

MANHATTAN FIRE PROTECTION DISTRICT

April 21, 2025

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, Bill Weber, Bob Davis, Nick Kotchou and Brian Hupe. Fire Department personnel present were Chief Steve Malone, Deputy Chief Dave Piper, Battalion Chief Bruce Boyle, Lt. Eric Murphy, and Admin Asst. Kim Ingram. Also in attendance was James Howard, Governmental Accounting, Attorney John Motylinski, Mike Shivers and Stephanie Irvine, Vedette reporter.

Public Comment

None

Approval of Minutes

MOTION by Weber, seconded by Hupe to approve the minutes from March 17, 2025. **Motion Carries.**

Treasurers Report & Bills

District Financial Status

James Howard, Governmental Accounting, discussed the 2025 3-month financial analysis. Revenues and expenditures were discussed as well as the distribution of expenses. No tax revenue has been received at this time, Ambulance fees are up 3% overall and interest rates look good.

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

OLD BUSINESS

FY2023 Audit Report

The details of the draft audit report were reviewed at the last board meeting. The final FYE2023 audit report was presented to the Board members.

MOTION by Davis, seconded by Goodwin. On a roll call vote, all voting "AYE", **Motion Carries.**

NEW BUSINESS

Review of Closed Session Minutes

Per the Attorney's review it was suggested that all closed session minutes should remain closed.

MOTION by Kotchou, seconded by Weber. On a roll call vote, all voting "AYE", **Motion Carries.**

Construction Management Company

This was discussed and tabled at the last board meeting as a fee schedule was pending. After review, ICI Build is recommended as the Construction Management Company with a 9.5% fee. The Attorney has reviewed the contract and has made minor procedural changes. ICI Build will provide a full time supervisor on site at all times.

MOTION by Davis, seconded by Hupe to approve ICI Build as the construction management company pending Attorney final review and allow Chief Malone signature authority. **Motion Carries.**

ORD 2025-01 Regulating Direct Connection of Fire Alarms & Detection Systems

Our Attorney has reviewed the ordinance that explains any alarm within our fire district needs to be direct connected to Laraway Communications Center and not a 3rd party.

MOTION by Kotchou, seconded by Weber to approve Ordinance 2025-01, an Ordinance Governing and Regulating the Direct Connection of Fire Alarm and Detection Systems for Properties Protected by the Manhattan Fire Protection District. **Motion Carries.**

Chief's Report

- Operational procedures and policy manual with Lexipol continue to be finalized. The Attorney is reviewing chapters and verifying it is consistent with the CBA. Policies are also going to the Union EBoard for review. The plan is to present the complete manual to the board to adopt at one time. We are approximately 95% complete.
- SOP's are also being worked on and updated.
- The next step will be to work on a strategic plan.
- Community Risk Assessment is in draft form now but planning to have the final next month.
- New Station water and sewer is currently being installed. This is part of our IGA and ARPA grant funds will cover costs. Once the contract is final, ICI Build will develop a scope of work and bid package. The target date to go out to bid is May 5th. Discussed the IGA with the Village. Our Attorney is working with the easement homeowner on the final details. The permit has been submitted to the Village. Eastern Avenue should be complete by the end of the year.
- The District will receive a \$33,000.00 grant from Earthrise to use toward brush fire PPE. Chief Piper is working on various other grants as well as coordinating a grant with 5 local pipelines to purchase 4-gas monitors.

Deputy Chief's Report

- Battalion Chief Training and ride-alongs are currently taking place
- New hire training recently took place for 9 part time members and 4 interns. We are losing 3-4 members to full time positions at other departments.
- Reviewed recent calls. 166 emergency runs last month, but 216 total calls took place. Discussed locations and response times.

Battalion Chief's Report

- The chassis is ordered for the ambulance that was in the accident. He discussed future ambulance purchases vs. re-chassis due to rising costs. Consider a second rechassis option, could save over \$200,000 on each ambulance.
- The new Tahoe is being outfitted and should be back in June.
- Fire Prevention – Continue to work with both Villages.

Health & Safety Committee Update

Chief Malone discussed the Ready Rebound program that has been in place for a few years. Overall, this is for employees and families with on or off duty injuries. A recent review determined thousands of dollars and time saved. This program has helped with our Light Duty program and helps reduce waiting times for appointments and MRIs.

The Health and Safety Committee is also looking to implement body scans for cancer as part of our wellness program. Various local departments are doing this as well and this would be voluntary. We are also still committed to Friday workouts for out duty crew.

Adjournment

MOTION by Weber, seconded by Davis to adjourn at 4:44pm. **Motion Carries.**