



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 8th day of May 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 Treasurer M. McMillin, Secretary M. Rittof, and Trustee M. J. McMillin. Chief Petrakis, Deputy Chief Toepper, and Executive Fire Support Manager Arnold were in attendance.

Casey Caldwell and Donald Gregory attended the meeting as new trustees to be sworn in.

Captain McMillin, Lieutenant O'Hern, Firefighters Schneider, Tobolt, and Hardin joined the meeting.

Secretary Rittof will be the acting president until the board is reorganized.

MATTER OF THE PUBLIC: None

APPROVAL OF THE MINUTES

Treasurer M. McMillin a motion to approve April 10, 2025, regular meeting minutes, seconded by Trustee M. J. McMillin. A roll call vote: Acting President Rittof – Yes; Treasurer M. McMillin – Yes; Trustee M. J. McMillin – Yes. Motion carried.

TREASURER REPORT

Acting President Rittof explained how the banking is handled for the fire district. He abstains from any votes that are acting with his bank. Most of the funds are in The Illinois Funds. The purpose of full disclosure is he has no ownership in the bank. A discussion was also had regarding doing business with Camz, Casey Caldwell the is owner. Casey stated he will be opting out of any business with the district moving forward.

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

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

Trustee M. J. McMillin asked about the turnout gear. The gear is good for ten years so there is a rotation of gear. We do have a few extra sets on hand in case of emergency.

MONEY COLLECTED

\$50,750.54 - Ambulance Billing (\$350,233.74 for 2025); \$300.00 – Donations; 1,084.733 – CPR Class; \$1,000.00 – Grant Money; \$7,529.45 - Interest; \$8,900.39 – Reimbursement; \$25.00 – Report Fees.

Trustee M. J. McMillin asked about the budget line for Station Construction. The line item shows overspent due to payments not being made last year.

Communications

1. Thank you.
 - a. Assistance at the Schweitzer Road Fire – Elwood Fire PD
 - b. Assistance at the Rovanco Fire – Troy Fire PD
2. Lu Cantrell – Article from The Epistle magazine
3. Channahon Fire PD – 2024 Annual Report

OLD BUSINESS

1. **Station #2 Construction** – The indemnification agreement is with the attorney for RC Wegman. The approval will be tabled until the June meeting. Roy's Landscaping started this week in the yard. The yard is coming in better than expected. RC Wegman is hoping for the sealcoating done before the end of May. Acting President Rittorf explained the issues we were having with the erosion reports to bring the new trustees up to speed. Trustee M. J. McMillin said the repairs done by the downspout drain look nice. They did a great job.

Don Gregory asked what the district with the old fire station #2. It was sold to the Park District for \$150,000.

NEW BUSINESS

1. **New Trustees** – Acting President Rittorf swore in Casey Caldwell and Donald Gregory as new District Trustees.
2. **Discuss and reorganize the District Board** – A conversation was held, and the following motions were made:

- a. Trustee M. J. McMillin made a motion for Michael Rittorf to be president, seconded by Treasurer M. McMillin
- b. Trustee Caldwell made a motion for Michael McMillin to remain as treasurer, seconded by Trustee M. J. McMillin
- c. Trustee Caldwell made a motion for Michael J. McMillin to be secretary, seconded by Trustee Gregory
- d. Casey Caldwell and Donald Gregory will fill the trustee positions.

A roll call vote was taken for the motions: Acting President Rittorf – Yes; Treasurer M. McMillin – Yes; Trustee M. J. McMillin – Yes; Trustee Caldwell – Yes; Trustee Gregory – Yes. Motion carried.

The new Channahon Fire Protection District Board is:
 President Michael Rittorf
 Treasurer Michael McMillin
 Secretary Michael J. McMillin
 Trustee Casey Caldwell
 Trustee Donald Gregory

3. Discuss and approve Roof Top Units #3 and #4 Economizers repair – PremiStar - \$5,627.00 – The current units were installed in 2013; they have a fifteen-to-twenty-year life and are around \$20,000 each. Treasurer M. McMillin made a motion to approve the repair of the economizers, seconded by Trustee Gregory. A roll call vote was taken for the motions: President Rittorf – Yes; Treasurer M. McMillin – Yes; Secretary M. J. McMillin – Yes; Trustee Caldwell – Yes; Trustee Gregory – Yes. Motion carried.
4. Discuss and approve the Computer Rotation Purchase: Table to June

WESCOM: President Rittorf explained what WESCOM is and how it works to the trustees. He attended the last executive meeting. They are finally moving forward with the collection of \$300,000 to \$500,000 in past-due fines for businesses. Channahon Fire has \$36,000 outstanding.

LEGAL UPDATE: None

PENSION: Kurt Liebermann was awarded Non-Duty Disability. Attorney J. Motylinski did a stand-up job running the hearing. Lt. O'Hern is leaving the pension board and FF/PM Mike Hammerstein will be replacing him.

COMMUNITY SUPPORT SERVICES – (Report attached)

FIRE AND LIFE SAFETY EDUCATOR – (Report attached)

FIRE PREVENTION AND INSPECTION MONTHLY REPORT – (Report Attached) A discussion was held on the fire inspection situation. There are between 260 to 289 inspections per year. Captain McMillin and Lt. O'Hern have been doing a great job keeping the inspections done. They are working back for 7G.

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

1. Vehicle Maintenance - \$3,484 for April, \$16,700 year to date.
2. Will County 9-1-1 will no longer be supporting the fire reporting/ems reporting after the first of the year. We have been reviewing two new programs; Image Trend and First Due.

3. Started a candidate program for individuals that are 18 – 21 years old. It will be starting on June 2nd. Hoping to get 20% retention from those who are participating.
4. Have responded to four house fires in the past month. We had on the Frontage Rd. from a lightening strike.
5. Celtic Landscaping will be out to clean up the station. They are going to remove some of the landscaping in the south of the station.

CHIEF REPORT: (report attached)

- We have three candidates testing next week. Interviews will be conducted on who passes.
- June 11th is the Night at the Station. Sarah has some exciting things planned for the evening. Please try to attend.
- Will be doing pictures on May 13th after 4pm.

President Rittorf requested that the Trustees go into closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the district (5 ILCS 120/2 @ (1)), the collective negotiating matters (2), and the sale of property (6). Motion made by Secretary M. J. McMillin, seconded by Treasurer M. McMillin. A roll call vote: President Rittorf – Yes; Treasurer M. McMillin – Yes; Secretary M. J. McMillin - Yes; Trustee Caldwell – Yes; Trustee Gregory – Yes. Motion carried to place the meeting in closed session at 9:57 a.m.

At 10:28 a.m., the meeting resumed open session with a motion by Secretary M. J. McMillin and seconded by Trustee Gregory. A roll call vote President Rittorf – Yes; Treasurer M. McMillin – Yes; Secretary M. J. McMillin - Yes; Trustee Caldwell – Yes; Trustee Gregory – Yes. Motion was carried to place the meeting in open session. No action to be taken.

There being no further or other business to come before the meeting, upon motion duly made by Secretary M. J. McMillin, seconded by Trustee Gregory, unanimously approved, the meeting adjourned at 10:33 a.m.

Respectfully Submitted
Jacque Arnold
Executive Fire Support Manager

CHANNAHON FIRE PROTECTION DISTRICT

5/2/2025 12:21 PM

Register: 2016660 · First Secure - Checking

From 04/10/2025 through 05/08/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/10/2025	3374	After Hours Garage ...	1-201 · 2000 Accounts ...	Inv. 537090	90.00	X		280,056.02
04/10/2025	3375	Air One Equipment, ...	1-201 · 2000 Accounts ...	146	75.00	X		279,981.02
04/10/2025	3376	Auto Science	1-201 · 2000 Accounts ...	Inv. 14922	167.24	X		279,813.78
04/10/2025	3377	Brian McMillin	1-201 · 2000 Accounts ...		1,598.00	X		278,215.78
04/10/2025	3378	Burriss Equipment	1-201 · 2000 Accounts ...	Inv. SW300752...	469.77	X		277,746.01
04/10/2025	3379	Cambridge Sensors ...	1-201 · 2000 Accounts ...		70.00	X		277,676.01
04/10/2025	3380	CDW Government, I...	1-201 · 2000 Accounts ...		142.13	X		277,533.88
04/10/2025	3381	Clear Voice, Inc.	1-201 · 2000 Accounts ...	Inv. 22059	1,588.37	X		275,945.51
04/10/2025	3382	Constellation Energy...	1-201 · 2000 Accounts ...		2,288.36	X		273,657.15
04/10/2025	3383	Estech Sysems, Inc.	1-201 · 2000 Accounts ...	Inv. 191049	223.05	X		273,434.10
04/10/2025	3384	Farmers Weekly Rev...	1-201 · 2000 Accounts ...	Inv. 42961	483.75	X		272,950.35
04/10/2025	3385	Feece Oil Co.	1-201 · 2000 Accounts ...		1,934.85	X		271,015.50
04/10/2025	3386	Fleet Safety Supply	1-201 · 2000 Accounts ...	Inv. 84652	65.57	X		270,949.93
04/10/2025	3387	Fox Valley Fire & Sa...	1-201 · 2000 Accounts ...		1,431.00	X		269,518.93
04/10/2025	3388	Illinois Public Risk F...	1-201 · 2000 Accounts ...	Inv. 98890	15,523.00	X		253,995.93
04/10/2025	3389	Impressions in Stone	1-201 · 2000 Accounts ...	Inv. 13218	570.00	X		253,425.93
04/10/2025	3390	Industrial Organizati...	1-201 · 2000 Accounts ...	Inv. C62591	1,847.00	X		251,578.93
04/10/2025	3391	Investigative Support...	1-201 · 2000 Accounts ...		1,570.00	X		250,008.93
04/10/2025	3392	JCM Uniforms, Inc.	1-201 · 2000 Accounts ...		538.95	X		249,469.98
04/10/2025	3393	Jeff Toepper	1-201 · 2000 Accounts ...	Cell Phone	80.00	X		249,389.98
04/10/2025	3394	LRS, Inc.	1-201 · 2000 Accounts ...		159.40	X		249,230.58
04/10/2025	3395	Napa Auto Parts of C...	1-201 · 2000 Accounts ...		35.69	X		249,194.89
04/10/2025	3396	Nicor Gas	1-201 · 2000 Accounts ...		1,667.62	X		247,527.27
04/10/2025	3397	North Central Water ...	1-201 · 2000 Accounts ...	Inv. 25-0021	1,800.00	X		245,727.27
04/10/2025	3398	Ottosen Dinolfo Has...	1-201 · 2000 Accounts ...	Inv. 12971	1,266.65	X		244,460.62
04/10/2025	3399	Promos 911, Inc.	1-201 · 2000 Accounts ...		2,795.69	X		241,664.93
04/10/2025	3400	Safe Sitter, Inc.	1-201 · 2000 Accounts ...	Inv. 71947	194.00	X		241,470.93
04/10/2025	3401	Salclay Services, Inc.	1-201 · 2000 Accounts ...	Inv. 13651	52.00	X		241,418.93
04/10/2025	3402	Sievert Electric Servi...	1-201 · 2000 Accounts ...	Inv. I0010871	675.00	X		240,743.93
04/10/2025	3403	Silver Cross Hospital	1-201 · 2000 Accounts ...		244.40	X		240,499.53
04/10/2025	3404	Terrence O'Hern	1-201 · 2000 Accounts ...		3,254.00	X		237,245.53
04/10/2025	3405	The Village of Chan...	1-201 · 2000 Accounts ...		690.25	X		236,555.28
04/10/2025	3406	University of Illinois	1-201 · 2000 Accounts ...	Inv. UFIWB424	1,495.00	X		235,060.28
04/10/2025	3407	US Gas	1-201 · 2000 Accounts ...		450.80	X		234,609.48
04/10/2025	3408	Verizon Wireless	1-201 · 2000 Accounts ...	8159220120001	385.65	X		234,223.83
04/10/2025	3409	Warehouse Direct W...	1-201 · 2000 Accounts ...	Inv. 5899860-0	147.25	X		234,076.58
04/10/2025	3410	Wescom	1-201 · 2000 Accounts ...	Inv. 20250504	8,711.76	X		225,364.82
04/10/2025	3411	Whitmore Ace Hard...	1-201 · 2000 Accounts ...		16.52	X		225,348.30
04/11/2025			-split-	Deposit		X	2,662.30	228,010.60
04/11/2025			401-01 · Ambulance Bi...	Deposit		X	879.67	228,890.27

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Register: 2016660 · First Secure - Checking

From 04/10/2025 through 05/08/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/14/2025			401-01 · Ambulance Bi...	Deposit		X	511.26	229,401.53
04/15/2025	492397801	Verizon Wireless	1-201 · 2000 Accounts ...	8159220120001	80.00	X		229,321.53
04/16/2025			-split-	Deposit		X	1,452.00	230,773.53
04/16/2025			401-01 · Ambulance Bi...	Deposit		X	499.10	231,272.63
04/16/2025	3412	U.S. Bank	1-201 · 2000 Accounts ...		3,936.00	X		227,336.63
04/17/2025	3369	R. C. Wegman	1-201 · 2000 Accounts ...	Payment #18	31,114.00	X		196,222.63
04/17/2025		QuickBooks Payroll ...	064-6 · Amb General/ ...	Created by Pay...	71,966.82	X		124,255.81
04/18/2025	1364	Standard Insurance C...	1-201 · 2000 Accounts ...	00 162517	292.80	X		123,963.01
04/18/2025	3413	Channahon Prof. Fire...	2100 · Payroll Liabilities		1,330.00	X		122,633.01
04/18/2025	3414	Channahon FPD Fire...	2100 · Payroll Liabilities		15,515.68	X		107,117.33
04/18/2025	182754	Transamerica	-split-	PE61743-0000...	5,423.76	X		101,693.57
04/18/2025	182757	Transamerica	11.11 · chief's pen. & d...	VB98198 00001	182.03	X		101,511.54
04/18/2025	8150665	Department of Treas...	-split-	36-3327732	15,802.56	X		85,708.98
04/18/2025	882617264	Il. Dept. of Revenue	2100 · Payroll Liabilities	36-3327732	4,499.89	X		81,209.09
04/18/2025	5996342...	Blue Cross and Blue ...	1-201 · 2000 Accounts ...	Acct. 000618608	46,007.58	X		35,201.51
04/18/2025	DD7323	Arnold, Jacquelyn M.	-split-	Direct Deposit		X		35,201.51
04/18/2025	DD7324	Bowles, Matthew	-split-	Direct Deposit		X		35,201.51
04/18/2025	DD7325	Cantrell, Luanne K	-split-	Direct Deposit		X		35,201.51
04/18/2025	DD7326	Ciarlette, Noah A	-split-	Direct Deposit		X		35,201.51
04/18/2025	DD7327	Dikun, Nathan S	-split-	Direct Deposit		X		35,201.51
04/18/2025	DD7328	Dircks, Brennan C	-split-	Direct Deposit		X		35,201.51
04/18/2025	DD7329	Fals, Shelby L.	-split-	Direct Deposit		X		35,201.51
04/18/2025	DD7330	Fellows, Sarah K	-split-	Direct Deposit		X		35,201.51
04/18/2025	DD7331	Grubisich, Danial P	-split-	Direct Deposit		X		35,201.51
04/18/2025	DD7332	Hammerstein, Jr., Mi...	-split-	Direct Deposit		X		35,201.51
04/18/2025	DD7333	Hartman, Jason S	-split-	Direct Deposit		X		35,201.51
04/18/2025	DD7334	Highbaugh, Andrew S	-split-	Direct Deposit		X		35,201.51
04/18/2025	DD7335	Kazak, Jeffrey M	-split-	Direct Deposit		X		35,201.51
04/18/2025	DD7336	Koranda, Jr., Allen C.	-split-	Direct Deposit		X		35,201.51
04/18/2025	DD7337	McCluskey, William	-split-	Direct Deposit		X		35,201.51
04/18/2025	DD7338	McMillin, Brian D.	-split-	Direct Deposit		X		35,201.51
04/18/2025	DD7339	O'Hern, Terrence M.	-split-	Direct Deposit		X		35,201.51
04/18/2025	DD7340	Petrakis, John	-split-	Direct Deposit		X		35,201.51
04/18/2025	DD7341	Pierce, Dillon J.	-split-	Direct Deposit		X		35,201.51
04/18/2025	DD7342	Randich, Jacob M.	-split-	Direct Deposit		X		35,201.51
04/18/2025	DD7343	Schneider, Scott W.	-split-	Direct Deposit		X		35,201.51
04/18/2025	DD7344	Schumacher, Jessica L	-split-	Direct Deposit		X		35,201.51
04/18/2025	DD7345	Skole, Matthew J.	-split-	Direct Deposit		X		35,201.51
04/18/2025	DD7346	Tobolt, Dale G	-split-	Direct Deposit		X		35,201.51
04/18/2025	DD7347	Toepper, Jeffrey S.	-split-	Direct Deposit		X		35,201.51

CHANNAHON FIRE PROTECTION DISTRICT

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Register: 2016660 · First Secure - Checking

From 04/10/2025 through 05/08/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
04/21/2025			Channahon FPD - Gen...	Funds Transfer		X	500,000.00	535,201.51
04/22/2025			401-10 · Reimburseme...	Deposit		X	2,122.79	537,324.30
04/22/2025	531795	AFLAC	-split-	HX998	625.26	X		536,699.04
04/24/2025			401-01 · Ambulance Bi...	Deposit		X	1,002.58	537,701.62
04/28/2025			401-01 · Ambulance Bi...	Deposit		X	1,969.52	539,671.14
04/28/2025	12025	Illinois Director of E...	1-201 · 2000 Accounts ...	36-3327732, A...	2,471.73	X		537,199.41
04/30/2025			-split-	Deposit		X	2,387.30	539,586.71
04/30/2025			401-09 · Interest \$	Interest		X	44.48	539,631.19
05/01/2025	2818003	IMRF	-split-	07256	1,938.16			537,693.03
05/01/2025		QuickBooks Payroll ...	064-6 · Amb General/ ...	Created by Pay...	68,925.36			468,767.67
05/02/2025	189419	Transamerica	-split-	PE61743-0000...	5,596.51			463,171.16
05/02/2025	189421	Transamerica	11.11 · chief's pen. & d...	VB98198 00001	182.03			462,989.13
05/02/2025	14507003	Department of Treas...	-split-	36-3327732	15,330.84			447,658.29
05/02/2025	1032476...	Il. Dept. of Revenue	2100 · Payroll Liabilities	36-3327732	4,311.79			443,346.50
05/02/2025	DD7348	Arnold, Jacquelyn M.	-split-	Direct Deposit		X		443,346.50
05/02/2025	DD7349	Bowles, Matthew	-split-	Direct Deposit		X		443,346.50
05/02/2025	DD7350	Cantrell, Luanne K	-split-	Direct Deposit		X		443,346.50
05/02/2025	DD7351	Ciarlette, Noah A	-split-	Direct Deposit		X		443,346.50
05/02/2025	DD7352	Dikun, Nathan S	-split-	Direct Deposit		X		443,346.50
05/02/2025	DD7353	Dircks, Brennan C	-split-	Direct Deposit		X		443,346.50
05/02/2025	DD7354	Fals, Shelby L.	-split-	Direct Deposit		X		443,346.50
05/02/2025	DD7355	Fellows, Sarah K	-split-	Direct Deposit		X		443,346.50
05/02/2025	DD7356	Grubisich, Danial P	-split-	Direct Deposit		X		443,346.50
05/02/2025	DD7357	Hammerstein, Jr., Mi...	-split-	Direct Deposit		X		443,346.50
05/02/2025	DD7358	Hartman, Jason S	-split-	Direct Deposit		X		443,346.50
05/02/2025	DD7359	Highbaugh, Andrew S	-split-	Direct Deposit		X		443,346.50
05/02/2025	DD7360	Kazak, Jeffrey M	-split-	Direct Deposit		X		443,346.50
05/02/2025	DD7361	Koranda, Jr., Allen C.	-split-	Direct Deposit		X		443,346.50
05/02/2025	DD7362	McMillin, Brian D.	-split-	Direct Deposit		X		443,346.50
05/02/2025	DD7363	O'Hern, Terrence M.	-split-	Direct Deposit		X		443,346.50
05/02/2025	DD7364	Petrakis, John	-split-	Direct Deposit		X		443,346.50
05/02/2025	DD7365	Pierce, Dillon J.	-split-	Direct Deposit		X		443,346.50
05/02/2025	DD7366	Randich, Jacob M.	-split-	Direct Deposit		X		443,346.50
05/02/2025	DD7367	Schneider, Scott W.	-split-	Direct Deposit		X		443,346.50
05/02/2025	DD7368	Schumacher, Jessica L	-split-	Direct Deposit		X		443,346.50
05/02/2025	DD7369	Skole, Matthew J.	-split-	Direct Deposit		X		443,346.50
05/02/2025	DD7370	Tobolt, Dale G	-split-	Direct Deposit		X		443,346.50
05/02/2025	DD7371	Toepper, Jeffrey S.	-split-	Direct Deposit		X		443,346.50



Community Support Services Report April 2025

Statistics

84 Ambulance Calls

- Lift Assist/Falls - 22
- Psych – 10

Monthly Referrals - 10

Priority Level	Disposition
1100 – Structure Fire/Family Displacement	D13 - Case managed by CSSC
1100 – Structure Fire/Family Displacement	D13 - Case managed by CSSC
202 – Substance Abuse – Drug Overdose	D15 - Family refused further follow up
102 – Suicide Ideations	Active Case
106 – Unable to Care for Self/Environment	D17 – Patient Expired
204 – Abuse – Domestic	Active Case
106 – Unable to Care for Self/Environment	Active Case
204 – Abuse – Domestic	Active Case
102 – Suicide Ideations	Active Case
302 – Medicine Adjustment/Coaching	D13 – Case managed by CSSC
106 – Unable to Care for Self/Environment	Active Case

Active Cases - 7

Alarm Date	Incident #	Priority Level
3/13/25	2500381	311 – Hoarding Living Conditions
4/16/25	2500554	102 – Suicide Ideations
4/17/25	2500561	204 – Abuse - Domestic
4/22/25	OR #250004	204 – Abuse - Domestic
4/23/25	2500587	305 – Mobility Issue/Lift Assist
4/23/25	2500587	102- Suicide Ideations
4/29/25	2500616	106 – Unable to Care for Self/Environment

By the Numbers

- Data from 6/1/24 – 4/30/25
- 74 referrals
 - 23 declined services
 - 51 took advantage of services

Activity

- The grants are still in process for our “Matter of Balance” class needs. We will be having our first class at St. Elizabeth in July. We plan on doing one at the park district in the fall.

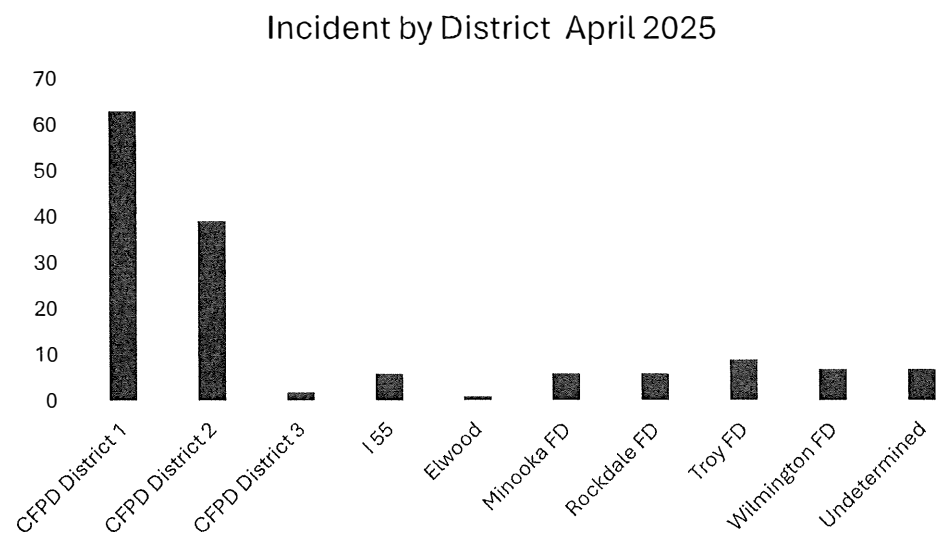
- Created a CSS Facebook post that will highlight our referral system on the FD's home page.
- Met with two shift to introduce the "Fall Prevention for Older Adults" and the newly designed CSS brochures and procedures.
- Held a Support Squad Lite meeting to discuss mental health procedures with the crews.
- I took two courses online to get ideas for a simple and efficient way for the crews to approach patients with mental health problems.
 - Mental Health Training for First Responders and Health Care
 - Creating Safe Scenes
- Attended two National CRR "Kitchen Table" presentations
- Sarah and I met with John Grimmenga to discuss post severe weather responses and how we can partner with EMA.
- Sarah and I took training for the National Weather Service storm spotter program.
- Sarah, Chief, and I met to evaluate and discuss our CSS and CRR programs and responses.
- Sarah and I met with the seniors who play bingo and do brunch at the park district to introduce our program.

Respectively submitted,

Luanne Cantrell

Community Support Services Coordinator

January 1, 2025 through April 30, 2025





CHANNAHON FIRE PROTECTION DISTRICT

24929 S. CENTER STREET
CHANNAHON IL 60410

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



Fire Safety and Life Educator Monthly Activities April 2024

Trainings/meetings	total students
4/1 Meeting with black shift	
4/2 Meeting with red shift	
4/4 HeartSaver CPR class for Grand Dental	6
School Visits	
4/1 Galloway 1 st grade	102
4/7 Galloway 2 nd grade	103
4/22 United Methodist Church Preschool	25
4/30 United Methodist Church Preschool	20
4/28 & 4/19 Park District Preschool	100
Other	
4/5 Heroes & Helpers Easter Bunny Meet & Greet	153
4/8 Library guest reader	5
4/14 Meeting with Dr. Henkle	
4/17 CPR & First Aid for 6 th graders (New Lenox/assistant teaching & learning program)	120
4/18 BLS CPR class for Grand Dental	12
4/21 Meeting with John Grimmenga & Lu	
4/23 Severe Weather Spotter training (virtual)	
4/25 BLS CPR class make up class for Grand Dental	1

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Meetings	5/7 FLSE meeting 5/12-5/22 Lu & I are going over our senior programs
Pending Activities	5/5 Galloway 2 nd grade touch a truck 5/6 Galloway 1 st grade touch a truck 5/7 CPR training for St. Ann's Church 5/8 Weather Seminar 5/9 Galloway Kindergarten touch a truck 5/21 HeartSaver CPR AED & FA for Park District (2 classes) 5/31 HeartSaver CPR AED & FA for Park District
Other	5/1 Car seat install 5/12 Observing Matter of Balance class 5/14 Teaching Matter of Balance class & being observed 5/16 Pot Luck @ St. Elizabeth Dial A Ride rep is presenting their program 5/19 Park district Bingo. Sharing safety info & Dial A Ride updates for program

Respectfully Submitted,

Sarah Fellows, Fire Life Safety Educator

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Fire Prevention and Inspection Monthly Activities April 2025

Inspection Summary	
Total Inspections	13
Re-Inspections	9
Violations referred to Village/County Building Code Official	0
Recorded Violations	
Life Safety	6
Fire Prevention Systems	2
Electrical	1
Miscellaneous Conditions	1

Field Activity	Total
Alarm System Malfunction - Trouble	1 = Valvoline
Alarm System Malfunction - Supervisory	
Out of Service – Fire Alarms	1 = Verdecos
Out of Service – Sprinkler Systems	

Respectfully Submitted,

Terrence O'Hern

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Deputy Chief Report for April 2025

Vehicles

- ❖ Schedule and repair for 424 rear blower motor and (2) side light toggle switch repair.
- ❖ 414 and 415's WiFi devices installed at Camz.
- ❖ Ordered passenger side tank level light for 411. Warranty item with Whelan and Fleet Safety. Ben to change out.
- ❖ 417 to Morris for punch list repairs.
- ❖ Ordered re-build kits for Task Force side intakes. (2).
- ❖ 414 to D'Orazio with check engine light. Repaired and returned.
- ❖ Schedule and repair for 424 rear door latch/nader pin issue.
- ❖ Power load and cot repair for 424 completed.

Monthly total = \$ 3,484.73

Year to date = \$ 16,784.31

Stations

- ❖ Celtic in for landscape proposal.
- ❖ Sievert in for hose tower hoist inspection.
- ❖ Clennon requested in for Emergency Stops for hose tower hoist and light repair.
- ❖ PO completed for Celtic, hedge trimming and parkway update.
- ❖ MetalMaster completed the annual roof inspection for Station 1 and Maintenance Garage.
- ❖ Station 1 north flag halyard OOS. Researched repairs. PO approved to repair the north pole and run new cables in the other 2.
- ❖ After Hours Garage Doors called for garage door OOS with broken cable.
- ❖ Clennon completed light repair following the ballast's arriving through Crescent Electric.
- ❖ Worked with Tom Fiedler on HVAC repair for (2) RTU's at Station 1. PO completed for the Board Meeting

Training/Professional Development

- ❖ Attended the Dresden Nuclear Incident Simulation with Will County EMA and the Village.
- ❖ Prepared and presented CAD Notes and CAD Messaging for Will County MABAS 15 towns.



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Meetings

- ❖ Met with Minooka and Troy FD's regarding interstate response.
- ❖ Met with Chief Petrakis on various topics.
- ❖ Shift meetings: "Coffee with the Chiefs".
- ❖ First Due Software on-line Teams meeting.
- ❖ Meet with 2603 and toured their new station.
- ❖ Image Trend software zoom on their inspections program.
- ❖ Prep for Liebermann Pension Hearing.
- ❖ Vector Zoom for updates in their scheduling platform.
- ❖ Met with TC Jill on CAD and incident command CAD function for IC and TC communications.
- ❖ MABAS 15 meeting.
- ❖ Pension Hearing completed.
- ❖ Meet with shift personnel on Box Card and Recommendation update.

Miscellaneous

- ❖ Candidate SOG, Application, Liability Waiver, and Task Book completed.
- ❖ Monthly reporting completed.
- ❖ PO completed for E-Tool purchase.
- ❖ Interstate Response memo sent out to all personnel.
- ❖ Discussed the Frontage Road fire with Black Shift.
- ❖ Prep for shift meetings.
- ❖ Reviewed First Due software platform.
- ❖ Bi-annual SCBA battery change completed by FM Dircks.
- ❖ To Menards for salvage covers for the engines and for stock.
- ❖ First Due login obtained for trail period.
- ❖ Vehicle maintenance records updates completed.
- ❖ Help ticket completed for Recommends update with Troy's updated 2219 response.
- ❖ Call follow-up for 95 San Carlos with shift personnel.
- ❖ Follow-up with JFD reference patient discharged to the Manor.
- ❖ Data collection for Chief for ISO.
- ❖ ResQDisc water rescue device recalled. Returned one device in question.



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Significant Calls

- ❖ House fire on West Frontage Road. Lightning strike.
- ❖ House fire in Shady Oaks, Minooka.,
- ❖ House fire in Elwood.
- ❖ Commercial fire in Troy. Extra Alarm.

Total calls for March = 145

Year-to-date = 627

Pending

- ❖ New hire for Gold Shift Vacancy.
- ❖ Candidate Program underway and moving forward.
- ❖ Run security wire for 2 cameras at Station 1.
- ❖ PM's for 411, 421.
- ❖ Pump Testing scheduled for June.
- ❖ Boat 498 to Big Basin.
- ❖ Generator install: Transfer switch arrived. Planning for August/September timeframe for installation.

*** End of Report ***

History (Cost Summary)

1/1/2025 - 4/30/2025

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	\$1,815.31	\$1,356.63	\$843.19	\$2,265.99
Category Subtotal -	\$384.51	\$1,815.31	\$1,356.63	\$843.19	\$2,265.99

\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	\$8,554.72	\$1,680.00	\$6,874.72	\$8,692.58
Category Subtotal -	\$0.00	\$8,554.72	\$1,680.00	\$6,874.72	\$8,692.58

\Channahon FPD\Station #1\Generator

Equipment	PM Cost	Repair Cost	Labor Cost	Parts Cost	Total Cost
Station 1 - Generac	\$1,386.55	\$0.00	\$1,258.05	\$128.50	\$1,460.58
Category Subtotal -	\$1,386.55	\$0.00	\$1,258.05	\$128.50	\$1,460.58

\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
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\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
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\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
UT-8 496 - 2023 Ford F59	\$0.00	\$133.00	\$0.00	\$133.00	\$133.00
UT-9 Tri-Toon - 2021 Genesis MBPT22-2	\$0.00	\$133.00	\$0.00	\$133.00	\$133.00

Category Subtotal -	\$590.04	\$594.23	\$613.89	\$570.38	\$1,222.12
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\Channahon FPD\Station #2\Ambulance

Equipment	PM Cost	Repair Cost	Labor Cost	Parts Cost	Total Cost
2016 Ford 550/Horton	\$455.75	\$592.08	\$806.25	\$241.58	\$1,111.81
AM-5 - 2023 Ford F550	\$289.58	\$514.17	\$665.00	\$138.75	\$842.57

Category Subtotal -	\$745.33	\$1,106.25	\$1,471.25	\$380.33	\$1,954.38
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\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
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\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:	\$3,626.57	\$12,658.47	\$6,930.72	\$9,354.32	\$16,784.31

History (Detailed)

4/1/2025 - 4/30/2025

Innovative Maintenance Systems

\Channahon FPD\Station #1\Ambulance

2020 FORD 550/Horton

2020 Ford F550

Unit #:	AM-4	Serial #:	1FDUF5HN5LED62650
Tag #:	712601	Job #	19528
Mileage	66,677		

Date	Mileage	Notes	Vendor	Total Cost
4/17/2025	66,439	Removed existing cellular modem and antenna wiring. Existing antenna left on the roof due to location and inability to use existing hole. Installed new cellular modem and antenna. Labor only. Modem purchased through IT Bill's budget.	CAMZ Communications	\$295.00

Maintenance Performed

Cellular Modem

Cost

\$295.00

Total: \$295.00

4/23/2025	66,677	Check engine light on. Picked up by the dealer. Ignition issue with the plug wires. All plug wires replaced. Dealer returned and vehicle back in service.	D'Orazio Ford	\$958.15
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Maintenance Performed

Check Engine Light

Cost

\$921.30

Total: \$921.30

Total:			\$5.27	\$1,253.15
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\Channahon FPD\Station #1\Engines

2004 Pierce Quantum

2004 Pierce Quantum

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

Date	Mileage	Notes	Vendor	Total Cost
4/28/2025	58,985	Refrigerant to re-charge AC during upcoming PM and Inspection.		\$210.00

Maintenance Performed

Refrigerant

Cost

\$210.00

Total: \$210.00

Total:			\$210.00	\$210.00
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\Channahon FPD\Station #1\Generator

Station 1 - Generac

1996 Generac 95A05419-S

Unit #:	Station 1	Serial #:	2024932
Tag #:			
Hours	439		

Date	Hours	Notes	Vendor	Total Cost
4/10/2025	439	PM Inspection. Found the battery at 10.3 V on the load test. The motor is starting fine. The battery is on a continuous trickle charger. The battery will be changed at the next service call if the new generator is not yet installed.	Interstate Power Systems	\$1,460.58

Also found the thermostat stuck open as the motor would not get above 120 degrees. Thermostat replaced. No other issues noted.

Maintenance Performed

Inspection

Cost

\$1,386.55

Total: \$1,386.55

Total:	\$1,460.58	\$1,460.58
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\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
4/24/2025	13,361	Punch list repair. Repaired seat belt alarm, repaired passenger side rear chute discharge, and repaired tank to pump and tank recirc valve due to leaking past the shut-off.		\$0.00

Maintenance Performed

Punch List

Cost

\$0.00

Total: \$0.00

Total:	\$0.00	\$0.00
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\Channahon FPD\Station #1\Utility

UT-8 496 - 2023 Ford F59

2023 Ford F59

Unit #:	UT-8 496	Serial #:	1F65F5KNONOA9835
Tag #:	513		

Date	Notes	Vendor	Total Cost
4/17/2025	0 (2) graphics installed. Water Rescue Team Graphic.	Harmonic Designs	\$133.00

Maintenance Performed

Graphics

Cost

\$133.00

Total: \$133.00

Total:	\$133.00	\$133.00
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UT-9 Tri-Toon - 2021 Genesis MBPT22-2

2021 Genesis MBPT22-2

Unit #:	UT-9 Tri-Toon	Serial #:	7M7MB2224M1027727
Tag #:	0		

Date	Notes	Vendor	Total Cost
4/17/2025	0 (2) graphics. Water Resuce Team Graphics.	Harmonic Designs	\$133.00

Maintenance Performed

Graphics

Cost

\$133.00

Total: \$133.00

Total:	\$133.00	\$133.00
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\Channahon FPD\Station #2\Ambulance

2016 Ford 550/Horton

2016 Ford F550

Unit #:	AM-3	Serial #:	1FDUF5HT7GEC58536
Tag #:	712602AM	Job #	17427
Mileage	75,808		

Date	Mileage	Notes	Vendor	Total Cost
4/11/2025	75,808	Removed existing cellular modem and antenna. Installed new cellular modem and antenna. Labor only. Device purchased under IT Bill's budget.	CAMZ Communications	\$295.00

Maintenance Performed

Cellular Modem

Cost

\$295.00

Total: \$295.00**Total:****\$295.00****\$295.00****AM-5 - 2023 Ford F550**

2023 Ford F550

Unit #:	AM-5	Serial #:	1FDUF5HNXPDA17996
Tag #:	2,694		

Date	Notes	Vendor	Total Cost
4/14/2025	2,694 Rear blower intermittent and (2) toggle switches for side lights did not have the "indicating on" working. Replaced the blower motor and added a jumper wire on the switches for the indicating light. Under warranty.		\$0.00

Maintenance Performed

Punch List

Cost

\$0.00

Total: \$0.00**Total:****\$0.00****\$0.00****Grand Total:****\$3,484.73**



CHANNAHON FIRE PROTECTION DISTRICT

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April 30, 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
 - A draft indemnification agreement for the erosion control liabilities has been composed by John Motylinski. The agreement has been sent to RC Wegman's legal for review. We are awaiting comments and/or approval from RC Wegman.
- New Full-Time Candidate Eligibility Process 2025_1
 - Patrick Hardin successfully completed his pre-employment screenings and wellness tests. He will be sworn in on Monday, May 5 at 8:00 AM. Patrick will be assigned to a week of days to complete his orientation. He will report for his first tour of duty on May 12 at 7:00 AM.
- Eligibility Process 2025_2
 - 7 Applicants are currently being vetted for employment requirements and proof of requisite qualifications. Final candidates will challenge the examination on May 14. Interviews and ratification of the list will be scheduled for the following week.
- Grant Applications
 - Currently awaiting the announcements for the Office of the State Fire Marshal Infrastructure Grant, Ameren Community Support Grant, and 86th District Capital Projects Funding Request.
- 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 and FF Bowles launched the candidate program and application materials with an overwhelming response from young men and women who are looking to begin their careers in the fire service.
 - At the time of this report, 12 applications were received.
 - After discussion with DC Toepper and FF Bowles, we extended the candidate group from 6 to 12.
 - Interviews and orientation are scheduled for May 5.
- ISO Retrograde
 - Participated in a retrograde review with Dale Broyles, ISO analyst.

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- Areas of opportunity from the review included:
 - Deployment: The old station 2 was used as a point of deployment in the most recent grading. An updated deployment analysis was completed with response data coming out of the new fire station. Updated station location coordinates and physical address were submitted along with updates to our master fire district map. Also, submitted box card revisions with May 1 changes to initial still alarm assignment.
 - Fire Investigations: We must provide aggregate training hours for fire investigations certification and CEU.
- A retrograde abatement plan has been drafted addressing the aforementioned deficiencies and approved by Mr. Broyles.
- Our review has been submitted to Randy Downs, ISO Regional Analyst, due to the deployment improvements the location of new station 2 may offer in the review.
- We will continue to make quarterly updates according to our plan.
- Community Support Program
 - Luanne is preparing the 1-year review of the Community Support Services Program.
 - We will have the review ready for the June Board Meeting to share the progress of the program.
- Fire Incident Reporting Software
 - We have invested a fair amount of time in virtual meetings and working within sample accounts to further evaluate the platform we wish to transition.
 - We are wrapping up with the two vendors in the next week.
 - Our goal is to have a final proposal with pricing for the Board at the June Board Meeting.
- Concerned Citizen Group
 - I was contacted by residents and businesses along Channon Drive regarding the proposed Town Center Concept the village revealed. They raised concerns about access, response times, and street configuration for fire apparatus to maneuver. I met with the group and provided information addressing their concerns. It was a refreshing opportunity to meet with residents and businesses and collectively look at a concern and help provide resolution to their concerns.
- Deputy Chief Toepper
 - DC Toepper has accepted a conditional offer with Elwood Fire Protection District.
 - He will provide specific details at the May Board Meeting.
- Deputy Chief Vacancy
 - With DC Toepper likely leaving, I have been approached by a current fire captain who has expressed interest in applying for the position. I would like to share additional details regarding the pending vacancy and positive succession scenarios it may offer the fire district.
- Fire Inspection Vacancy
 - After monitoring the inspection process for the past 6 months, I am planning on gathering information to compose a proposal for the Board's review and consideration to fill the position. My proposal will include the traditional fire inspection role with potential oversight of all prevention and community risk reduction activities.
- Agenda Items
 - Old Business
 - Discuss and approve ACH Payments Policy
 - No action; Jacque and I are still working through some of the questions we raised pertaining to Section C of the draft policy.

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o New Business

- Discuss and approve repair for 2 Station 1 HVAC units; \$5,627
 - Replace 2 economizers for rooftop units 3 and 4.
 - The expense will be charged to lines Building Maintenance 001-210 and 064-707
- Discuss and approve the purchase of 6 new PC workstations and 2 laptops; \$10,000
 - Replace PCs: Executive Support, Fire Chief, Deputy Chief, Captain, Life Safety Educator, Community Support, and Training Room
 - Replace laptops: Executive Support and Administrative Laptop (Digital Combustion Program and Fit Testing Software)
 - The purchase is a budgeted item under 001-302 Station System Expenses

**Miscellaneous
Events/Activities**

- Administrative Staff Meetings
- Coffee with the Shifts
- Community Service Trainings with Luanne and Shifts
- Open House Planning with Sarah
- First Due and Image Trend Software Evaluation
- Retrograde Meeting with ISO Analyst
- Community Support Services Meeting with Luanne and Sarah
- Division 15 Chief's Meeting
- Town Center Concept Review with the Reed Street residents and businesses
- Liebermann Pension Hearing
- Emergency Communications Review with Village of Channahon EMA, Will County EMA, Channahon Police, and Minooka Fire
- Meeting with Chief of Police Adam Bogart
- Occupancy Inspections
- Occupancy Re-Inspections
- Violation Notices
- Open House Planning

Pending

- ISO Retrograde Performance Plan – 2nd Quarter
- Deputy Fire Chief Position Vacancy
- Fire Prevention Position Vacancy
- Firefighter Examination and Interviews
- 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
- Grant Application Opportunities
- Fire Incident Reporting & Fire Inspection Software Migration Project

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