



# CHANNAHON FIRE PROTECTION DISTRICT

24929 S. CENTER STREET

CHANNAHON, IL 60410

PHONE: 815.467.6767 • FAX: 815.467.5081

www.channahonfire.com

## Board of Trustee Regular Meeting Minutes

On the 10<sup>th</sup> day of April 2025, the regular meeting of the Board of Trustees of the Channahon Fire Protection District held at fire station #1 was called to order at 9:00 a.m., pursuant to notice, at the Fire Station #1, 24929 S. Center St., Channahon, Illinois with the Pledge of Allegiance.

In attendance were President S. Rittof, Treasurer M. McMillin, Secretary M. Rittof, Trustee Montgomery, and Trustee M. J. McMillin. Chief Petrakis, Deputy Chief Toepper, Executive Fire Support Manager Arnold, and Attorney Motylinski were in attendance.

Captain McMillin, Firefighters Dircks, Ciarlette, and Fals joined the meeting.

**MATTER OF THE PUBLIC:** None

**APPROVAL OF THE MINUTES:** Treasurer M. McMillin a motion to approve March 13, 2025, regular meeting minutes and the closed session meeting minutes, seconded by Trustee M. J. McMillin. A roll call vote: President S. Rittof – Yes; Treasurer M. McMillin – Yes; Secretary M. Rittof – Yes; Trustee Montgomery – Yes; Trustee M. J. McMillin – Yes. Motion carried.

**TREASURER REPORT:** The Treasurer's report ending March 2025 along with the disbursement record for March 2025 were presented, showing disbursements by check number, date, payee, and amount. Trustee Montgomery made a motion to accept the reports as presented, seconded by Trustee M. J. McMillin. A roll call vote: President S. Rittof – Yes; Treasurer M. McMillin – Yes; Secretary M. Rittof – Yes; Trustee Montgomery – Yes; Trustee M. J. McMillin – Yes. Motion carried.

The outstanding bills to be paid were presented. The Trustees reviewed the bills. Trustee Montgomery made a motion to pay the bills as presented, seconded by Trustee M. J. McMillin. A roll call vote: President S. Rittof – Yes; Treasurer M. McMillin – Yes; Secretary M. Rittof – Yes; Trustee Montgomery – Yes; Trustee M. J. McMillin – Yes. Motion carried.

**MONEY COLLECTED:** \$85,953.49 - Ambulance Billing (\$282,939.36 for 2025); \$38.00 – Babysitting Class; \$424.00 – Fire Recovery; \$8,378.59 – Interest; \$26,248.67 – Reimbursement; \$20.00 – Report Fees.

### Communications:

1. Thank you from a resident on the medical care his daughter received from our members.

#### **OLD BUSINESS:**

1. **Station #2 Construction** – Colette Rozanski joined the meeting to discuss the issue with the station. A discussion was held on the remaining balance owed, \$41,145.00. Secretary M. Rittof asked if there were any erosion reports. Per Colette, there are not. She stated the Village hired a company to do the weekly inspections and if there were any concerns they were addressed immediately. A discussion as held regarding the reports. Secretary M. Rittof suggested we have an agreement signed releasing the district of any EPA liability and would like to have an expert look at the site. Colette agreed to that. She asked how we move forward to close the job out. President S. Rittof suggested drainpipes be added underground from the building. She will have the landscaper take care of that when they come out to seed the lot. Trustee M. J. McMillin brought up the additional landscaping work that was required because the silt fence was removed. It was an additional \$7,000 to the district. Colette agreed to cover the cost and said to short-pay the invoice by what that cost was and attach the paperwork to it when the check is submitted. The sidewalks are starting to crack, that is a warranty issue. Secretary M. Rittof made a motion to pay the remaining balance, the invoice will be reduced by the extra cost for the work performed outside the landscape scope (\$7,000), and an additional \$3,000 will be held until the erosion expert comes out and gives us a report and the agreement is signed releasing the district of any EPA liability, seconded by Trustee Montgomery. A roll call vote: President S. Rittof – Yes; Treasurer M. McMillin – Yes; Secretary M. Rittof –Yes; Trustee Montgomery – Yes; Trustee M. J. McMillin – Yes. Motion carried.
2. **Discuss and approve ACH Payments:** Tabled

Retired Chief David Riddle joined the meeting.

#### **NEW BUSINESS:**

1. **Discuss and approve the Annual Audit for 2024 – Accountant Tawnya Mack w/Mack & Associates:** Tawnya joined the meeting to discuss the annual audit. She stated that a clean opinion was given again this year. There was an increase of \$256,536 for the year. Secretary M. Rittof asked that we were operating outside of the capital, we still had a surplus, yes. A discussion was held on replacement tax and the pension audit. Our pension is still at 119% funded. Secretary M. Rittof made a motion to accept the audit as presented, seconded by Treasurer M. McMillin. A roll call vote: President S. Rittof – Yes; Treasurer M. McMillin – Yes; Secretary M. Rittof –Yes; Trustee Montgomery – Yes; Trustee M. J. McMillin – Yes. Motion carried.
2. **Discuss and approve the reappointment of Scott Loomis as a member of the CFPD Board of Fire Commissioners for three years:** Secretary M. Rittof made a motion to approve the reappointment of Scott Loomis, seconded by Treasurer M. McMillin. A roll call vote: President S. Rittof – Yes; Treasurer M. McMillin – Yes; Secretary M. Rittof –Yes; Trustee Montgomery – Yes; Trustee M. J. McMillin – Yes. Motion carried.
3. **Discuss and approve the purchase of Hydraulic E-Tools for 411 - \$39,575.00 (\$19,787.50 District Pay and \$19,787.50 FFIB Pay)** Secretary M. Rittof made a motion to purchase the hydraulic e-tools and split the cost with the FFIB, seconded by Treasurer M. McMillin. A roll call vote: President S. Rittof – Yes; Treasurer M. McMillin – Yes; Secretary M. Rittof –Yes; Trustee Montgomery – Yes; Trustee M. J. McMillin – Yes. Motion carried.

**WESCOM:** New meeting time. 3:00 pm – Secretary M. Rittof will be attending the next meeting.

**LEGAL UPDATE:** None

**COMMUNITY SUPPORT SERVICES –** (Report attached)

**FIRE AND LIFE SAFETY EDUCATOR –** (Report attached)

**FIRE PREVENTION AND INSPECTION MONTHLY REPORT –** (Report Attached)

**DEPUTY CHIEF REPORT AND VEHICLE/BUILDING MAINTENANCE:** (report attached)

Pending:

1. I55/I80 response with the construction
2. Bids for some landscaping at station #1. Celtic will be out to do some trimming and clean up.
3. Hose tower inspection. We will be having Clennon Electric out for some repairs
4. The pension hearing will be on April 22.
5. A new vehicle has been put on hold due to the change in fire reporting software
6. PM's will be done this spring on the engines.

Secretary M. Rittof asked how Station 2 is working out. Very well.

Trustee M. J. McMillin asked about the delivery of the new generator. I will be sometime in August.

A discussion was held about the engine that was ordered for the new Fire Truck.

President S Rittof would like to see some money put into the old 46 Ford to get it running. It would be nice to have in the parade and for our open house.

**CHIEF REPORT:** (report attached)

- We have two candidates going through background and polygraphs. The commissioners will meet on Monday to decide if they will move forward.
- We have two different grants applied for.
- Working on the ISO retro grade.
- FF Pierce is going through physical therapy. Waiting to see when he can return to work.

Chief Petrakis presented Don Montgomery with recognition for his last 59 years of service, this is his last meeting. He was given a brick for the front walkway, a statue and certificate.

There being no further or other business to come before the meeting, upon motion duly made by Trustee Montgomery, seconded by Secretary M. Rittof, unanimously approved, the meeting adjourned at 10:08 a.m.

Respectfully Submitted

Jacque Arnold

Executive Fire Support Manager

# CHANNAHON FIRE PROTECTION DISTRICT

4/4/2025 10:36 AM

Register: 2016660 · First Secure - Checking

From 03/13/2025 through 04/10/2025

Sorted by: Date, Type, Number/Ref

| Date       | Number     | Payee                     | Account                   | Memo                | Payment   | C | Deposit | Balance    |
|------------|------------|---------------------------|---------------------------|---------------------|-----------|---|---------|------------|
| 03/13/2025 | 3331       | Air One Equipment, ...    | 1-201 · 2000 Accounts ... | VOID: 146           |           | X |         | 511,667.18 |
| 03/13/2025 | 3332       | Allegra Coal City         | 1-201 · 2000 Accounts ... | Inv. 137992         | 130.47    | X |         | 511,536.71 |
| 03/13/2025 | 3333       | Auto Science              | 1-201 · 2000 Accounts ... | Inv. 14922          | 168.23    | X |         | 511,368.48 |
| 03/13/2025 | 3334       | Camz Communicatio...      | 1-201 · 2000 Accounts ... | Inv. 25-129         | 435.00    | X |         | 510,933.48 |
| 03/13/2025 | 3335       | CDW Government, I...      | 1-201 · 2000 Accounts ... | Monthly Fee         | 213.75    | X |         | 510,719.73 |
| 03/13/2025 | 3336       | Comcast                   | 1-201 · 2000 Accounts ... |                     | 467.60    | X |         | 510,252.13 |
| 03/13/2025 | 3337       | Constellation Energy...   | 1-201 · 2000 Accounts ... |                     | 2,379.87  | X |         | 507,872.26 |
| 03/13/2025 | 3338       | EMS Management &...       | 1-201 · 2000 Accounts ... | Inv. EMS-0132...    | 2,790.12  | X |         | 505,082.14 |
| 03/13/2025 | 3339       | Estech Sysems, Inc.       | 1-201 · 2000 Accounts ... | Inv. 191049         | 223.35    | X |         | 504,858.79 |
| 03/13/2025 | 3340       | Feece Oil Co.             | 1-201 · 2000 Accounts ... |                     | 3,501.72  | X |         | 501,357.07 |
| 03/13/2025 | 3341       | Fleet Safety Supply       | 1-201 · 2000 Accounts ... |                     | 169.49    | X |         | 501,187.58 |
| 03/13/2025 | 3342       | Fox Valley Fire & Sa...   | 1-201 · 2000 Accounts ... |                     | 851.00    | X |         | 500,336.58 |
| 03/13/2025 | 3343       | IFSAP Membership          | 1-201 · 2000 Accounts ... | 2025 Members...     | 60.00     | X |         | 500,276.58 |
| 03/13/2025 | 3344       | Illinois Fire Service ... | 1-201 · 2000 Accounts ... | 2025 ES p - Fell... | 400.00    | X |         | 499,876.58 |
| 03/13/2025 | 3345       | Illinois Public Risk F... | 1-201 · 2000 Accounts ... |                     | 33,620.00 | X |         | 466,256.58 |
| 03/13/2025 | 3346       | ImageTrend LLC            | 1-201 · 2000 Accounts ... | Inv. PS-INV11...    | 1,712.00  | X |         | 464,544.58 |
| 03/13/2025 | 3347       | Integrity Fire Equip...   | 1-201 · 2000 Accounts ... | Inv. 71876          | 793.05    | X |         | 463,751.53 |
| 03/13/2025 | 3348       | Interstate Battery Sys... | 1-201 · 2000 Accounts ... | Inv. 191520104...   | 60.00     | X |         | 463,691.53 |
| 03/13/2025 | 3349       | Jacque Arnold             | 1-201 · 2000 Accounts ... |                     | 38.86     | X |         | 463,652.67 |
| 03/13/2025 | 3350       | JCM Uniforms, Inc.        | 1-201 · 2000 Accounts ... |                     | 202.40    | X |         | 463,450.27 |
| 03/13/2025 | 3351       | Jeff Toepper              | 1-201 · 2000 Accounts ... | Cell Phone          | 80.00     | X |         | 463,370.27 |
| 03/13/2025 | 3352       | Lockport Twp Fire D...    | 1-201 · 2000 Accounts ... |                     | 1,109.78  | X |         | 462,260.49 |
| 03/13/2025 | 3353       | LRS, Inc.                 | 1-201 · 2000 Accounts ... |                     | 159.40    | X |         | 462,101.09 |
| 03/13/2025 | 3354       | Mack & Assoicates         | 1-201 · 2000 Accounts ... | Inv. 11973          | 11,075.00 | X |         | 451,026.09 |
| 03/13/2025 | 3355       | MacQueen Emergenc...      | 1-201 · 2000 Accounts ... |                     | 1,153.15  | X |         | 449,872.94 |
| 03/13/2025 | 3356       | Napa Auto Parts of C...   | 1-201 · 2000 Accounts ... |                     | 63.92     | X |         | 449,809.02 |
| 03/13/2025 | 3357       | Nicor Gas                 | 1-201 · 2000 Accounts ... |                     | 2,152.25  | X |         | 447,656.77 |
| 03/13/2025 | 3358       | Salclay Services, Inc.    | 1-201 · 2000 Accounts ... | Inv. 13577          | 52.00     | X |         | 447,604.77 |
| 03/13/2025 | 3359       | Scotty's Lawncare         | 1-201 · 2000 Accounts ... | 2025 Lawn Care      | 360.00    | X |         | 447,244.77 |
| 03/13/2025 | 3360       | Stryker Sales Corp        | 1-201 · 2000 Accounts ... |                     | 41,053.28 | X |         | 406,191.49 |
| 03/13/2025 | 3361       | The Village of Chan...    | 1-201 · 2000 Accounts ... |                     | 210.95    | X |         | 405,980.54 |
| 03/13/2025 | 3362       | Toman Consulting, I...    | 1-201 · 2000 Accounts ... |                     | 2,695.00  | X |         | 403,285.54 |
| 03/13/2025 | 3363       | Verizon Wireless          | 1-201 · 2000 Accounts ... | 8159220120001       | 432.46    | X |         | 402,853.08 |
| 03/13/2025 | 3364       | Village of Romeovill...   | 1-201 · 2000 Accounts ... |                     | 950.00    | X |         | 401,903.08 |
| 03/13/2025 | 3365       | Wescom                    | 1-201 · 2000 Accounts ... | Inv. 20250404       | 8,458.50  | X |         | 393,444.58 |
| 03/13/2025 | 3366       | Whitmore Ace Hard...      | 1-201 · 2000 Accounts ... |                     | 27.57     | X |         | 393,417.01 |
| 03/13/2025 | 3367       | Zoll Data Systems         | 1-201 · 2000 Accounts ... | INV00196400         | 803.09    | X |         | 392,613.92 |
| 03/13/2025 | 3368       | Air One Equipment, ...    | 1-201 · 2000 Accounts ... | 146                 | 1,130.00  | X |         | 391,483.92 |
| 03/15/2025 | 491029333  | Verizon Wireless          | 1-201 · 2000 Accounts ... | 8159220120001       | 80.00     | X |         | 391,403.92 |
| 03/17/2025 | 6660031... | Wex Bank                  | 1-201 · 2000 Accounts ... |                     | 56.01     | X |         | 391,347.91 |

# CHANNAHON FIRE PROTECTION DISTRICT

4/4/2025 10:36 AM

Register: 2016660 · First Secure - Checking

From 03/13/2025 through 04/10/2025

Sorted by: Date, Type, Number/Ref

| Date       | Number     | Payee                   | Account                     | Memo              | Payment   | C | Deposit   | Balance    |
|------------|------------|-------------------------|-----------------------------|-------------------|-----------|---|-----------|------------|
| 03/18/2025 |            |                         | 401-01 · Ambulance Bi...    | Deposit           |           | X | 962.23    | 392,310.14 |
| 03/18/2025 | 204246     | AFLAC                   | -split-                     | HX998             | 416.84    | X |           | 391,893.30 |
| 03/19/2025 |            |                         | -split-                     | Deposit           |           | X | 3,663.37  | 395,556.67 |
| 03/19/2025 |            |                         | 401-01 · Ambulance Bi...    | Deposit           |           | X | 12,939.54 | 408,496.21 |
| 03/19/2025 |            | Malman Law              | 1200 · Accounts Recei...    |                   |           | X | 20.00     | 408,516.21 |
| 03/19/2025 | 3370       | Luanne Cantrell         | 1-201 · 2000 Accounts ...   |                   | 109.00    | X |           | 408,407.21 |
| 03/19/2025 | 3371       | Sarah Fellows           | 1-201 · 2000 Accounts ...   |                   | 109.00    | X |           | 408,298.21 |
| 03/19/2025 | 6185908... | Standard Insurance C... | 1-201 · 2000 Accounts ...   | 00 162517         | 292.80    | X |           | 408,005.41 |
| 03/20/2025 | 6513412... | Blue Cross and Blue ... | 1-201 · 2000 Accounts ...   | Acct. 000618608   | 46,800.90 | X |           | 361,204.51 |
| 03/20/2025 |            | QuickBooks Payroll ...  | 064-6 · Amb General/ ...    | Created by Pay... | 71,012.03 | X |           | 290,192.48 |
| 03/21/2025 | 3372       | Channahon Prof. Fire... | 2100 · Payroll Liabilities  |                   | 1,330.00  | X |           | 288,862.48 |
| 03/21/2025 | 3373       | Channahon FPD Fire...   | 2100 · Payroll Liabilities  |                   | 15,515.68 | X |           | 273,346.80 |
| 03/21/2025 | 168263     | Transamerica            | -split-                     | PE61743-0000...   | 5,439.49  | X |           | 267,907.31 |
| 03/21/2025 | 168266     | Transamerica            | 11.11 · chief's pen. & d... | VB98198 00001     | 182.03    | X |           | 267,725.28 |
| 03/21/2025 | 4664084    | Department of Treas...  | -split-                     | 36-3327732        | 15,402.20 | X |           | 252,323.08 |
| 03/21/2025 | 865004976  | Il. Dept. of Revenue    | 2100 · Payroll Liabilities  | 36-3327732        | 4,428.73  | X |           | 247,894.35 |
| 03/21/2025 | DD7272     | Arnold, Jacquelyn M.    | -split-                     | Direct Deposit    |           | X |           | 247,894.35 |
| 03/21/2025 | DD7273     | Bowles, Matthew         | -split-                     | Direct Deposit    |           | X |           | 247,894.35 |
| 03/21/2025 | DD7274     | Cantrell, Luanne K      | -split-                     | Direct Deposit    |           | X |           | 247,894.35 |
| 03/21/2025 | DD7275     | Ciarlette, Noah A       | -split-                     | Direct Deposit    |           | X |           | 247,894.35 |
| 03/21/2025 | DD7276     | Dikun, Nathan S         | -split-                     | Direct Deposit    |           | X |           | 247,894.35 |
| 03/21/2025 | DD7277     | Direks, Brennan C       | -split-                     | Direct Deposit    |           | X |           | 247,894.35 |
| 03/21/2025 | DD7278     | Fals, Shelby L.         | -split-                     | Direct Deposit    |           | X |           | 247,894.35 |
| 03/21/2025 | DD7279     | Fellows, Sarah K        | -split-                     | Direct Deposit    |           | X |           | 247,894.35 |
| 03/21/2025 | DD7280     | Grubisich, Danial P     | -split-                     | Direct Deposit    |           | X |           | 247,894.35 |
| 03/21/2025 | DD7281     | Hammerstein, Jr., Mi... | -split-                     | Direct Deposit    |           | X |           | 247,894.35 |
| 03/21/2025 | DD7282     | Hartman, Jason S        | -split-                     | Direct Deposit    |           | X |           | 247,894.35 |
| 03/21/2025 | DD7283     | Highbaugh, Andrew S     | -split-                     | Direct Deposit    |           | X |           | 247,894.35 |
| 03/21/2025 | DD7284     | Kazak, Jeffrey M        | -split-                     | Direct Deposit    |           | X |           | 247,894.35 |
| 03/21/2025 | DD7285     | Koranda, Jr., Allen C.  | -split-                     | Direct Deposit    |           | X |           | 247,894.35 |
| 03/21/2025 | DD7286     | McCluskey, William      | -split-                     | Direct Deposit    |           | X |           | 247,894.35 |
| 03/21/2025 | DD7287     | McMillin, Brian D.      | -split-                     | Direct Deposit    |           | X |           | 247,894.35 |
| 03/21/2025 | DD7288     | O'Hern, Terrence M.     | -split-                     | Direct Deposit    |           | X |           | 247,894.35 |
| 03/21/2025 | DD7289     | Petrakis, John          | -split-                     | Direct Deposit    |           | X |           | 247,894.35 |
| 03/21/2025 | DD7290     | Pierce, Dillon J.       | -split-                     | Direct Deposit    |           | X |           | 247,894.35 |
| 03/21/2025 | DD7291     | Randich, Jacob M.       | -split-                     | Direct Deposit    |           | X |           | 247,894.35 |
| 03/21/2025 | DD7292     | Schneider, Scott W.     | -split-                     | Direct Deposit    |           | X |           | 247,894.35 |
| 03/21/2025 | DD7293     | Schumacher, Jessica L   | -split-                     | Direct Deposit    |           | X |           | 247,894.35 |
| 03/21/2025 | DD7294     | Skole, Matthew J.       | -split-                     | Direct Deposit    |           | X |           | 247,894.35 |
| 03/21/2025 | DD7295     | Tobolt, Dale G          | -split-                     | Direct Deposit    |           | X |           | 247,894.35 |

# CHANNAHON FIRE PROTECTION DISTRICT

4/4/2025 10:36 AM

Register: 2016660 · First Secure - Checking

From 03/13/2025 through 04/10/2025

Sorted by: Date, Type, Number/Ref

| Date       | Number     | Payee                   | Account                     | Memo              | Payment   | C | Deposit  | Balance    |
|------------|------------|-------------------------|-----------------------------|-------------------|-----------|---|----------|------------|
| 03/21/2025 | DD7296     | Toepper, Jeffrey S.     | -split-                     | Direct Deposit    |           | X |          | 247,894.35 |
| 03/26/2025 |            |                         | 401-01 · Ambulance Bi...    | Deposit           |           | X | 2,277.74 | 250,172.09 |
| 03/27/2025 |            |                         | 401-01 · Ambulance Bi...    | Deposit           |           | X | 486.90   | 250,658.99 |
| 03/28/2025 |            |                         | 401-01 · Ambulance Bi...    | Deposit           |           | X | 514.77   | 251,173.76 |
| 03/31/2025 |            |                         | 401-09 · Interest \$        | Interest          |           | X | 47.14    | 251,220.90 |
| 03/31/2025 | 13359541   | Standard Insurance C... | 1-201 · 2000 Accounts ...   | 00 162517         | 177.05    |   |          | 251,043.85 |
| 04/02/2025 |            |                         | -split-                     | Deposit           |           |   | 2,835.80 | 253,879.65 |
| 04/02/2025 | 2626250    | IMRF                    | -split-                     | 07256             | 1,970.20  |   |          | 251,909.45 |
| 04/03/2025 |            | QuickBooks Payroll ...  | 064-6 · Amb General/ ...    | Created by Pay... | 71,888.83 |   |          | 180,020.62 |
| 04/04/2025 | 175517     | Transamerica            | -split-                     | PE61743-0000...   | 5,891.19  |   |          | 174,129.43 |
| 04/04/2025 | 175520     | Transamerica            | 11.11 · chief's pen. & d... | VB98198 00001     | 182.03    |   |          | 173,947.40 |
| 04/04/2025 | 21953077   | Department of Treas...  | -split-                     | 36-3327732        | 16,306.00 |   |          | 157,641.40 |
| 04/04/2025 | 1543422... | Il. Dept. of Revenue    | 2100 · Payroll Liabilities  | 36-3327732        | 4,495.66  |   |          | 153,145.74 |
| 04/04/2025 | DD7297     | Arnold, Jacquelyn M.    | -split-                     | Direct Deposit    |           | X |          | 153,145.74 |
| 04/04/2025 | DD7298     | Benson, Kyle D          | -split-                     | Direct Deposit    |           | X |          | 153,145.74 |
| 04/04/2025 | DD7299     | Bowles, Matthew         | -split-                     | Direct Deposit    |           | X |          | 153,145.74 |
| 04/04/2025 | DD7300     | Cantrell, Luanne K      | -split-                     | Direct Deposit    |           | X |          | 153,145.74 |
| 04/04/2025 | DD7301     | Ciarlette, Noah A       | -split-                     | Direct Deposit    |           | X |          | 153,145.74 |
| 04/04/2025 | DD7302     | Dikun, Nathan S         | -split-                     | Direct Deposit    |           | X |          | 153,145.74 |
| 04/04/2025 | DD7303     | Dircks, Brennan C       | -split-                     | Direct Deposit    |           | X |          | 153,145.74 |
| 04/04/2025 | DD7304     | Fals, Shelby L.         | -split-                     | Direct Deposit    |           | X |          | 153,145.74 |
| 04/04/2025 | DD7305     | Fellows, Sarah K        | -split-                     | Direct Deposit    |           | X |          | 153,145.74 |
| 04/04/2025 | DD7306     | Grubisich, Danial P     | -split-                     | Direct Deposit    |           | X |          | 153,145.74 |
| 04/04/2025 | DD7307     | Hammerstein, Jr., Mi... | -split-                     | Direct Deposit    |           | X |          | 153,145.74 |
| 04/04/2025 | DD7308     | Hartman, Jason S        | -split-                     | Direct Deposit    |           | X |          | 153,145.74 |
| 04/04/2025 | DD7309     | Highbaugh, Andrew S     | -split-                     | Direct Deposit    |           | X |          | 153,145.74 |
| 04/04/2025 | DD7310     | Kazak, Jeffrey M        | -split-                     | Direct Deposit    |           | X |          | 153,145.74 |
| 04/04/2025 | DD7311     | Koranda, Jr., Allen C.  | -split-                     | Direct Deposit    |           | X |          | 153,145.74 |
| 04/04/2025 | DD7312     | McMillin, Brian D.      | -split-                     | Direct Deposit    |           | X |          | 153,145.74 |
| 04/04/2025 | DD7313     | O'Hern, Terrence M.     | -split-                     | Direct Deposit    |           | X |          | 153,145.74 |
| 04/04/2025 | DD7314     | Petrakis, John          | -split-                     | Direct Deposit    |           | X |          | 153,145.74 |
| 04/04/2025 | DD7315     | Petro, Benjamin J       | -split-                     | Direct Deposit    |           | X |          | 153,145.74 |
| 04/04/2025 | DD7316     | Pierce, Dillon J.       | -split-                     | Direct Deposit    |           | X |          | 153,145.74 |
| 04/04/2025 | DD7317     | Randich, Jacob M.       | -split-                     | Direct Deposit    |           | X |          | 153,145.74 |
| 04/04/2025 | DD7318     | Schneider, Scott W.     | -split-                     | Direct Deposit    |           | X |          | 153,145.74 |
| 04/04/2025 | DD7319     | Schumacher, Jessica L   | -split-                     | Direct Deposit    |           | X |          | 153,145.74 |
| 04/04/2025 | DD7320     | Skole, Matthew J.       | -split-                     | Direct Deposit    |           | X |          | 153,145.74 |
| 04/04/2025 | DD7321     | Tobolt, Dale G          | -split-                     | Direct Deposit    |           | X |          | 153,145.74 |
| 04/04/2025 | DD7322     | Toepper, Jeffrey S.     | -split-                     | Direct Deposit    |           | X |          | 153,145.74 |



## Community Support Services Report

March 2025

### Statistics

102 Ambulance Calls

- Lift Assist/Falls - 18
- Psych – 11

### Monthly Referrals -7

| Priority Level                            | Type   | Disposition                           |
|---|--------|---------------------------------------|
| 106 – Unable to Care for Self/Environment | AMFALL | Reported to Adult Protective Services |
| 1102 – Cardiac Arrest                     | AMCPR  | Active Case                           |
| 304 – Grief                               | AMPSYC | Active Case                           |
| 305 – Mobility Issue                      | AMLIFT | Active Case                           |
| 310 – Cognitive Impairment                | AMPSYC | Active Case                           |
| 311 - Hoarding Living Conditions          | AMLIFT | Active Case                           |
| 102 – Suicide Ideations                   | AMPSYC | Active Case                           |

### Active Cases -10

| Alarm Date | Incident # | Priority Level                            |
|------------|------------|---|
| 2/17/25    | 2500245    | 106 – Unable to Care for Self/Environment |
| 3/1/25     | 2500311    | 304 - Grief                               |
| 3/3/25     | 2500322    | 305 – Mobility Issue/Lift Assist          |
| 3/4/25     | 2500327    | 310 – Cognitive Impairment                |
| 3/6/25     | OR25003    | 204 – Abuse - Domestic                    |
| 3/13/25    | 2500381    | 311 – Hoarding Living Conditions          |
| 3/17/25    | 2500405    | 1102 – Cardiac Arrest                     |
| 3/21/25    | 2500435    | 102 – Suicide Ideations                   |
| 4/2/25     | 2500486    | 1100 - Structure Fire/Family Displaced    |
| 4/2/25     | 2500487    | 1100 – Structure Fire/Family Displaced    |

### By the Numbers

- The CSS program began just 10 months ago on June 1, 2024.
- In that period there were 64 referrals
- Of the 64, 26 have declined our assistance
- **BUT...Because of our help 38 lives have been impacted!**

### Activity

- I have updated the copy of the “After the Fire” brochure which is in the new packets for families who have experienced a structure fire. They include the brochure, notebook, and travel sized toiletries for the first few nights.

- I have created a new brochure called “Fall Prevention for Older Adults.” We will be introducing the new brochure and program to the shifts this week.
- I have updated the CSS program brochure.
- At Chief’s suggestion, Sarah and I met with our grant writer Jody. She asked us about our programs and presented us with several opportunities for grants. We have made a list of items that will assist us in presenting our “Matter of Balance” class, meetings with seniors, Sarah’s classes, my presentations, and some funds for marketing videos. This is still in process.
- I attended the monthly FLSE meeting in Lockport.
- I took the CPR/First Aid course (and passed) Sarah taught for the first time for her certification (she passed too!).
- I attended the wake of one of our patients who was a mega user. Her family requested a member of the CFPD be present if possible as we were the ones who cared for her the most. They were very grateful for all we have done.
- Sarah and I met with Dawn Boyle from Will County EMA. We exchanged information and will be working together for the benefit of our residents and both departments.
- Sarah and I met with several residents of St. Elizabeth to introduce the “Matter of Balance” class we will be holding there in July. We also updated the group on fire/tornado practices and handed out door signs.
- Sarah and I attended the Illinois Fire Inspector and Fire Life Safety Educator Conference in Peoria the week of March 24<sup>th</sup>. We were able to network, listen to great speakers, and shared our newly developed program for seniors.

Respectively submitted,  
 Luanne Cantrell  
 Community Support Services Coordinator





# CHANNAHON FIRE PROTECTION DISTRICT

24929 S. CENTER STREET

CHANNAHON IL 60410

815-467-6767

FAX: 815-467-5081



## Fire Safety and Life Educator Monthly Summary March 2025

| School Visits                              |     |
|--|-----|
| 3/3 Park District                          | 102 |
| 3/4 Galloway 1 <sup>st</sup> grade         | 102 |
| 3/17 Galloway 2 <sup>nd</sup> grade        | 108 |
| CPR Training Classes                       |     |
| 3/11 CPR Heart Saver course with First Aid | 2   |
|  |     |
|  |     |
|  |     |

| Other                                  | Total |
|--|-------|
|  |       |
| 3/20 Ride to School on the Fire Engine | 1     |
| Meet & Greet at St. Elizabeth          | 24    |
| SafeSitter Class                       | 5     |
| FLSE conference in Peoria 3/25-3/28    |       |
|  |       |
|  |       |



## CHANNAHON FIRE PROTECTION DISTRICT

24929 S. CENTER STREET

CHANNAHON IL 60410

815-467-6767

FAX: 815-467-5081



|                    |   |
|--------------------|---|
| Meetings/Trainings | 3/5 FLSE meeting @ Lockport station<br>3/6 CPR training observation<br>3/7 CPST skills class 8-4:00<br>3/12 Meeting with Dawn: Community Outreach Program with Lu<br>3/13 Meeting with Kate Nowlin, SafeSitter Rep  |
| Pending Activities | 4/1 Galloway 1 <sup>st</sup> grade<br>4/1,4/2,4/3 Meetings with shifts<br>4/3 Support Squad meeting<br>4/4 HeartSaver CPR Grand Dental<br>4/5 Heroes & Helpers Easter Bunny Meet & Greet<br>4/7 Galloway 2 <sup>nd</sup> grade<br>4/8 Reading at library<br>4/14 Meeting with Dr Henkle<br>4/17 CPR training<br>4/18 BLS CPR Grand Dental<br>4/22,4/28,4/29,4/30 preschool touch a trucks<br>4/23 Virtual Severe Weather Spotter Training |
|                    |   |

Respectfully Submitted,

*Sarah Fellows, Fire Life Safety Educator*



# CHANNAHON FIRE PROTECTION DISTRICT

24929 S. CENTER STREET  
CHANNAHON IL 60410

815-467-6767  
FAX: 815-467-5081



## Fire Prevention and Inspection Monthly Activities March 2025

| Inspection Summary   |    |
|--|----|
| Total Inspections  | 11 |
| Re-Inspections   | 15 |
| Violations referred to Village/County Building Code Official | 0  |
| Recorded Violations  |    |
| Life Safety  | 9  |
| Fire Prevention Systems                                      | 2  |
| Electrical   | 3  |
| Miscellaneous Conditions                                     |    |

| Field Activity                         | Total |
|--|-------|
| Alarm System Malfunction - Trouble     | 9     |
| Alarm System Malfunction - Supervisory | 3     |
| Out of Service – Fire Alarms           | -     |
| Out of Service – Sprinkler Systems     | -     |

Respectfully Submitted,

*Terrence O'Hern*



# CHANNAHON FIRE PROTECTION DISTRICT

24929 S. CENTER STREET

CHANNAHON, ILLINOIS 60410

PHONE: 815.467.6767 • FAX: 815.467.5081

[www.channahonfire.com](http://www.channahonfire.com)

---

## Deputy Chief Report for March 2025

### Vehicles

- ❖ Records updates throughout the month
- ❖ Scheduled 418 and 488 PM's.
- ❖ Scheduled 415's Safety Lane.
- ❖ 412 to Morris for ball joint repair and punch list.
- ❖ 418 to Auto Science for PM.
- ❖ 415 to Safety Lane in Morris.
- ❖ 488 to Burris Equipment for PM.
- ❖ Research on Cummins VS Paccar motor for engine spec.
- ❖ Ladder inspections scheduled.
- ❖ Pierce engine spec follow-up with Vince.
- ❖ 418 to Auto Science for sway bar repair.

Monthly total = \$ 4,072.27

Year to date = \$ 13,299.58

### Stations

- ❖ Follow-up with Comcast and Wegman Perry on the line and poles at 2.
- ❖ OSHA hose tower hoist inspection scheduled.
- ❖ Follow-up on the roof inspection for Station 1.
- ❖ Station 1 generator PM service scheduled.
- ❖ ComEd lighting upgrade follow-up with the contractor and ComEd.

### Training/Professional Development

- ❖ Nicor rep in for shift training.
- ❖ SCBA Training Modules completed in Vector.
- ❖ Shift training on Leadership and professional development with 1302.
- ❖ Elevator Rescue training for shift personnel.
- ❖ Mass causality drill at Joliet FD. Twice a day for all three shifts.
- ❖ Follow-up with Amazon following the elevator training.
- ❖ EMS CE completed for February, March, and April.



# CHANNAHON FIRE PROTECTION DISTRICT

24929 S. CENTER STREET

CHANNAHON, ILLINOIS 60410

PHONE: 815.467.6767 • FAX: 815.467.5081

[www.channahonfire.com](http://www.channahonfire.com)

## Meetings

- ❖ Board Meeting.
- ❖ Weekly Staff Meetings.
- ❖ Wescom Ops meeting at Wescom.
- ❖ Will County Chiefs Board Meeting regarding ETSB Board.
- ❖ Will County Chiefs Meeting at Frankfort Station 73.
- ❖ Shift meetings on I 55 responses through construction area.

## Miscellaneous

- ❖ EV fire blanket and EV disconnect plug researched.
- ❖ To EMC for E-Tool evaluation.
- ❖ Riverside Drive fire report follow-up.
- ❖ Maps picked up at Will County for interstate construction areas.
- ❖ Will County Chiefs meeting paperwork completed following the meeting.
- ❖ Genesis E-Tool proposal evaluated with numbers prepared by EMC.
- ❖ Ordered EV Blankets. One each for 411 and 421.
- ❖ Researching new software for incident reporting. Leaning towards Image Tren or First Due.
- ❖ Evaluate recommends for I-55 and I-80 response with construction detours.
- ❖ Candidate program SOG and Liability Waiver drafted for review.
- ❖ Will County Fire Chiefs Benevolent Committee zoom meeting to plan September golf outing.

## Significant Calls

- ❖ Brush fire off Shelpy Road.
- ❖ Structure fire in Rockdale. 2-story taxpayer. Box level.
- ❖ EMS call at Grand Dental.

Total calls for March = 173

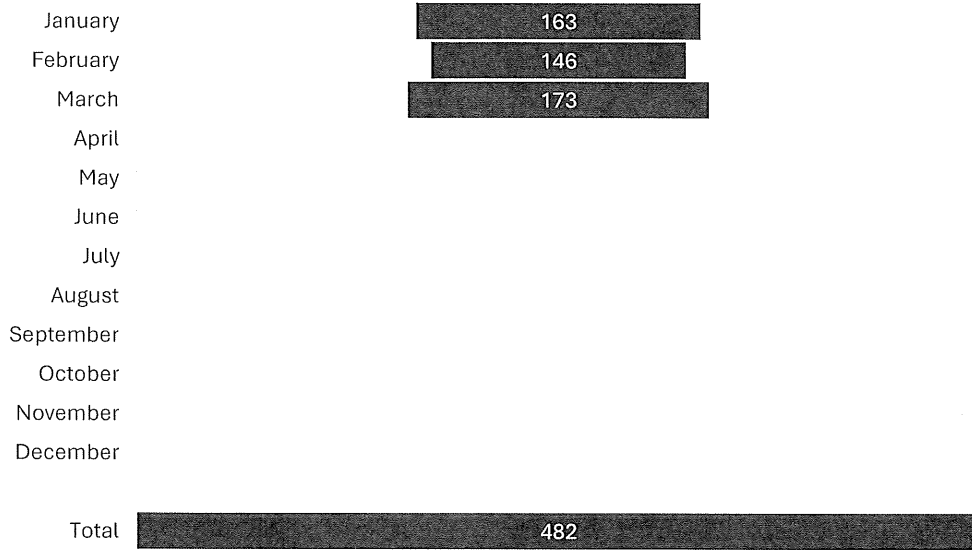
Year-to-date = 482

## Pending

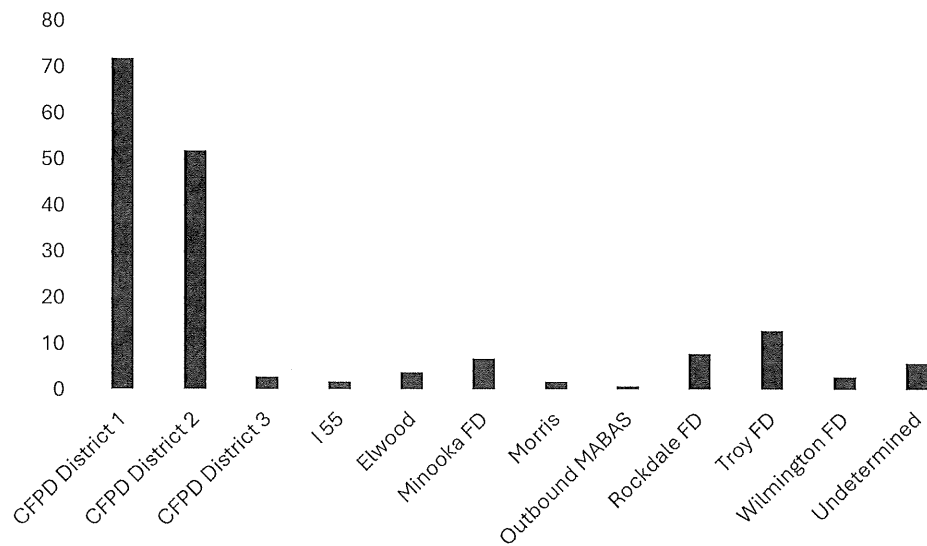
- ❖ New hires.
- ❖ Run security wire for 2 cameras at Station 1.
- ❖ Incident reporting and inspection software upgrade.
- ❖ PM's for 411, 421, 412
- ❖ Prepare Boat 498 for the water. Lock in the slip particulars with Big Basin.

\*\*\* End of Report \*\*\*

### Total Incidents by Month 2025



### Incident by District March 2025



## History (Detailed)

3/1/2025 - 3/31/2025

Innovative Maintenance Systems

## \Channahon FPD\Station #1\Engines

**2004 Pierce Quantum**

2004 Pirece Quantum

|         |        |           |                  |
|---------|--------|-----------|------------------|
| Unit #: | ENG-2  | Serial #: | 4PCT02HG4A003791 |
| Tag #:  | N/A    | JOB #     | 14987            |
| Mileage | 78,418 |           |                  |

| Date      | Mileage | Notes  | Vendor                      | Total Cost |
|-----------|---------|--|-----------------------------|------------|
| 3/11/2025 | 58,942  | 4 Akron ball valve kits that were back-ordered from January 2025 repair. These will replace the stock at the EVT shop. | MacQueen Emergency Products | \$1,092.05 |

**Maintenance Performed**

Akron Ball Valve Kits

**Cost**

\$1,066.00

**Total: \$1,066.00**

|           |        |   |  |            |
|-----------|--------|---|--|------------|
| 3/15/2025 | 58,975 | Labor for Ball joint repair, door sensor, and back-up camera. |  | \$1,680.00 |
|-----------|--------|---|--|------------|

**Maintenance Performed**

Labor

**Cost**

\$1,680.00

**Total: \$1,680.00**

|           |        |  |  |          |
|-----------|--------|--|--|----------|
| 3/20/2025 | 58,974 | Door sensor repair and repalced back-up camera.<br>Door sensor from stock. New camera from Amazon. |  | \$117.11 |
|-----------|--------|--|--|----------|

**Maintenance Performed**

Back-up camera

**Cost**

\$117.11

**Total: \$117.11**

|               |  |  |                |                   |
|---------------|--|--|----------------|-------------------|
| <b>Total:</b> |  |  | <b>\$87.55</b> | <b>\$2,889.16</b> |
|---------------|--|--|----------------|-------------------|

## \Channahon FPD\Station #1\Tender

**417 2014 Kenworth T800**

2014 Kenworth T800

|         |              |           |                   |
|---------|--------------|-----------|-------------------|
| Unit #: | TEND-1 (417) | Serial #: | 1NKDL40XXFJ426471 |
| Tag #:  |              | JOB #     | UST5612           |
| Mileage | 18,772       |           |                   |

| Date     | Mileage | Notes   | Vendor | Total Cost |
|----------|---------|---|--------|------------|
| 3/7/2025 | 13,200  | Tank Level lights wotking intermittently. Found a bad ground and (2) bad electrical connections at the drivers side pump panel. |        | \$80.00    |

**Maintenance Performed**

Tank level light repair

**Cost**

\$80.00

**Total: \$80.00**

|               |  |  |                |                |
|---------------|--|--|----------------|----------------|
| <b>Total:</b> |  |  | <b>\$80.00</b> | <b>\$80.00</b> |
|---------------|--|--|----------------|----------------|

## \Channahon FPD\Station #1\Utility

**418 2001 Ford F-250**

2001 Ford F-250 Super Cab 4x4 XL

|         |            |           |                   |
|---------|------------|-----------|-------------------|
| Unit #: | UT-2 (418) | Serial #: | 3FTSW31F31MA34265 |
| Tag #:  |            |           |                   |
| Mileage | 13,021     |           |                   |

| Date      | Mileage | Notes  | Vendor       | Total Cost |
|-----------|---------|--|--------------|------------|
| 3/11/2025 | 11,847  | PM and inspection. Oil and filter changed. Safety inspection completed. Found stabilizer bar | Auto Science | \$335.47   |

link needing replacement. Part is ordered and will be replaced when part arrives at the shop. Stabilizer link replaced. 03.27.25

| Maintenance Performed |  | Cost     |
|-----------------------|--|----------|
| Inspection            |  | \$0.00   |
| PM Service            |  | \$154.34 |
| Stabilizer Bar        |  | \$168.23 |
| Total:                |  | \$322.57 |

3/20/2025 11,855 Front winnh not working. EVT found a bad ground on one of the batteries. Repairs the ground and the winch functins as it should. \$160.00

| Maintenance Performed |  | Cost     |
|-----------------------|--|----------|
| Winch Repair          |  | \$160.00 |
| Total:                |  | \$160.00 |

Total: \$61.93 \$495.47

### 488 Kubota

2007 Kubota

Unit #: UT-5 (488) Serial #: 76969  
Tag #: 341.3  
Hours

| Date      | Hours | Notes   | Vendor           | Total Cost |
|-----------|-------|---|------------------|------------|
| 3/25/2025 | 341.3 | Annual PM service and inspection. Remove and replsaced air and hydro filters. Engine oil & filter and fuel filters were last changed 8 hours prior. | Burris Equipment | \$460.65   |

| Maintenance Performed |  | Cost     |
|-----------------------|--|----------|
| Inspection            |  | \$0.00   |
| PM Service            |  | \$435.70 |
| Total:                |  | \$435.70 |

Total: \$460.65 \$460.65

### \Channahon FPD\Station #2\Ambulance

### 2016 Ford 550/Horton

2016 Ford F550

Unit #: AM-3 Serial #: 1FDUF5HT7GEC58536  
Tag #: 712602AM Job #: 17427  
Mileage 75,725

| Date      | Mileage | Notes                        | Vendor                     | Total Cost |
|-----------|---------|------------------------------|----------------------------|------------|
| 3/11/2025 | 75,725  | Bi-annual safety inspection. | Sal Clay Truck and Trailer | \$52.00    |

| Maintenance Performed |  | Cost    |
|-----------------------|--|---------|
| Safety Lane           |  | \$52.00 |
| Total:                |  | \$52.00 |

Total: \$52.00 \$52.00

### AM-5 - 2023 Ford F550

2023 Ford F550

Unit #: AM-5 Serial #: 1FDUF5HNXPDA17996  
Tag #: 1,730

| Date     | Notes   | Vendor              | Total Cost |
|----------|---|---------------------|------------|
| 3/4/2025 | 1,730 Replacement lens for an M9 emergency light on the passengers side rear backboard compartment. The current lens is cracked. Part only. | Fleet Safety Supply | \$94.99    |



***Maintenance Performed***

M9 Lens

**Cost**

\$79.17

**Total: \$79.17**

---

**Total:**

**\$94.99**

**\$94.99**

**Grand Total:**

**\$4,072.27**

## History (Cost Summary)

1/1/2025 - 3/31/2025

Innovative Maintenance Systems

## \Channahon FPD\Station #1\Ambulance

| Equipment            | PM Cost  | Repair Cost | Labor Cost | Parts Cost | Total Cost |
|----------------------|----------|-------------|------------|------------|------------|
| 2020 FORD 550/Horton | \$384.51 | \$599.01    | \$847.13   | \$136.39   | \$1,012.84 |
| Category Subtotal -  | \$384.51 | \$599.01    | \$847.13   | \$136.39   | \$1,012.84 |

## \Channahon FPD\Station #1\Breathing Air Compressor

| Equipment           | PM Cost  | Repair Cost | Labor Cost | Parts Cost | Total Cost |
|---------------------|----------|-------------|------------|------------|------------|
| Station 1 MAKO      | \$165.00 | \$0.00      | \$165.00   | \$0.00     | \$165.00   |
| Category Subtotal - | \$165.00 | \$0.00      | \$165.00   | \$0.00     | \$165.00   |

## \Channahon FPD\Station #1\Engines

| Equipment           | PM Cost | Repair Cost | Labor Cost | Parts Cost | Total Cost |
|---------------------|---------|-------------|------------|------------|------------|
| 2004 Pierce Quantum | \$0.00  | \$8,344.72  | \$1,680.00 | \$6,664.72 | \$8,482.58 |
| Category Subtotal - | \$0.00  | \$8,344.72  | \$1,680.00 | \$6,664.72 | \$8,482.58 |

## \Channahon FPD\Station #1\Staff Cars

| Equipment              | PM Cost  | Repair Cost | Labor Cost | Parts Cost | Total Cost |
|------------------------|----------|-------------|------------|------------|------------|
| 2013 Ford Explorer 448 | \$295.24 | \$291.69    | \$319.60   | \$267.33   | \$610.41   |
| 2023 Ford Explorer 401 | \$29.95  | \$37.25     | (\$6.85)   | \$74.05    | \$71.19    |
| 2023 Ford Explorer 402 | \$29.95  | \$37.25     | (\$6.85)   | \$74.05    | \$71.19    |
| Category Subtotal -    | \$355.14 | \$366.19    | \$305.90   | \$415.43   | \$752.79   |

## \Channahon FPD\Station #1\Tender

| Equipment              | PM Cost | Repair Cost | Labor Cost | Parts Cost | Total Cost |
|------------------------|---------|-------------|------------|------------|------------|
| 417 2014 Kenworth T800 | \$0.00  | \$80.00     | \$80.00    | \$0.00     | \$80.00    |

|                                    |  |            |             |            |            |             |
|------------------------------------|--|------------|-------------|------------|------------|-------------|
| Category Subtotal -                |  | \$0.00     | \$80.00     | \$80.00    | \$0.00     | \$80.00     |
| Channahon FPD\Station #1\Utility   |  |            |             |            |            |             |
| Equipment                          |  | PM Cost    | Repair Cost | Labor Cost | Parts Cost | Total Cost  |
| 418 2001 Ford F-250                |  | \$154.34   | \$328.23    | \$257.49   | \$225.08   | \$495.47    |
| 488 Kubota                         |  | \$435.70   | \$0.00      | \$356.40   | \$79.30    | \$460.65    |
| Category Subtotal -                |  | \$590.04   | \$328.23    | \$613.89   | \$304.38   | \$956.12    |
| Channahon FPD\Station #2\Ambulance |  |            |             |            |            |             |
| Equipment                          |  | PM Cost    | Repair Cost | Labor Cost | Parts Cost | Total Cost  |
| 2016 Ford 550/Horton               |  | \$455.75   | \$297.08    | \$511.25   | \$241.58   | \$816.81    |
| AM-5 - 2023 Ford F550              |  | \$289.58   | \$514.17    | \$665.00   | \$138.75   | \$842.57    |
| Category Subtotal -                |  | \$745.33   | \$811.25    | \$1,176.25 | \$380.33   | \$1,659.38  |
| Channahon FPD\Station #2\Engines   |  |            |             |            |            |             |
| Equipment                          |  | PM Cost    | Repair Cost | Labor Cost | Parts Cost | Total Cost  |
| 2012 Pierce Quantum                |  | \$0.00     | \$141.77    | \$0.00     | \$141.77   | \$190.87    |
| Category Subtotal -                |  | \$0.00     | \$141.77    | \$0.00     | \$141.77   | \$190.87    |
| Channahon FPD\Station #2\Generator |  |            |             |            |            |             |
| Equipment                          |  | PM Cost    | Repair Cost | Labor Cost | Parts Cost | Total Cost  |
| Station 2 Generator - 2024 Cummins |  | \$0.00     | \$0.00      | \$0.00     | \$0.00     | \$0.00      |
| Category Subtotal -                |  | \$0.00     | \$0.00      | \$0.00     | \$0.00     | \$0.00      |
| Grand Totals:                      |  | \$2,240.02 | \$10,671.17 | \$4,868.17 | \$8,043.02 | \$13,299.58 |



# CHANNAHON FIRE PROTECTION DISTRICT

24929 S. CENTER STREET

CHANNAHON IL 60410

815-467-6767

FAX: 815-467-5081



March 31, 2025

To: Board of Trustees

From: John Petrakis, Fire Chief

RE: Monthly Chief Activity Report

The following items summarize my appointments, assignments, and completions for this month:

- Station 2 Updates
  - Colette Rozanski will attend the March Board Meeting.
- Eligibility Process 2025\_1
  - Backgrounds are currently in process for each candidate.
  - Candidates are scheduled for polygraphs. Once polygraphs are received, the Fire Commissioners will reconvene for review of background results.
- Grant Applications
  - Sarah and Luanne continue to coordinate and refine information with Jody to develop projects that are eligible for grant funding.
- Fire Prevention
  - Captain McMillin and Lt. O'Hern remain active with all inspection activities and details.
    - Inspection reporting
    - Violation letter composition
    - Tracking/scheduling 30 day, 15/45 day, and AHJ follow-up inspections
    - Pre-planning updates
    - Wescom Keyholder Updates
- Candidate Program
  - DC Toepper, Captain Skole, Captain McMillin, and FF Bowles have drafted a preliminary document to establish a candidate firefighter program.
  - The intent is to begin orientation in late second quarter of 2025.
  - We have retained 6 interested candidates to run the pilot program.
  - We will cap the first program at 6 candidates for administration and management purposes.
  - All documents pertaining to the program have been reviewed by staff chiefs and forwarded to legal for review.
- ISO Retrograde
  - Participated in a consultation with Randy Downs and the ISO retrograde team.
  - Findings from the consultation included:
    - Ladder/Aerial Points: District will receive minimal credit for ladder service until one is placed in service. We no longer receive credit for an automatic aid ladder because of changes in grading criteria (road miles).
    - Staffing: Our personnel deployment is minimal because of staffing levels.
    - Deployment: The old station 2 was used as a point of deployment in the most recent grading. Mr. Downs has requested a new deployment study with response data coming out of the new fire station.
    - Fire Investigations: We must provide additional information for fire investigations certification and CEU.

**FAMILY • TEAMWORK • PRIDE • COMMUNITY • RESPONSIBILITY**



# CHANNAHON FIRE PROTECTION DISTRICT

24929 S. CENTER STREET

CHANNAHON IL 60410

815-467-6767

FAX: 815-467-5081



- Moving forward, I will have to develop a performance improvement plan and submit to the retrograde team for approval.
  - I will have to report progress quarterly to the ISO retrograde team.
- Community Support Program
  - Luanne and I have been meeting with the shifts to share CSS data and explain some of the new initiatives she is rolling out which includes the assistance of the crews.
  - Working with Luanne to compose the 1-year evaluation of the support services program.
  - The presentation will be made at the May Board meeting.
- Fire Incident Reporting Software
  - It has been mentioned in previous meetings of the evaluation regarding new incident reporting (and other platforms which help us manage schedules, fleet, etc.).
  - Will County ETSB will no longer be the sole software provider as they have been in the past.
  - We are responsible for evaluating and implementing a software platform and considering this, we will have to fund a new program at an estimated cost of \$15,000 based on what we have reviewed to date.
  - As such, DC Toepper and I have decided to hold off some budgeted projects until we can determine the platform we will use, its start up costs, and recurring costs annually.
  - We have suspended these projects until we can finalize the total cost of the software:
    - Seek Thermal Imaging Cameras \$14,000
    - Outside alerting speaker upgrade \$3,000
    - Fire Prevention Vehicle \$26,650
  - Upon finalizing a program, we will re-evaluate these projects later in the fiscal year.
- Agenda Items
  - Old Business
    - Discuss and approve ACH Payments Policy
      - Legal has provided a draft policy of a best practices document for board review
  - New Business
    - Discuss and approve the Annual Audit for 2024 – Accountant Tawnya Mack w/ Mack & Associates
      - Board will hear the financial audit and require action to approve it
    - Discuss and approve the reappointment of Scott Loomis as a member of the CFPD Board of Fire Commissioners for three years
      - Mr. Loomis is currently serving as the Chairperson and has expressed interest in re-appointment
      - Board will need to act to re-appoint Mr. Loomis.
    - Discuss and approve the purchase of Hydraulic E-Tools for 411
      - Board will hear details of the hydraulic tool purchase as it was mentioned at the previous meeting.
      - An allocation for \$47,000 was made part of the FY2025 budget in line item 001-304 Fire Suppression Equipment Expenses.
      - Foreign Fire Insurance Board has expressed interest in supplementing the cost of the tools.



# CHANNAHON FIRE PROTECTION DISTRICT

24929 S. CENTER STREET

CHANNAHON IL 60410

815-467-6767

FAX: 815-467-5081



---

## Miscellaneous Events/Activities

- Administrative Staff Meetings
- Occupancy Inspections
- Occupancy Re-Inspections
- Violation Notices
- Open House Planning
- Plan reviews
- Fire suppression progress meeting for 23315 S Youngs Road
- Penske (Collision Center) Paint Booth Inspection
- Full Time Candidate Interviews
- Full Time Candidate Backgrounds
- Support Services Program Review

---

## Pending

- ISO Retrograde Performance Plan
- Board of Trustee Administrative Manual Revisions
- Board of Fire Commissioner Manual Revisions
- Administrative Guideline Compositions
- Strategic Plan Revision and Updates
- Succession Plan Revision and Updates
- Fire Prevention Position Vacancy
- Grant Application Opportunities
- Fire Incident Reporting & Fire Inspection Software Migration Project