to date fund balances were discussed. Property taxes will not be collected until May.

MOTION by Davis, seconded by Weber to approve the treasurer's report. **Motion Carries.**

MOTION by Weber, seconded by Osborne to pay the January 2024 bills as presented. **Motion Carries.**

MOTION by Osborne, seconded by Weber to approve the February 2024 bills as presented. **Motion Carries.**

OLD BUSINESS

NEW BUSINESS

Insurance Renewal

Chief Malone explained this is the updated renewal to reflect the new calendar year budget. Various policies were cancelled and renewed to reflect the new dates and credits applied. New policies have been issued through 2025 and payments will be made.

MOTION by Davis, seconded by Weber to accept the updated insurance renewal. **Motion Carries.**

Amend Policy #1053 Employee Benefits

The new State of Illinois Paid Leave for all Workers Act is now included in this policy stating part time members can receive up to 40 hours of PTO. The Attorney will continue to provide guidance on this topic.

The policy also changes vacation accrual to a calendar year instead of by anniversary date for admin staff.

MOTION by Osborne, seconded by Davis to approve the amendment to Policy 1053. **Motion carries.**

Amend Policy #1056 Hours of Work for Non-Sworn Personnel

The comp time accrual option has been removed from this policy.

MOTION by Davis, seconded by Osborne to approve the amendment to Policy 1056. **Motion Carries.**

Amendment to Lease Agreement with the Park District

This amendment pertains to the Park District being required to carry insurance on the building and the District carries insurance on the contents. There was verbiage regarding asbestos coverage that does not apply. This amendment updates the language and liability and has been reviewed by our Attorney.

MOTION by Weber, seconded by Davis to approve the Amendment to Lease Agreement with the Park District. **Motion carried.**

Southwest Hazmat Dissolution Resolution 2024-01

Southwest Hazmat will dissolve and become Mabas 19 to restructure the special ops teams.

MOTION by Osborne, seconded by Weber to approve Resolution 2024-01 Southwest Hazmat Dissolution. **Motion carries.**

Acceptance of Payments by Credit and Debit Cards, Ordinance 2024-01

This Ordinance allows the District to receive payments by way of credit or debit cards. This will allow better options for residents when paying for public education classes.

MOTION by Davis, seconded by Weber too approve Ordinance 2024-01 Acceptance of Payments by Credit and Debit Cards. **Motion Carries.**

Safe Deposit Box Authorized Agents

The current authorized agents are Trustee Goodwin and the former Fire Chief. The Board agreed to remove the former Fire Chief, keep Trustee Goodwin, add Trustee Weber and Chief Steve Malone as agents for the Safe Deposit Box at the Bank.

MOTION by Osborne, seconded by Davis to Trustee Goodwin, add Trustee Weber and Chief Steve Malone as agents for the Safe Deposit Box at the Bank. **Motion Carries.**

Chief's Report

- Year end wrap ups will take place 2/27, 2/28 and 2/29 with a PowerPoint presentation and lunch for the crews.
- The awards banquet is April 19th.
- Labor Management will meet February 28th.
- In coordination with Commissioner Jim Swyndro's passing, a replacement will need to be made. The Board of Trustee's will need to appoint someone to the open position.
- Decennial Committee report is almost complete. Due to the January meeting being cancelled a new meeting date will need to be scheduled.
- March 5th will be a swearing in ceremony at Station 81 for 8 full time members and 2 part time members.
- The Fleet is in good shape
- Currently on call #360
- Discussed USDD station alerting that was purchased last year is now out of warranty. The quote for the new warranty coverage is \$7,700/year. The Board discussed this at length and agreed to revisit the warranty purchase next year.

- The new fire station continues to progress. The Village is working through the process of obtaining water and sewer to the site. Trying to get a ballpark figure for the complete project and looking at construction of other local buildings as comparison.
- Station 83 remodel is going well and things are on schedule. Meeting weekly with the contractor with a few change orders.
- Discussed Fire Chief's attendance at a recent ETSB meeting.

Deputy Chief's Report

- He has been working on a program with the Will County GIS department that shows the calls and all the statistics that make up the response to the call. A software demo was shown to the Trustee's. Eventually he would like to put the live data on our district website. A public relations campaign is currently being worked on for Peotone residents.

CLOSED SESSION

MOTION by Davis, seconded by Osborne to go into closed session at 10:40 am for the purpose of personnel and Commissioner replacement. On a roll call vote, all voting "AYE", **Motion Carries.**

MOTION by Osborne, seconded by Davis to come out of Closed Session at 11:05am. **Motion Carries.**

Adjournment

MOTION by Weber, seconded by Davis to adjourn at 11:06am. **Motion Carries.**