



Board of Trustees

Tom Helfrich, President
Cindy Weber, Vice President
Jeffrey Hoffman, Secretary
Barry Campen, Treasurer
Keith Steele, Trustee

**Limestone Township Fire
Protection District**
Dale Hoerr, Fire Chief

7800 W. Plank Rd.
Peoria, Illinois 61604
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Board@LimestoneFire.net
www.limestonefire.org

**BOARD OF TRUSTEES
MEETING MINUTES**

Called to order on Thursday, May 11, 2023 AT 6:00 pm by Trustee Helfrich

Central Fire Station - 7800 W. Plank Rd. - Training Room - Peoria, Illinois 61604

**CALL TO ORDER
MOMENT OF SILENCE
PLEDGE OF ALLEGIANCE**

I. ROLL CALL BY BOARD SECRETARY

Trustee Campen - Present, Trustee Steele - Present, Trustee Weber - Present, Trustee Helfrich - Present, Trustee Hoffman - Present. 5 of 5 Trustees Present. Also in attendance was Chief Hoerr, Deputy Chief M Kaps and Darlene Gramm-Bray.

II. FIRE FIREFIGHTER APPLICANTS (MAY BE DONE IN CLOSED SESSION)

III. REPORT OF DISTRICT ACCOUNTANT

IV. REVIEW AND APPROVAL OF TREASURER’S REPORT

A. April 2023 Treasurer’s Report

Motion to approve approve April 2023 Treasurer’s report by Trustee Hoffman. Seconded by Trustee Steele. No further discussion. Motion carried 5-0.

V. REVIEW AND APPROVAL OF NON-REOCCURRING BILLS

Item	\$ Total	From	PO #	Account
Reimburse Training Prop Supplies	\$48.52	Scott Still	23-58	618
(13) Port. Radio Batteries	\$1,421.88	Supreme Radio	23-59	617
(2) APX 6000XE Portable Radios	\$11,527.76	Motorola Solutions	23-60	644
Sta #2 Access panel Off Line Key Cards	\$309.00	Christenberry	23-61	64
Spring HVAC Maint. Central Sta #2, Sta #4	\$1,779.00	Meister Heating & A/C	23-62	616

Item	\$ Total	From	PO #	Account
6 Shorline Plugs/adhe	\$78.00	Bartonville Hdwe	23-63	63
Reimburse Paint/Smoke Box	\$42.48	Tom Helfrich	23-64	618
Medical supplies A.E.D Pads 2x2's, I-Gels	\$635.10	McKesson	23-65	606
324 Air Filter/Low Pwr	\$1,151.28	Centre State	23-66	614
Sta #2 Bathroom Door VISA CC	\$115.98	River City Lck & Safe	23-67	616
1808 Park Ave Burn VISA CC	\$153.38	IL E P A Permit	23-68	618
(7) Office Door Name Plates VISA CC	\$76.16	Joan's Trophy	23-69	616
(4) Flags VISA CC	\$360.21	Carrott-Top Ind	23-70	603
TOTAL:	\$17,698.75			

Motion to approve the \$17,698.75 in non-recurring expenses by Trustee Campen. Seconded by Trustee Helfrich. No further discussion. Motion carried 5-0.

VI. REPORT OF DISTRICT ATTORNEY (MAY BE DONE IN CLOSED SESSION)

The board was notified that Chief Hoerr and Darlene had a conference call with Attorney Andy Keyt in regards to Closed Meetings and Board Reorganization. Per Attorney Andy Keyt all you need on your Agenda is the Closed Meeting that is listed. When the Board President motion to go into the executive session he states it is for Personnel, legal, property etc. No motion can be made in closed session. However, when you come out of closed session you can motion on your discussion per Andy. On the Board Reorganization per Attorney Keyt you can do this at the beginning, middle or at the end of the meeting before motion to adjourn. No further discussion. No action taken.

VII. REVIEW AND APPROVAL OF MEETING MINUTES

A. Regular meeting minutes of April 13, 2023

Motion to approve regular meeting minutes of April 13, 2023 by Trustee Hoffman. Seconded by Trustee Steele. No further discussion. Motion carried 5-0.

B. Closed Meeting minutes of April 13, 2023

Motion to approve closed meeting minutes of April 13, 2023 by Trustee Helfrich. Seconded by Trustee Steele. No further discussion. Motion carried 5-0.

VIII. CITIZEN REMARKS AND CORRESPONDENCE

Chief Hoerr notified the board received a thank you card from Pleasant Valley for the department helping out at the Family Night fun. Received a donation check for \$200 for a person having a 83rd birthday party which they are from the West Haven subdivision.

Chief said that the smoke box will be getting painted before the 75th Anniversary.

IX. CHIEF'S REPORT

In the month of April, the Fire District responded to 125 emergency calls. 90 BLS, 13 Fire, 4 MVA, 18 others.

Chief's report provided attached to minutes.

Chief notified the board that the stations got new phones installed on Wednesday, May 10, 2023. Still need to have some adjustments and tweaking on the phones.

X. BUDGET REQUEST

XI. CLOSED SESSION

A. Personnel

Motion to go into executive session for Personnel by Trustee Helfrich. Seconded by Trustee Hoffman. No further discussion. Motion carried 5-0.

Trustee Helfrich called for a recess for executive session at 6:17pm.

Meeting called back to order by Trustee Helfrich at 6:38 pm.

Roll Call: Trustee Campen - Present, Trustee Steele - Present, Trustee Weber - Present, Trustee Helfrich - Present, Trustee Hoffman – Present. 5 of 5 Trustees Present.

Motion to approve Employee A package by Trustee Helfrich. Seconded by Trustee Steele. No further discussion. Motion carried 5-0.

Motion to approve Employee B package by Trustee Helfrich. Seconded by Trustee Hoffman. No further discussion. Motion carried 5-0.

Motion to approve Employee C package by Trustee Helfrich. Seconded by Trustee Hoffman. No further discussion. Motion carried 5-0.

XII. OLD BUSINESS

A. 75th Anniversary – June 10, 2023

Trustee Weber updated the board on Rabers food and that it will include the health department permit on the bill when we receive it. Chief Hoerr said will have the electronic signs boards available to put out on Monday, June 5, 2023. Chief mentioned to the board that he contacted the Independent News waiting to hear back from them and that he called Andy Kravetz but he no longer with the Journal Star but with WMBD. He said he will get back with the Chief to let him know if he will cover it.

Trustee Weber remind that the Assortment of Chips, Cupcakes and Water will be getting from Sam's Club.

Trustee Weber will confirm with Rabers on the number of Hot Dogs and Pork Burgers that have been order for the 75th Anniversary.

Trustee Weber said that looks like everything is good to go.

B. New Legislative Enactments – Committee

The two (2) residents from the community to be on the new committee is Jodi Noe and Heather Hoffman. The first meeting will take place on June 8th from 5:30 pm to 6 pm. The other dates pick for the committee is July 13th and August 10th.

XIII. BOARD REORGANIZATION

A. Board leadership Nominations

1. Nomination for Board President. Trustee Steele nominated Trustee Hoffman for President. Trustee Hoffman accepted the nomination.
2. Nomination for Vice President. Trustee Campen nominated Trustee Helfrich for Vice President. Trustee Helfrich accepted the nominations.
3. Nomination for Treasurer. Trustee Hoffman nominated Trustee Campen for Treasurer. Trustee Campen accepted the nomination.

4. Nomination for Secretary. Trustee Hoffman nominated Trustee Steele for Secretary. Trustee Steele accepted the nomination.

B. ELECTION OF BOARD PRESIDENT

Trustee Hoffman was nominated as Board President. All in favor. 5 Yes, 0 No, No Abstain. Trustee Hoffman was elected as President.

C. ELECTION OF BOARD VICE PRESIDENT

Trustee Helfrich was nominated as Board Vice President. All in favor. 5 Yes; 0 No; No Abstain. Trustee Helfrich was elected as Vice President.

D. ELECTION OF BOARD TREASURER

Trustee Campen was nominated as Board Treasurer. All in favor. 5 Yes; 0 No; No Abstain. Trustee Campen was elected as Treasurer.

E. ELECTION OF BOARD SECRETARY

Trustee Steele was nominated as Board Secretary. All in favor. 5 Yes; 0 No; No Abstain. Trustee Steele was elected as Secretary.

Authorize Check Signer(s)

Motion by Trustee Campen to appoint Trustee Hoffman, Trustee Campen and Chief Dale Hoerr as authorized Bank account signers. Seconded by Trustee Weber. Trustee Hoffman, Trustee Campen, and Chief Dale Hoerr accepted the appointment. Motion carried 5-0.

Motion by Trustee Weber to appoint Trustee Campen and Chief Dale Hoerr as authorized payroll approver and payroll checking account signer. Seconded by Trustee Campen. Trustee Campen and Chief Dale Hoerr accepted the appointment. Motion carried 5-0.

XIV. NEW BUSINESS

A. Movement of Dollars from 622 Duty Crew Payroll to 622A Administrative Payroll for \$1,440.00 and from Contingencies to 616 building Repair and Maintenance \$6,695.00.

Motion to approve movement of dollars from 622 Duty Crew Payroll to 622A Administrative Payroll for \$1,440 and from Contingencies to 616 Building Repair and Maintenance \$6,695.00 by Trustee Hoffman. Seconded by Trustee Campen. No further discussion. Motion carried 5-0.

B. IT Service / Change / Contract

Discuss with the board that Chief and Darlene looking at IT Companies for bids to see what they offer/cost compare to what we have with our current company. No further discussion. No action taken.

C. Appoint District Open Meeting Act Officer(s)

Motion to appoint Trustee Hoffman as primary Open Meeting Act Officer by Trustee Steele. Seconded by Trustee Helfrich. No further discussion. Motion carried 5-0.

Motion to appoint Trustee Helfrich as secondary Open Meeting Act Officer by Trustee Steele. Seconded by Trustee Hoffman. No further discussion. Motion carried 5-0.

D. Appoint District Freedom of Information Act Officer(s)

Motion to appoint Chief Hoerr as primary District Freedom of Information Act Officer by Trustee Helfrich. Seconded by Trustee Hoffman. No further discussion. Motion carried 5-0.

Motion to appoint Darlene Gramm-Bray as secondary District Freedom of Information Act Officer by Trustee Steele. Seconded by Trustee Hoffman. No further discussion. Motion carried 5-0.

E. Discussion of 2023-2024 Preliminary Budget Draft

The board was given detailed documentation on the budget priorities. The board was able to discuss and ask questions to the Chief and adjust the budget as it was being presented. In June the board will have a draft of the budget proposals for review and approval. The board discuss about the funds that would go into the Vehicle savings account and into contingency.

F. Adopt a maintenance chart that shows mileage, hours & maintenance perform on vehicle.

Trustee Campen discuss with the board about having a chart prepare on a semi-annual basis on each truck in detail with all the bills attached to this report. On this report he would like to see the mileage, hours and maintenance perform on each truck. The Chief mentioned that each month he gives them a Monthly vehicle status sheet and that 2 of the board members see the bills as they come in when they sign the checks. The bills for these trucks are listed in the non-reoccurring bills section on the agenda. Chief said if the board members would like to look at a specific truck that he has files in his office that he would be glad to let them look at. No further discussion. No Action taken.

XV. OTHER BUSINESS THAT LAWFULLY COMES BEFORE THE BOARD

XVI. ANNOUNCEMENT/ACKNOWLEDGEMENTS

XVII. SETTING OF PLACE AND TIME FOR NEXT MEETING OF BOARD OF TRUSTEES

The next regular meeting of the Board of Trustees will be at **6:00pm** on **Thursday June 8, 2023** at the Central Fire Station at 7800 W. Plank Rd.

XVIII. ADJOURNMENT

Without objections the meeting was adjourned by Trustee Helfrich at 7:35 p.m.

APPROVED

Date & Time _____ @ _____

By: _____