

MANHATTAN FIRE PROTECTION DISTRICT

June 17, 2024

The Manhattan Fire Protection District held its meeting at Manhattan Fire Station #81. The meeting was called to order at 4:00 p.m. Trustee's present were Bill Moncrief, Larry Goodwin, Bob Davis, Nick Kotchou, Brian Hupe and Bill Osborne. Trustee's absent were Bill Weber. Fire Department personnel present were Chief Malone, Battalion Chief Bruce Boyle, Lt. Justin Kozar, FF Tom Kerrigan and Admin Asst. Kim Ingram. Also in attendance was Attorney John Motylinski and James Howard, Governmental Accounting.

Public Comment

None

Secretary Pro Tem

MOTION Hupe, seconded by Davis to appoint Trustee Kotchou as Secretary Pro Tem. **Motion Carries.**

Approval of Minutes

MOTION by Davis, seconded by Goodwin to approve the minutes from the May 20, 2024. **Motion Carries.**

Treasurers Report & Bills

District Financial Status

James Howard, Governmental Accounting, discussed the 5-month financial analysis. Revenue, expenditures, ambulance fees and year to date fund balances were discussed. Continue to use reserve funds until property taxes come in which will be soon.

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

OLD BUSINESS

NEW BUSINESS

Automatic Response Agreement with Beecher FPD

MOTION by Kotchou, seconded by Osborne to approve the Automatic Response Agreement with Beecher FPD. **Motion carries.**

Approve Commissioners to Hire One Full Time Firefighter

As we continue to develop our members and succession planning, one current firefighter will begin to transition to the admin department to train with Chief Boyle in Fire Prevention duties. We are actively working with the Union to draw up a side letter agreement. The firefighter hired will work on the same shift to fill the manpower.

MOTION by Davis, seconded by Goodwin to approve the Commissioners to Hire One Full Time Firefighter. **Motion Carries.**

Capitalization Policy #220

This was a recommendation from our recent audit with Lauterbach & Amen to adopt a Capitalization Policy.

MOTION by Goodwin, seconded by Davis to approve the Capitalization Policy #220. **Motion carries.**

(2) MacQueen/Skeeter Brush Truck Purchase

The purchase of two brush trucks is part of the fleet/replacement plan. The vendor was able to lock in the price for both trucks with no money due until delivery. Funds were already included in the 2024 budget for this purchase; however, the expected delivery date would be between July to October 2026. We will work with our accountant to amend the budget. Chief Boyle mentioned we are taking a new look at fighting brush fires and changes to safety compliance. These brush trucks are 1-ton trucks and hold 400 gallons of water. We anticipate these to last 15 years on our fleet rotation and may consider a re-chassis at that time.

MOTION by Hupe, seconded by Kotchou to approve the purchase of two MacQueen Skeeter Brush Trucks. **Motion Carries.**

Chief's Report

- Currently on Call #1239
- Will be working on a punch list and walk-through at Station 83. Hoping everything is complete early next month.
- A \$250,000.00 grant from the State of Illinois is pending the 2023FYE audit. Lauterbach & Amen stated they will start this audit July 1st. Once complete we will submit for the grant and add the funds to the Station 83 remodel budget.
- New Station 81 is near finalizing the storm water design and plat of subdivision.
- When the 2024 budget was prepared, the borrowed funds for the new station were included in the Capital account. We will need to amend the budget at these funds will not be needed until 2025. Chief Malone will work with the accountant on the revised numbers. Planning for bids to go out by the end of the year and break ground in the spring.

- Asset study will be tentatively scheduled for the week of August 12th. This will help with our audit process.

Battalion Chief's Report

- He continues to receive a lot of solar farm activity and is continually working with both Villages on occupancy and new developments. Questions about hazards of solar farms were discussed and the accessibility of our vehicles to the site.

Adjournment

MOTION by Hupe, seconded by Davis to adjourn at 4:41pm. **Motion Carries.**