



# CHANNAHON FIRE PROTECTION DISTRICT

24929 S. CENTER STREET

CHANNAHON, IL 60410

PHONE: 815.467.6767 • FAX: 815.467.5081

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

## Board of Trustee Regular Meeting Minutes

On the 11<sup>th</sup> day of September 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 8:00 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 Rittof, Secretary McMillin, Trustee Caldwell, and Trustee Gregory. Chief Petrakis, Deputy Chief McMillin, and Executive Fire Support Manager Arnold.

President Rittof swore in Andrew Fitzgerald as our newest trustee.

**MATTER OF THE PUBLIC:** None

### APPROVAL OF THE MINUTES

Secretary McMillin made a motion to approve August 14, 2025, regularly scheduled meeting minutes, seconded by Trustee Gregory. All were in favor and the motion carried.

### TREASURER REPORT

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

The outstanding bills to be paid were presented. The Trustees reviewed the bills. A discussion was held on the outstanding bills; there were four invoices that were submitted late for approval. Trustee Caldwell made a motion to accept the bills as presented, seconded by Trustee Gregory. A roll call vote: President Rittof – Yes; Secretary McMillin – Yes; Trustee Caldwell – Yes; Trustee Gregory, and Trustee Fitzgerald - Yes. Motion carried.

### MONEY COLLECTED

\$30,661.99 - Ambulance Billing (\$562,867.21 for 2025); \$245.00 – CPR Classes; \$6,000.00 – Impact Fees; \$8,836.98 - Interest; \$3636.25 – Reimbursement; \$198,350.69 – Will County.

### Communications

1. Village of Channahon – Impact Fees: Secretary McMillin asked were that money went. It goes into the general fund then is transferred out to the Capital Fund for purchases.

2. Minooka Community High School Activity Passes: Give to the membership.
3. Lawrence M. Walsh, Jr. – State of Illinois House Certificate honoring the Channahon Fire Protection District's 75<sup>th</sup> Anniversary.
4. Thank you from the Channahon Park District for use of the training room while they were under construction.

## **OLD BUSINESS**

## **NEW BUSINESS**

1. Discuss and approve the Appointment/Swear In – Andrew Fitzgerald – Done at the beginning of the meeting.
2. **Discuss and reorganize the District Board** – A conversation was held, and the following motion was made. Secretary McMillin made a motion for Donald Gregory to be treasurer, seconded by Trustee Caldwell. A roll call vote was taken for the motions: President Rittorf – Yes; Secretary McMillin – Yes; Trustee Caldwell – Yes; Trustee Gregory – Yes, and Trustee Fitzgerald. Motion carried.

The new Channahon Fire Protection District Board is:

President Michael Rittorf

Treasurer Donald Gregory

Secretary Michael J. McMillin

Trustee Casey Caldwell

Trustee Andrew Fitzgerald

Treasurer Gregory would like to go to electronic/stamped signatures on checks. Executive Assistant Arnold will check with the attorney and account to make sure that it will be acceptable. Treasurer Gregory will get the information to district he has on electronic signatures.

3. **Discuss and approve the contract for ambulance billing, fire recovery, and collections with Paramedic Billing Services** – A discussion was held regarding why we would like to change our ambulance billing service. It was explained to the board that we are being charged the same percentage for ambulance billing, but the percentage will be reduced for fire recovery and collections to the same 4% as ambulance billing. Deputy Chief McMillin had positive things to say about how Paramedic Billing Services handle patients and claims. Treasurer Gregory made a motion to enter a contract with Paramedic Billing Services, seconded by Trustee Fitzgerald. A roll call vote: President Rittorf – Yes; Treasurer Gregory – Yes; Secretary McMillin – Yes; Trustee Caldwell – Yes; and Trustee Fitzgerald – Yes. Motion carried.
4. **Discuss and approve the opening a new bank account with Busey Bank, Channahon** – A discussion was held on the current bank account with CIBC and the reasons to change or leave as is. Following the discussion the account will remain with CIBC. Executive Assistant Arnold was instructed to get new signature cards.

President Rittorf pointed out some of the walls in the hallway need to be painted/cleaned. He would like to see all the paint freshened up around the station. He does not feel it looks acceptable.

**WESCOM:** Trustee Fitzgerald will replace Deputy Chief McMillin as the backup for the Executive Board.

**LEGAL UPDATE:** None

**PENSION:** None

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

**FIRE AND LIFE SAFETY EDUCATOR –** (Report attached) Sarah passed her Fire and Life Safety Educator test.

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

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

- DC McMillin asked the board what they are looking for in his reports. President Rittorf requested something simple. A summary with bullet points would be great.

**CHIEF REPORT:** (report attached)

- Station #1 has a leak in the RTU unit in the administrative areas. PremiStar has been out looking at the job.
- Station #2 had to have some doors worked on due to leaks after the heavy rain. They have been repaired. After the last heavy rain, the top of the doors is still leaking. Hientz will be out to look at that. This is being covered under the warranty.
- Generator project is in progress. There have been timing issues. We are waiting for Cummins to be out on September 19<sup>th</sup> to go through their startup check list.
- The annual wellness physicals will begin at the end of the month.
- Rigs is the new fire house dog. He is currently going through training and will start comfort dog training when he is old enough. Mutts Gym is doing the training and that is being covered by the FFIB, Rusty Ridge will be covering all medical bills, and 4-Paws is supplying all his food.
- FF/Medic Pierce will be returning to work on the 16<sup>th</sup>.
- Working on the budget. Will have the tentative budget done in October and will adopt the Budget and Levy in November.
- The negotiations on the union contract will be next year.
- A discussion was held on the old generator. The board would prefer to donate it to someone and have a hold harmless agreement signed.

Secretary McMillin questioned the budget line items that are over. There are thirteen of them.

There being no further or other business to come before the meeting, upon motion duly made by Treasurer M. McMillin, seconded by Trustee Gregory, unanimously approved, the meeting adjourned at 9:29 a.m.

Respectfully Submitted

Jacque Arnold

Executive Fire Support Manager

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9/5/2025 3:04 PM

Register: 2016660 · First Secure - Checking

From 08/14/2025 through 09/05/2025

Sorted by: Date, Type, Number/Ref

| Date       | Number | Payee                     | Account                   | Memo              | Payment   | C | Deposit | Balance    |
|------------|--------|---------------------------|---------------------------|-------------------|-----------|---|---------|------------|
| 08/14/2025 | 3571   | Air One Equipment, ...    | 1-201 · 2000 Accounts ... | 146               | 3,065.00  | X |         | 981,684.38 |
| 08/14/2025 | 3572   | Brian McMillin            | 1-201 · 2000 Accounts ... |                   | 2,456.80  | X |         | 979,227.58 |
| 08/14/2025 | 3573   | CDW Government, I...      | 1-201 · 2000 Accounts ... |                   | 6,999.44  | X |         | 972,228.14 |
| 08/14/2025 | 3574   | Comcast                   | 1-201 · 2000 Accounts ... |                   | 78.74     | X |         | 972,149.40 |
| 08/14/2025 | 3575   | Compass Insurance P...    | 1-201 · 2000 Accounts ... |                   | 100.00    | X |         | 972,049.40 |
| 08/14/2025 | 3576   | Constellation Energy...   | 1-201 · 2000 Accounts ... |                   | 2,935.24  | X |         | 969,114.16 |
| 08/14/2025 | 3577   | Cummins Sales and ...     | 1-201 · 2000 Accounts ... |                   | 39,247.82 | X |         | 929,866.34 |
| 08/14/2025 | 3578   | Des Plaines Valley ...    | 1-201 · 2000 Accounts ... | ID Cards          | 64.05     | X |         | 929,802.29 |
| 08/14/2025 | 3579   | Dive Right in Scuba       | 1-201 · 2000 Accounts ... | Inv. 262597       | 351.74    | X |         | 929,450.55 |
| 08/14/2025 | 3580   | Elliott Electric, Inc.    | 1-201 · 2000 Accounts ... | Inv. 27691        | 935.00    | X |         | 928,515.55 |
| 08/14/2025 | 3581   | EMS Management &...       | 1-201 · 2000 Accounts ... |                   | 3,595.28  | X |         | 924,920.27 |
| 08/14/2025 | 3582   | Estech Sysems, Inc.       | 1-201 · 2000 Accounts ... | Inv. 222823       | 208.12    | X |         | 924,712.15 |
| 08/14/2025 | 3583   | Feece Oil Co.             | 1-201 · 2000 Accounts ... |                   | 2,877.23  | X |         | 921,834.92 |
| 08/14/2025 | 3584   | Gordon Flesch Comp...     | 1-201 · 2000 Accounts ... | 20RICF20          | 274.62    | X |         | 921,560.30 |
| 08/14/2025 | 3585   | Harland Clarkd            | 1-201 · 2000 Accounts ... | VOID:             |           | X |         | 921,560.30 |
| 08/14/2025 | 3586   | Illinois Fire Chief's ... | 1-201 · 2000 Accounts ... | Inv. 7305         | 525.00    | X |         | 921,035.30 |
| 08/14/2025 | 3587   | Illinois Fire Service ... | 1-201 · 2000 Accounts ... | Aurora Trainin... | 50.00     |   |         | 920,985.30 |
| 08/14/2025 | 3588   | Illinois Healthcare an... | 1-201 · 2000 Accounts ... | Inv. GEMTFY...    | 90,784.31 | X |         | 830,200.99 |
| 08/14/2025 | 3589   | Illinois Public Risk F... | 1-201 · 2000 Accounts ... | Inv. 94207        | 15,523.00 | X |         | 814,677.99 |
| 08/14/2025 | 3590   | Illinois State Police     | 1-201 · 2000 Accounts ... | ILL14676F / C...  | 15.00     | X |         | 814,662.99 |
| 08/14/2025 | 3591   | Industrial Organizati...  | 1-201 · 2000 Accounts ... | Inv. C63599A      | 3,694.00  | X |         | 810,968.99 |
| 08/14/2025 | 3592   | Interstate Battery Sys... | 1-201 · 2000 Accounts ... | Inv. 191520104... | 118.00    | X |         | 810,850.99 |
| 08/14/2025 | 3593   | Investigative Support...  | 1-201 · 2000 Accounts ... |                   | 1,170.00  | X |         | 809,680.99 |
| 08/14/2025 | 3594   | JCM Uniforms, Inc.        | 1-201 · 2000 Accounts ... |                   | 273.25    | X |         | 809,407.74 |
| 08/14/2025 | 3595   | Joe Martin & Associ...    | 1-201 · 2000 Accounts ... | Inv. 1731         | 305.49    |   |         | 809,102.25 |
| 08/14/2025 | 3596   | LRS, Inc.                 | 1-201 · 2000 Accounts ... |                   | 184.60    | X |         | 808,917.65 |
| 08/14/2025 | 3597   | MacQueen Emergenc...      | 1-201 · 2000 Accounts ... |                   | 781.22    | X |         | 808,136.43 |
| 08/14/2025 | 3598   | McCann Industries, I...   | 1-201 · 2000 Accounts ... | Inv. 1340.34      | 1,340.34  | X |         | 806,796.09 |
| 08/14/2025 | 3599   | Metalmaster/Roofma...     | 1-201 · 2000 Accounts ... | Inv. 24889        | 1,089.00  | X |         | 805,707.09 |
| 08/14/2025 | 3600   | Mike Hammerstein          | 1-201 · 2000 Accounts ... |                   | 40.00     |   |         | 805,667.09 |
| 08/14/2025 | 3601   | Minooka Grain, Lum...     | 1-201 · 2000 Accounts ... | 76767             | 51.00     | X |         | 805,616.09 |
| 08/14/2025 | 3602   | Morris Hospital           | 1-201 · 2000 Accounts ... |                   | 10,828.00 | X |         | 794,788.09 |
| 08/14/2025 | 3603   | Nicor Gas                 | 1-201 · 2000 Accounts ... |                   | 408.75    | X |         | 794,379.34 |
| 08/14/2025 | 3604   | Ottosen Dinolfo Has...    | 1-201 · 2000 Accounts ... | Inv. 5417         | 269.50    | X |         | 794,109.84 |
| 08/14/2025 | 3605   | PremiStar - North         | 1-201 · 2000 Accounts ... | Inv. SI2292379    | 1,887.00  |   |         | 792,222.84 |
| 08/14/2025 | 3606   | Promos 911, Inc.          | 1-201 · 2000 Accounts ... | Inv. 12444        | 587.50    | X |         | 791,635.34 |
| 08/14/2025 | 3607   | Quad County Fire Eq...    | 1-201 · 2000 Accounts ... | Inv. 7513         | 325.00    | X |         | 791,310.34 |
| 08/14/2025 | 3608   | Safe Sitter, Inc.         | 1-201 · 2000 Accounts ... | Inv. 72544        | 53.00     | X |         | 791,257.34 |
| 08/14/2025 | 3609   | Shaughnessy & Asso...     | 1-201 · 2000 Accounts ... | Inv. 202500135    | 250.00    | X |         | 791,007.34 |
| 08/14/2025 | 3610   | Sievert Electric Servi... | 1-201 · 2000 Accounts ... | Inv. 10012783     | 998.00    | X |         | 790,009.34 |

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9/5/2025 3:04 PM

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| Date       | Number     | Payee                   | Account                     | Memo              | Payment   | C | Deposit    | Balance    |
|------------|------------|-------------------------|-----------------------------|-------------------|-----------|---|------------|------------|
| 08/14/2025 | 3611       | Staples 2022            | 1-201 · 2000 Accounts ...   |                   | 244.52    | X |            | 789,764.82 |
| 08/14/2025 | 3612       | Stryker Sales Corp      | 1-201 · 2000 Accounts ...   |                   | 1,120.30  | X |            | 788,644.52 |
| 08/14/2025 | 3613       | The Village of Chan...  | 1-201 · 2000 Accounts ...   |                   | 169.33    | X |            | 788,475.19 |
| 08/14/2025 | 3614       | U.S. Bank               | 1-201 · 2000 Accounts ...   |                   | 4,930.25  | X |            | 783,544.94 |
| 08/14/2025 | 3615       | US Gas                  | 1-201 · 2000 Accounts ...   |                   | 379.24    | X |            | 783,165.70 |
| 08/14/2025 | 3616       | Verizon Wireless        | 1-201 · 2000 Accounts ...   | 8159220120001     | 451.86    | X |            | 782,713.84 |
| 08/14/2025 | 3617       | Village of Romeovill... | 1-201 · 2000 Accounts ...   | Inv. 2025-529     | 600.00    | X |            | 782,113.84 |
| 08/14/2025 | 3618       | Wescom                  | 1-201 · 2000 Accounts ...   | Inv. 20250905     | 8,711.76  | X |            | 773,402.08 |
| 08/14/2025 | 3619       | Whitmore Ace Hard...    | 1-201 · 2000 Accounts ...   |                   | 541.85    | X |            | 772,860.23 |
| 08/15/2025 |            |                         | 401-05 · CPR Classes \$     | Deposit           |           | X | 210.00     | 773,070.23 |
| 08/15/2025 | 498130316  | Verizon Wireless        | 1-201 · 2000 Accounts ...   | 8159220120001     | 80.00     | X |            | 772,990.23 |
| 08/15/2025 | 3848493... | Blue Cross and Blue ... | 1-201 · 2000 Accounts ...   | Acct. 000618608   | 41,836.75 | X |            | 731,153.48 |
| 08/18/2025 |            |                         | -split-                     | Deposit           |           | X | 2,826.19   | 733,979.67 |
| 08/18/2025 |            |                         | 401-01 · Ambulance Bi...    | Deposit           |           | X | 950.53     | 734,930.20 |
| 08/19/2025 |            |                         | 401-01 · Ambulance Bi...    | Deposit           |           | X | 2,126.24   | 737,056.44 |
| 08/21/2025 |            |                         | 401-01 · Ambulance Bi...    | Deposit           |           | X | 514.88     | 737,571.32 |
| 08/21/2025 |            |                         | -split-                     | Deposit           |           | X | 198,350.69 | 935,922.01 |
| 08/21/2025 |            | QuickBooks Payroll ...  | 064-6 · Amb General/ ...    | Created by Pay... | 75,120.03 | X |            | 860,801.98 |
| 08/22/2025 |            |                         | 401-08 · Impact Fee \$      | Deposit           |           | X | 6,000.00   | 866,801.98 |
| 08/22/2025 | 168        | Standard Insurance C... | 1-201 · 2000 Accounts ...   | 00 162517         | 268.40    | X |            | 866,533.58 |
| 08/22/2025 | 3620       | Channahon Prof. Fire... | 2100 · Payroll Liabilities  |                   | 1,400.00  | X |            | 865,133.58 |
| 08/22/2025 | 3621       | Channahon FPD Fire...   | 2100 · Payroll Liabilities  |                   | 15,198.88 | X |            | 849,934.70 |
| 08/22/2025 | 045588     | Transamerica            | 11.11 · chief's pen. & d... | VB98198 00001     | 182.03    | X |            | 849,752.67 |
| 08/22/2025 | 164047     | AFLAC                   | -split-                     | HX998             | 362.14    | X |            | 849,390.53 |
| 08/22/2025 | 245567     | Transamerica            | -split-                     | PE61743-0000...   | 4,813.05  | X |            | 844,577.48 |
| 08/22/2025 | 178515987  | Standard Insurance C... | 1-201 · 2000 Accounts ...   | 00 162517         | 296.19    | X |            | 844,281.29 |
| 08/22/2025 | 434151708  | Department of Treas...  | -split-                     | 36-3327732        | 16,818.62 | X |            | 827,462.67 |
| 08/22/2025 | 839905904  | Il. Dept. of Revenue    | 2100 · Payroll Liabilities  | 36-3327732        | 4,661.15  | X |            | 822,801.52 |
| 08/22/2025 | 9152530... | Comcast                 | 1-201 · 2000 Accounts ...   |                   | 307.40    | X |            | 822,494.12 |
| 08/22/2025 | 2138407... | Comcast                 | 1-201 · 2000 Accounts ...   |                   | 231.32    | X |            | 822,262.80 |
| 08/22/2025 | DD7553     | Arnold, Jacquelyn M.    | -split-                     | Direct Deposit    |           | X |            | 822,262.80 |
| 08/22/2025 | DD7554     | Bowles, Matthew         | -split-                     | Direct Deposit    |           | X |            | 822,262.80 |
| 08/22/2025 | DD7555     | Cantrell, Luanne K      | -split-                     | Direct Deposit    |           | X |            | 822,262.80 |
| 08/22/2025 | DD7556     | Ciarlette, Noah A       | -split-                     | Direct Deposit    |           | X |            | 822,262.80 |
| 08/22/2025 | DD7557     | Dikun, Nathan S         | -split-                     | Direct Deposit    |           | X |            | 822,262.80 |
| 08/22/2025 | DD7558     | Dircks, Brennan C       | -split-                     | Direct Deposit    |           | X |            | 822,262.80 |
| 08/22/2025 | DD7559     | Fals, Shelby L.         | -split-                     | Direct Deposit    |           | X |            | 822,262.80 |
| 08/22/2025 | DD7560     | Fellows, Sarah K        | -split-                     | Direct Deposit    |           | X |            | 822,262.80 |
| 08/22/2025 | DD7561     | Grubisich, Danial P     | -split-                     | Direct Deposit    |           | X |            | 822,262.80 |
| 08/22/2025 | DD7562     | Hammerstein, Jr., Mi... | -split-                     | Direct Deposit    |           | X |            | 822,262.80 |

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9/5/2025 3:04 PM

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| Date       | Number     | Payee                   | Account                     | Memo              | Payment   | C | Deposit  | Balance    |
|------------|------------|-------------------------|-----------------------------|-------------------|-----------|---|----------|------------|
| 08/22/2025 | DD7563     | Hardin, Patrick E.      | -split-                     | Direct Deposit    |           | X |          | 822,262.80 |
| 08/22/2025 | DD7564     | Hartman, Jason S        | -split-                     | Direct Deposit    |           | X |          | 822,262.80 |
| 08/22/2025 | DD7565     | Highbaugh, Andrew S     | -split-                     | Direct Deposit    |           | X |          | 822,262.80 |
| 08/22/2025 | DD7566     | Kazak, Jeffrey M        | -split-                     | Direct Deposit    |           | X |          | 822,262.80 |
| 08/22/2025 | DD7567     | Koranda, Jr., Allen C.  | -split-                     | Direct Deposit    |           | X |          | 822,262.80 |
| 08/22/2025 | DD7568     | McCluskey, William      | -split-                     | Direct Deposit    |           | X |          | 822,262.80 |
| 08/22/2025 | DD7569     | McMillin, Brian D.      | -split-                     | Direct Deposit    |           | X |          | 822,262.80 |
| 08/22/2025 | DD7570     | O'Hern, Terrence M.     | -split-                     | Direct Deposit    |           | X |          | 822,262.80 |
| 08/22/2025 | DD7571     | Petrakis, John          | -split-                     | Direct Deposit    |           | X |          | 822,262.80 |
| 08/22/2025 | DD7572     | Pierce, Dillon J.       | -split-                     | Direct Deposit    |           | X |          | 822,262.80 |
| 08/22/2025 | DD7573     | Randich, Jacob M.       | -split-                     | Direct Deposit    |           | X |          | 822,262.80 |
| 08/22/2025 | DD7574     | Schneider, Scott W.     | -split-                     | Direct Deposit    |           | X |          | 822,262.80 |
| 08/22/2025 | DD7575     | Schumacher, Jessica L   | -split-                     | Direct Deposit    |           | X |          | 822,262.80 |
| 08/22/2025 | DD7576     | Skole, Matthew J.       | -split-                     | Direct Deposit    |           | X |          | 822,262.80 |
| 08/22/2025 | DD7577     | Tobolt, Dale G          | -split-                     | Direct Deposit    |           | X |          | 822,262.80 |
| 08/25/2025 | 3570       | Paws Up 4 Rescue        | 1-201 · 2000 Accounts ...   |                   | 500.00    | X |          | 821,762.80 |
| 08/26/2025 |            |                         | 401-01 · Ambulance Bi...    | Deposit           |           | X | 473.81   | 822,236.61 |
| 08/27/2025 |            |                         | 401-01 · Ambulance Bi...    | Deposit           |           | X | 3,020.80 | 825,257.41 |
| 08/29/2025 |            |                         | 401-01 · Ambulance Bi...    | Deposit           |           | X | 990.31   | 826,247.72 |
| 08/31/2025 |            |                         | 401-09 · Interest \$        | Interest          |           | X | 128.91   | 826,376.63 |
| 09/04/2025 |            | QuickBooks Payroll ...  | 064-6 · Amb General/ ...    | Created by Pay... | 80,622.77 |   |          | 745,753.86 |
| 09/05/2025 |            |                         | 401-10 · Reimburseme...     | Deposit           |           |   | 810.06   | 746,563.92 |
| 09/05/2025 | 253546     | Transamerica            | 11.11 · chief's pen. & d... | VB98198 00001     | 182.03    |   |          | 746,381.89 |
| 09/05/2025 | 253556     | Transamerica            | -split-                     | PE61743-0000...   | 5,618.62  |   |          | 740,763.27 |
| 09/05/2025 | 73708545   | Department of Treas...  | -split-                     | 36-3327732        | 18,938.02 |   |          | 721,825.25 |
| 09/05/2025 | 2075089... | Il. Dept. of Revenue    | 2100 · Payroll Liabilities  | 36-3327732        | 5,078.76  |   |          | 716,746.49 |
| 09/05/2025 | DD7578     | Arnold, Jacquelyn M.    | -split-                     | Direct Deposit    |           | X |          | 716,746.49 |
| 09/05/2025 | DD7579     | Bowles, Matthew         | -split-                     | Direct Deposit    |           | X |          | 716,746.49 |
| 09/05/2025 | DD7580     | Cantrell, Luanne K      | -split-                     | Direct Deposit    |           | X |          | 716,746.49 |
| 09/05/2025 | DD7581     | Ciarlette, Noah A       | -split-                     | Direct Deposit    |           | X |          | 716,746.49 |
| 09/05/2025 | DD7582     | Dikun, Nathan S         | -split-                     | Direct Deposit    |           | X |          | 716,746.49 |
| 09/05/2025 | DD7583     | Dircks, Brennan C       | -split-                     | Direct Deposit    |           | X |          | 716,746.49 |
| 09/05/2025 | DD7584     | Fals, Shelby L.         | -split-                     | Direct Deposit    |           | X |          | 716,746.49 |
| 09/05/2025 | DD7585     | Fellows, Sarah K        | -split-                     | Direct Deposit    |           | X |          | 716,746.49 |
| 09/05/2025 | DD7586     | Grubisich, Danial P     | -split-                     | Direct Deposit    |           | X |          | 716,746.49 |
| 09/05/2025 | DD7587     | Hammerstein, Jr., Mi... | -split-                     | Direct Deposit    |           | X |          | 716,746.49 |
| 09/05/2025 | DD7588     | Hardin, Patrick E.      | -split-                     | Direct Deposit    |           | X |          | 716,746.49 |
| 09/05/2025 | DD7589     | Hartman, Jason S        | -split-                     | Direct Deposit    |           | X |          | 716,746.49 |
| 09/05/2025 | DD7590     | Highbaugh, Andrew S     | -split-                     | Direct Deposit    |           | X |          | 716,746.49 |
| 09/05/2025 | DD7591     | Kazak, Jeffrey M        | -split-                     | Direct Deposit    |           | X |          | 716,746.49 |

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9/5/2025 3:04 PM

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| Date       | Number | Payee                  | Account | Memo           | Payment | C | Deposit | Balance    |
|------------|--------|------------------------|---------|----------------|---------|---|---------|------------|
| 09/05/2025 | DD7592 | Koranda, Jr., Allen C. | -split- | Direct Deposit |         | X |         | 716,746.49 |
| 09/05/2025 | DD7593 | McMillin, Brian D.     | -split- | Direct Deposit |         | X |         | 716,746.49 |
| 09/05/2025 | DD7594 | McMillin, Michael J    | -split- | Direct Deposit |         | X |         | 716,746.49 |
| 09/05/2025 | DD7595 | O'Hern, Terrence M.    | -split- | Direct Deposit |         | X |         | 716,746.49 |
| 09/05/2025 | DD7596 | Petrakis, John         | -split- | Direct Deposit |         | X |         | 716,746.49 |
| 09/05/2025 | DD7597 | Pierce, Dillon J.      | -split- | Direct Deposit |         | X |         | 716,746.49 |
| 09/05/2025 | DD7598 | Randich, Jacob M.      | -split- | Direct Deposit |         | X |         | 716,746.49 |
| 09/05/2025 | DD7599 | Schneider, Scott W.    | -split- | Direct Deposit |         | X |         | 716,746.49 |
| 09/05/2025 | DD7600 | Schumacher, Jessica L  | -split- | Direct Deposit |         | X |         | 716,746.49 |
| 09/05/2025 | DD7601 | Skole, Matthew J.      | -split- | Direct Deposit |         | X |         | 716,746.49 |
| 09/05/2025 | DD7602 | Tobolt, Dale G         | -split- | Direct Deposit |         | X |         | 716,746.49 |



## Community Support Services Report August 2025

### Statistics

84 Ambulance Calls

- Lift Assist/Falls - 14
- Psych/Suicide - 8

### Monthly Referrals - 1

| Priority Level   | Disposition               |
|------------------|---------------------------|
| 307 Panic Attack | D13- Case Managed by CSSC |

### Activity

- Attended Senior Bingo at the Three Rivers Fest with Sarah and we made a quick introduction of our program and left swag as prizes.
- attended three days of the Three Rivers Fest and parade.
- Attended one NFPA CRR “Kitchen Table” presentation.
- Attended the ice cream social at St. Elizabeth.
- Took online courses in:
  - “Building a Culture of CRR in Your Organization”
  - “CRR for Chief Fire Officers”
  - “Selling Safety to Older Adults”
- Introducing the “Check and Protect: Senior Home Safety” program to reduce the risk for falls and fires in the homes of area seniors in January.
  - We will offer in home safety surveys this fall using the NFPA “Steps to Safety” program as our guide and make recommendations for safety improvements based on the results.
  - I did a study of Falls/Lift Assist from January through August:
    - 18 % are Mega Users and I have attempted to or are currently working on them.
    - 13 % are at Remington Woods
      - Sarah and I plan on meeting with the manager of Remington Woods this fall to arrange a “Meet and Greet” after the first of the year.
    - 11 % are at St. Elizabeth
      - We have done a lot of work there and just finished our first “Matter of Balance” class. We anticipate call volume to go down soon!
    - 10 % were from a Mega User who expired.
    - 51 % are all others in the community.
      - I have asked for funds in the 2026 budget to send a mass mailing regarding the program to the entire district.
      - Judy Wooten from Channahon Township is very excited about our program and has offered their facility for meetings or a “Matter of Balance” class. I feel

it would be an ideal location, especially in winter weather because the parking lot is literally outside the door.

- The Channahon Park District has offered to let us use the Field House free of charge for the “Matter of Balance” class.
- Sarah and I plan on offering a “Matter of Balance” class in the spring and fall and maybe one in the summer.

### Comments

- Both the referral volume and call volume are down a bit.
- Chief and I will be having a conversation regarding the “referral” process for the crews.
  - I am currently reviewing all ambulance calls for potential referrals.
  - Once our “Check and Protect” goes live, I would like to encourage the crews to be intentional in looking for possible fall and fire hazards.
- There seems to be an uptick in psych calls. I am thinking these may be an automatic referral for me to follow up and make sure the patients are getting what they need.
  - I will be meeting with our local clinician partner Katie Diaz Hughes this month to begin working on a basic protocol for crews when they approach a scene for a psych evaluation.

Respectively submitted,

Luanne Cantrell

Community Support Services Coordinator



# CHANNAHON FIRE PROTECTION DISTRICT

24929 S. CENTER STREET  
CHANNAHON IL 60410

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## Fire Safety and Life Educator Monthly Activities August 2025

| Trainings/meetings                              | total students |
|-------------------------------------------------|----------------|
| 8/28 St Elizabeth Ice Cream Social              | 22             |
|                                                 |                |
|                                                 |                |
|                                                 |                |
|                                                 |                |
|                                                 |                |
| School Visits                                   |                |
| 8/26, 8/28 ALICE drills at CJHS, TRS, PP, & NGB |                |
| 8/29 Fire Drills CJHS & TRS                     |                |
|                                                 |                |

| Other                                       |      |
|---------------------------------------------|------|
| 8/6, 8/7, 8/8, 8/9, 8/10 Three Rivers Fest  | 400+ |
| 8/13 CPR/First Aid St Ann's church          | 7    |
| 8/15 Fire Extinguisher Class United Rentals | 24   |
| 8/27 CPR/First Aid Park District            | 5    |
| 8/27 Car seat Install                       | 1    |
|                                             |      |
|                                             |      |

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|                    |                                                                                                                                                                                             |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Meetings           | 9/11 First Due meeting with Brandi                                                                                                                                                          |
| Pending Activities | 3, 10, 17, 24 IFSAP training<br>9/5 1 <sup>st</sup> grade Galloway<br>9/8 2 <sup>nd</sup> grade Galloway<br>9/22 UMC 4yr preschool<br>9/23 UMC 3 yr preschool<br>9/27 Kindergarten Galloway |
| Other              | 9/9 FLSE exam<br>9/16 CRR Conference in Joliet<br>2, 15, 18, 29, 30 planning days                                                                                                           |

Respectfully Submitted,

*Sarah Fellows, Fire Life Safety Educator*

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## Fire Prevention and Inspection Monthly Activities August 2025

- Attended meetings for 1<sup>st</sup> Due configuration.
- Drone research and meeting with Minooka FD Feinberg about operations and costs associated with a drone program. Looking to set up a joint operations class for both departments.
- Research for potential grant opportunities to help offset the cost to implement a drone program.
- Completed several test inspections using the 1<sup>st</sup> Due Software. St.1 & St.2 are now complete and recorded.
- Completed an inspection at Channahon General Rental using the new software.
- Assisted in logistics for building & vehicle maintenance.
- Updated the 1<sup>st</sup> Due workbook to include dates for occupancies were last inspected.
- Started creating a calendar for the Annual Life Safety inspections of business occupancies. A new cycle starting with the businesses that had a last inspection date in 2023 will be first on the agenda and these will start Sept. 8<sup>th</sup>.
- Participated in School Fire Dills at the Channahon Junior High and Three Rivers School.
- Updated all the Knox Box keys at all Channahon School District #17 facilities.
- United Rental (Tool Building) has an O.O.S. Fire Alarm due to a bad detector. The system is old and their contractor states that they cannot find parts anymore. United Rental is currently getting quotes for a new system.
- Four Rivers Education Center also had a problem with their Fire Alarm Panel. It was placed out of service and tagged appropriately. Four Rivers has replaced their system and it now back in service.
- Followed up with C&K Trucking on Front St. They have now corrected most of their violations including installing a Knox Box on their entry gate to the property and we installed the appropriate keys and gate code. They have also made the correction of appropriate address identification for their property.
- Continued Follow-up with Trouble & Supervisory alarms reported to us from Wescom.
- Moving forward, it is intended that the people involved with fire inspections will continue to become familiar with the new software. This will be an ongoing learning experience and I am optimistic that this will be a far better way to complete inspections for the CFPD.

Respectfully Submitted,

*Terrence O'Hern*



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CHANNAHON, IL 60410

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

## Deputy Chief Report for September 2025

### Vehicles:

- 417 7/21 to Wilmington for pump test by Quad County, passed...no issues.
- 180 ('46 Ford) to McCann for batt's/engine/brakes work
- 414 8/13 DOT inspection, passed, no issues.
- 448 8/19 to Auto Science for oil/filter/PM
- 411 8/27 to Morris EVT for repair of turbo actuator; returned to service 8/28.

Monthly total: \$3,641.82      Year to Date: \$35,876.08 as of August 27, 2025

### Stations:

#### Station 1

- New generator install on-going, final testing pending
- Roof leak due to seam on one of the RTU's, Premistar replaced gaskets/seals.
- MAKO SCBA compressor sequence valve and regulator repaired by Air One.

#### Station 2

- Insect problem appears to be rectified.
- Interior humidity problem being evaluated. Tech trying to determine if units are drawing in too much outside air. Units seem to be functioning properly.
- Exterior water penetration around doors during significant rain events has been addressed with adjustments and drip edge work. Still seeing some infiltration. Evaluation on-going.
- Elliot Electric out to troubleshoot exterior light operation. Found a bad photocell/timer. Repaired.

### Meetings:

- Sat in on Teams meeting with Chief and Capt. Skole regarding First Due Scheduling module.
- Met with each Shift Captain regarding initial expectations for emergency response roles, and responsibilities.
- Met with new EMS Coordinator Kazak on coordinating EMS system entry



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## Significant Calls:

- 9/4 Engine Assist to Morris for Truck Fire at Love's (Brisbin); container truck full of lithium-ion batteries. Five hour operation.

Total calls for August 2025 = **163**

2025 Year to Date = **1314** (9/4)

## Pending:

- 412 has passed the re-pump test; no additional data received yet.
- Ambulance PM's scheduled for late September / October.
- New FF/P Candidate Joe Owen introductory training ongoing.
- First Due software implementation.

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



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August 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:

**Vehicles**

- 411 – displayed an “Open Door Warning” and has been repaired.
- E412 completed its pump test.
- Ambulance 414 completed and passed its bi-annual inspection.
- We experienced an HVAC leak at Station 1. It was found to be associated with the roof top unit and not the roof itself. A foam gasket had deteriorated on the roof top unit and a failed air conditioner compressor that services the basement was found inoperable. The compressor has been repaired, however, a bad refrigeration coil was found during preventative maintenance. It will require replacement. We are waiting for the part to be delivered.
- Preventative maintenance cycles for A424, S496, BT418, and UT488 are due in September.

**Buildings**

- Heintz was out at Station 2 on 8/12 to trouble shoot the rain seepage, particularly on the west side of the building. They made some modifications and reinforcements to doors #3 and #5. We experienced another hard rain after the Heintz made the adjustments. It improved the seepage with the exception the top of each door. There was less rain penetration at the top of each door but still noticeable water penetrating the top. We are working with Heintz and RC Wegman to determine the
- Generator installation was delayed until August 25. Clennon Electric needed to coordinate a scheduled power outage with ComEd to execute the repairs.
- Station 1 generator and switch gear installation continues. Clennon Electric and Cummins will perform a startup procedure on 9/19. The auxiliary generator will remain on site until the generator is completely installed. We had to extend the rental of this generator for two additional weeks due to the interruption in installation. I am estimating it will be approximately \$6,000 for the rental generator.
- Premistar was out to repair a compressor in the south basement. During their recent preventative maintenance visit, a condensing coil was found to be leaking refrigerant. We are waiting on a new coil for replacement.
- IT Bill will be planning the installation of additional security cameras and screens to display real time capture of various areas of Station 1. He has all the components and will get the low voltage project scheduled with Brandenburg.



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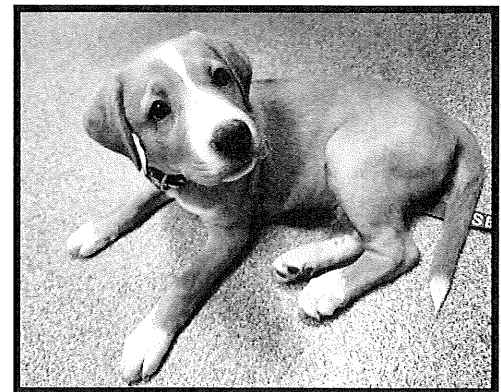


## Administration/Operations

- First Due integration continues with more configuration calls for inspections, NERIS, and ePCR modules.
  - Hydrants Module Configuration Call 8/18 200 PM
  - Responder Optimization Call 8/18 330 PM
  - ePCR Configuration Call #1, 8/25 at 1230 PM
  - NERIS Configuration Call #1, 8/28 at 230 PM
- The Office of the State Fire Marshal Small Equipment Grant has opened for applications. A teams call has been scheduled for 9/8. I intend to apply for new SCBAs and fit test machine.
- Live fire training is scheduled over the next 3 weeks on Wednesdays. Captain McMillin has drills established for each day. The candidates will also participate in live fire training.
- Budget preparation is underway. Deadline for budget requests from our program coordinators is 9/30.
- Jacque and I met with a prospective ambulance billing company. We have had some recent instances with our current vendor that are unacceptable. There is an action item for discussion and approval to enter an agreement with Paramedic Billing Services.

## Personnel

- Deputy Chief McMillin started on 9/2. He is in the office and working on acclimating himself and settling in. During the week of 9/8, DC McMillin and I will sit with the shifts and give him the opportunity to visit with each shift. Nothing formal or scripted, just an opportunity to converse with him.
- Joe Owen was commissioned on 9/2 and will complete his orientation on 9/5. Joe will begin his first shift on 9/9.
- Annual physicals will begin the week of 9/22 for the first phase and then again the week of 10/27. We are using a new outfit for our examinations this year.
- During the last trustee's meeting, I floated the concept to the board members. After the August meeting, we had an opportunity to evaluate a prospective K9 to fulfill the role. The puppy showed very good potential to serve in the role as a therapy dog and support dog for community outreach and education. As a time was factor because there was a list of people who were ready to adopt the puppy. Working with a group of our crews, they sought donations from community businesses to help with the startup costs of initiating a therapy/support K9 program. To our surprise, we had commitments from 3 local businesses who have graciously provided donated items or services. Forepaws pet and food supply store has committed to provide all food, treats, tethers, and equipment for the service life of the dog. Rusty Ridge Animal Clinic has committed to providing all veterinarian exams, office visits, and procedures at no cost for the service life of the dog. Mutz Gym dog training has provided a very generous discount for obedience and therapy training. Our foreign fire board has committed to purchasing all the items the puppy needs, obedience and therapy training, and has committed to funding any general needs for the dog. We did inform our



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liability insurance carrier and there are no additional premium costs. The only cost for the district was the adoption fee of \$500. It includes all the initial vaccines, exam visits, and neutering. I know I spoke of this being a concept, however with a narrow window to adopt the desired puppy, we had to provide commitment. We have adopted the desired puppy, and he could not be more perfect. His name is Rigs. He is extremely social, well mannered, and a quick learner. Rigs is a mix of labrador and beagle. He has already begun training. FF/Medic Shelby Fals has accepted responsibility as his handler. FF/Medic Fals will manage Rigs' routines, be present at all training sessions, transport to and from vet appointments.

- FF/Medic Dillon Pierce is in the final days of his injury leave. He has an appointment on 9/15 with his surgeon and occupational health to obtain a release from medical leave. He will report back to his regular shift on 9/16.
- We have enrolled as a ride agency with the Morris Paramedic program. FF/Medic Kazak met with Morris EMS staff this week to review the requirements. Primarily, Candidate Crystal Valencia will be our paramedic student. However, from time to time, we may have some additional students as well.
- The candidate program is 2 months in action, and our group of candidates are developing well. Lots of good training with the crews. They are riding along on their respective shift assignments and are getting introduced to the firehouse life, training, and running calls. They continue their preparations to attend academy beginning in January 2026.

### Miscellaneous

- A gentle reminder regarding budget preparation for those who oversee programs. Please have your budget request to me no later than September 30.
- Just a reminder that Sarah will be using 448 every Wednesday through December as she commutes to various locations for her Executive Support Professional class.
- We will be hosting a module of the IFSAP Executive Support Professional class on 9/24 in our training room.

### For the Good and Welfare

- \*REMINDER\* - DC Mike McMillin is being sworn in on 9/8 at 6 PM. Class "A" attire (Class "B" if you do not have a Class "A"). Desserts and refreshments will be served immediately afterwards!
- I want to recognize and share appreciate for the efforts of Sarah and Lu, duty crews, 488 crew, and candidates during the Three Rivers Festival. It was hot and disgustingly humid, but everyone did extremely well! I have heard nothing but fantastic comments about our presence.
- Continue to keep up the great work with the candidates. I am extremely pleased with the efforts you are investing in these young candidates. They love everything you do with them during their time here. They are enjoying their experience.
- A career exploration candidate, Rylee Gabriel, who has expressed interest in the fire and EMS career path is riding along with the crews. She enjoyed her interactions with the crews and candidates so much, she has asked to continue ride-a-longs to gain experience to transition to EMT class. She has requested to ride more frequently to prepare for EMT class. Rylee is a very driven young lady who, no doubt, has her affairs in order and has committed to investing time to gain a lot of experience and prepare for EMT class.

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## Miscellaneous Events/Activities

- Administrative Staff Meetings
- Special Meeting of the Board of Fire Commissioners
- First Due Configuration Calls and Check-Ins
- Three Rivers Festival Sponsor Dinner
- Three Rivers Festival Amusement Ride and Food Vendor Inspections
- Plan Review and fire code research for the ongoing retrofitting of the Verdeco building on Youngs Road
- Meeting with consultant firm to discuss the impacts of the CN rail project at McClindon and Rt. 6
- Meeting with Andy Fitzgerald, New Trustee

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## Pending

- IFSAP Group Dynamics Class 9/24 – Training Room
- Transitioning and acclimating DC Mike McMillin to his role
- OSFM Small Equipment Grant Preparation Meeting
- Budget preparation for FY2026
- First Due configuration
- SOG and General Order Review/Updates
- Administrative operating guide composition
- Live Fire Training