



# CHANNAHON FIRE PROTECTION DISTRICT

24929 S. CENTER STREET

CHANNAHON, IL 60410

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

## Board of Trustee Regular Meeting Minutes

On the 13<sup>th</sup> day of November 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 Rittorf, Secretary McMillin, Treasurer Gregory, Trustee Caldwell, and Trustee Fitzgerald. Chief Petrakis, Deputy Chief McMillin, and Executive Fire Support Manager Arnold.

Fire & Life Safety Educator Fellow, Community Support Services Coordinator Cantrell, Lieutenant O'Hern, and Captain McMillin also attended the meeting.

**MATTER OF THE PUBLIC:** None

### APPROVAL OF THE MINUTES

Secretary McMillin made a motion to approve October 9, 2025, regularly scheduled meeting minutes, seconded by Trustee Fitzgerald. All were in favor and the motion carried.

Secretary McMillin made a motion to approve October 28, 2025, special meeting minutes, seconded by Trustee Fitzgerald. All were in favor and the motion carried.

### TREASURER REPORT

Executive Assistant Arnold informed the board of the following:

- [invoices@channahonfire.com](mailto:invoices@channahonfire.com) has been created and all vendors are being notified of the new email address to use for invoices.
- Everything is in place for the checks to be signed when printed. The need for a special printer was only if we were printing the entire check. A company prints the district checks.
- The new engine we are putting money away for is \$1,261,900. If everything works out as planned, we will need to borrow approximately \$551,900. President Rittorf asked if we have an escalation clause, we do.

Trustee Gregory thanked Executive Assistant Arnold for all her hard work, reaching out to the necessary people and figuring out what was needed to have the signatures on the check printed. This will save time for everyone.

## **MONEY COLLECTED**

\$50,866.92 - Ambulance Billing (\$740,807.58 for 2025); \$100.00 – Knox box Hold; \$1,145.00 – CPR Classes; \$8,674.78 - Interest; \$42,626.69 – Reimbursement; \$20.00 – Report Fees; \$72,616.79 – Will County.

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

Secretary McMillin asked to have the Arneson Tire bill checked, there are tire taxes on the invoice.

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

## **Communications**

### **1. Thank you -**

- a. Channahon Arts & Culture Commission – For the ride to school on a fire truck. President Rittof was at this fundraiser and was surprised there was a bidding war for the ride.

## **OLD BUSINESS**

1. **Discuss and approve the Basement Split System through PremiStar - \$7,511.00** – The proposal with the breakout costs was presented to the board. A discussion was held. Treasurer Gregory made a motion to move forward with the repair/replacement, seconded by Trustee Caldwell. A roll call vote was taken for the motions: President Rittof – Yes; Secretary McMillin – Yes; Treasurer Gregory – Yes; Trustee Caldwell – Yes; and Trustee Fitzgerald - Yes. Motion carried

## **NEW BUSINESS**

1. **Presentation from Governmental Accounting, Inc., James Howard** – Mr. Howard joined the meeting to explain the how the five-year forecasting plan works. The goal is to help the board feel comfortable in making decisions moving forward. As CPI's (consumer price index) come down the tax squeeze will start. Especially if there is not a lot of new money to collect. Governmental Accounting currently does the GEMT report for Medicaid money. We are collecting approximately \$3,900 for Medicaid ambulance bills (50% is paid back to the State of Illinois). The five-year projection is \$5,000 for a one-time presentation. If the board would like to have him come out more than one time, there will be additional costs. President Rittof asked to have a proposal prepared with costs for all the different level. President Rittof informed the board he is aware of many fire districts that use James Howard's services, and they are very happy.

**Discuss and approve moving forward with services from Governmental Accounting, Inc. – Tabled to December**

2. **Presentation from Compass Insurance, Myron Munyon – Tabled to December**
  - a. **Discuss and approve the Station/Vehicle insurance for 2026.**
3. **8:30 /9:00 AM: Hold the Public Hearing on the Fire District Budget for the Calendar Year 2026** – Trustee Fitzgerald made a motion to open the Public Hearing at 8:31 a.m. seconded by Trustee Caldwell. A roll call vote President Rittorf – Yes; Secretary McMillin – Yes; Treasurer Gregory – Yes; Trustee Caldwell – Yes; Trustee Fitzgerald – Yes. Motion carried.

No public attendance.

Treasurer Gregory made a motion to close the Public Hearing at 8:32 a.m., seconded by Trustee Caldwell. A roll call vote President Rittorf – Yes; Secretary McMillin – Yes; Treasurer Gregory – Yes; Trustee Caldwell – Yes; Trustee Fitzgerald – Yes. Motion carried.

4. **Adopt the Budget and Appropriation Ordinance for 2026 Fiscal Year – Ordinance #11-13-2025-1 – Attorney J Motylinski**

**Ordinance 11-13-2025-1**

**AN ORDINANCE FIXING THE BUDGET AND MAKING APPROPRIATIONS  
FOR THE CHANNAHON FIRE PROTECTION DISTRICT FOR THE CALENDAR YEAR  
BEGINNING JANUARY 1, 2026, AND ENDING DECEMBER 31, 2026**

There was a discussion held on the budget. We cannot go over the appropriated dollar amount. Treasurer Gregory made a motion to adopt Ordinance 11-13-2025-1, seconded by Trustee Caldwell. A roll call vote President Rittorf – Yes; Secretary McMillin – Yes; Treasurer Gregory – Yes; Trustee Caldwell – Yes; Trustee Fitzgerald – Yes. Motion carried.

5. **Discuss and Approve the Meeting Schedule for 2026** – The 2026 meeting dates and times were presented. A vote was taken on the schedule and Secretary McMillin voted No. He feels the meetings should be more accessible to the public. The meeting schedule will be posted at the front of the station and on our website.
6. **Adopt the Levy for 2025 – Ordinance #11-13-2025-2 – Attorney J. Motylinski**

**Ordinance 11-13-2025-2**

**AN ORDINANCE FOR THE LEVYING AND ASSESSING OF TAXES FOR THE  
CHANNAHON FIRE PROTECTION DISTRICT  
IN THE COUNTY OF WILL AND STATE OF ILLINOIS FOR 2025**

Treasurer Gregory made a motion to adopt Ordinance 11-13-2025-2, seconded by Trustee Fitzgerald. A roll call vote President Rittorf – Yes; Secretary McMillin – Yes; Treasurer Gregory – Yes; Trustee Caldwell – Yes; Trustee Fitzgerald – Yes. Motion carried.

7. **Discuss and Adopt the Abatement Ordinance #11-13-2025-3 for 2025 Taxes.**

**Ordinance 11-13-2025-3**

**ORDINANCE abating the tax hereto levied for the year 2025.**

**To pay the principal of and interest on \$4,885,000 Taxable  
General Obligation Bonds (Alternate Revenue Source). Series 2021,  
of the Channahon Fire Protection District, Will County, Illinois.**

Trustee Fitzgerald made a motion to adopt Ordinance 11-13-2025-3, seconded by Treasurer Gregory. A roll call vote President Rittorf – Yes; Secretary McMillin – Yes; Treasurer Gregory - Yes; Trustee Caldwell – Yes; Trustee Fitzgerald – Yes. Motion carried.

8. **Discuss and approve Wintrust Lockbox Resolution with Paramedic Billing Services - Resolution #R11-13-2025 – Attorney Motylinski**

**Resolution No. R11-13-2025**

**A Resolution Establishing Wintrust Financial Corporation  
as a Depository and Banking Institution for the  
Channahon Fire Protection District's Bank Accounts**

Treasurer Gregory made a motion to adopt Ordinance R11-13-2025, seconded by Secretary McMillin. A roll call vote President Rittorf – Yes; Secretary McMillin – Yes; Treasurer Gregory - Yes; Trustee Caldwell – Yes; Trustee Fitzgerald – Yes. Motion carried.

9. **Discuss Chief Petrakis and Deputy Chief McMillin Contracts and Administrative salary increase (Arnold, Cantrell, Fellows, McCluskey) to be approved in December** – Salary information was provided to the board. President Rittorf explained that there have been some years when the Chief's received a one-time bonus that is non pensionable. – Table to December
10. **Discuss and approve the agreement with Mack & Associates for the Audit year ending December 31, 2025** – A discussion was held. Secretary McMillin made a motion to continue with Mack & Associates for the audit, seconded by Treasurer Gregory. A roll call vote President Rittorf – Yes; Secretary McMillin – Yes; Treasurer Gregory - Yes; Trustee Caldwell – Yes; Trustee Fitzgerald – Yes. Motion carried.

Treasurer Gregory questioned if he was on the pension board. As Treasurer of the Fire District Board, he is automatically the Treasurer of the Pension Board.

President Rittorf explained that we use to have holiday dinner/luncheon for the board. He asked if anyone would like to pursue doing that again. He will work with Jacque to get something scheduled.

**WESCOM:** None

**LEGAL UPDATE:** There is a bill passing in veto session that would make changes to Tier 2 Plan. If this goes through, we may need to have a levy increase. It is for quality of life. Some changes in FOIA changes: cyber security requests the body of the email must have the request. Watch AI requests must be human, confirm if you suspect they are not. Open Meetings: no meetings on election days and if you are called for military deployment, you can call in to the meeting.

**PENSION:** The pension account is overfunded; it is a strong plan. Pension meeting on Monday November 17<sup>th</sup> will be discussing the end of the year.

**COMMUNITY SUPPORT SERVICES –** (Report attached) Luanne Cantrell has turned in her letter of resignation. Her last day is planned for March 1<sup>st</sup>. She thanked the district for all their support. We have had 138 referrals with 66% help. She will be working on getting things ready for the transition of a new employee. President Rittorf stated Luanne has done a great job.

**FIRE AND LIFE SAFETY EDUCATOR –** (Report attached) Rigs has been introduced to the community. He is making good progress.

**FIRE PREVENTION AND INSPECTION MONTHLY REPORT –** (Report Attached) Moving along. Have been working on preparing the First Due program.

**DEPUTY CHIEF REPORT -** (report attached)

- October vehicles cost \$6,200, \$45,000 year to date.
- There was an issue with the plumbing in the training room where the new pipes meet the old pipes. R & R Septic was out, and the problem seems to be repaired.
- Clennon Electric was out to repair a parking lot light.
- St. 2 tube heaters stopped working. The module is completely fried, the control board may be under warranty, but we will not know until it is sent in. The repair will be \$3,400 not covered or \$1,200 covered.
- We sent a letter and invoice to Cummins regarding the cost for the generator. They are refusing to pay, stated it is not their responsibility. DC McMillin explained that it is their responsibility due to the fact they required an isolation switch that was not sent with the unit to be installed.
- DC McMillin stated he went with President Rittorf to an award dinner for the architectural design of Station 2. They will be sending us a duplicate award.
- The yard at Station 2 needs to have overseeding and aeration done. It should be backfilled to smooth out the bumps. DC McMillin was directed to contact Roy's to see what they would do.

**CHIEF REPORT:** (report attached)

- We have had some issues at the Amazon buildings where the security guards will not allow the fire trucks or ambulances in when they are called for service. There was a meeting here with Channahon PD and nine Amazon officials to discuss the issues. We have placed a prem hazard notice with WESCOM to contact the person at Amazon in charge as soon as the call comes in to meet the guys at the gate.
- We are working on a false alarm ordinance that we will be enforcing. Vaping in bathrooms and areas inside has become an issue along with detectors that are faulty. Chief Petrakis has spoken with the Village of Channahon, Mayor Schumacher, and Village Manager Durkin regarding the ordinance. A suggestion is to replace smoke detectors with heat detectors.

- Both Captain McMillin and Lieutenant O'Hern have completed their bachelor's degrees. Firefighter Highbaugh got his certification in TRT.

There being no further or other business to come before the meeting, upon motion duly made by Treasurer Gregory, seconded by Trustee Fitzgerald, unanimously approved, the meeting adjourned at 9:23 a.m.

Respectfully Submitted  
Jacque Arnold  
Executive Fire Support Manager

# CHANNAHON FIRE PROTECTION DISTRICT

11/5/2025 2:59 PM

Register: 2016660 · First Secure - Checking

From 10/09/2025 through 11/05/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/09/2025		Verizon Wireless	1-201 · 2000 Accounts ...	VOID: 815922...		X		1,947,828.62
10/09/2025	3721	2nd Look Consulting...	1-201 · 2000 Accounts ...		510.00	X		1,947,318.62
10/09/2025	3722	Air One Equipment, ...	1-201 · 2000 Accounts ...	146	2,240.50	X		1,945,078.12
10/09/2025	3723	Allegra Coal City	1-201 · 2000 Accounts ...	Inv. 138731	94.35	X		1,944,983.77
10/09/2025	3724	Atlas Refrigeration, I...	1-201 · 2000 Accounts ...		520.00	X		1,944,463.77
10/09/2025	3725	Brandenburg Electro...	1-201 · 2000 Accounts ...		8,086.50	X		1,936,377.27
10/09/2025	3726	CDW Government, I...	1-201 · 2000 Accounts ...		3,080.38	X		1,933,296.89
10/09/2025	3727	Chasing T's Inkooper...	1-201 · 2000 Accounts ...	Inv. 4829	1,295.20			1,932,001.69
10/09/2025	3728	Comcast	1-201 · 2000 Accounts ...		78.74	X		1,931,922.95
10/09/2025	3729	Constellation Energy...	1-201 · 2000 Accounts ...		2,712.34	X		1,929,210.61
10/09/2025	3730	EMS Management &...	1-201 · 2000 Accounts ...	Inv. EMS-0188...	1,890.94	X		1,927,319.67
10/09/2025	3731	Estech Sysems, Inc.	1-201 · 2000 Accounts ...	Inv. 226261	227.53	X		1,927,092.14
10/09/2025	3732	Feece Oil Co.	1-201 · 2000 Accounts ...		2,850.82	X		1,924,241.32
10/09/2025	3733	First Due	1-201 · 2000 Accounts ...	Inv. 5133	625.00	X		1,923,616.32
10/09/2025	3734	Harmonic Design	1-201 · 2000 Accounts ...	Inv 15712	200.00	X		1,923,416.32
10/09/2025	3735	IAFPD	1-201 · 2000 Accounts ...	Dues	625.00	X		1,922,791.32
10/09/2025	3736	Illinois Public Risk F...	1-201 · 2000 Accounts ...	Inv. 94209	15,523.00	X		1,907,268.32
10/09/2025	3737	Illinois State Police	1-201 · 2000 Accounts ...	ILL14676F / C...	39.00	X		1,907,229.32
10/09/2025	3738	IMS Alliance	1-201 · 2000 Accounts ...	Inv. 25-2432	26.95	X		1,907,202.37
10/09/2025	3739	JCM Uniforms, Inc.	1-201 · 2000 Accounts ...		833.27	X		1,906,369.10
10/09/2025	3740	Joliet Water Recondi...	1-201 · 2000 Accounts ...		27.25	X		1,906,341.85
10/09/2025	3741	Lockport Twp Fire D...	1-201 · 2000 Accounts ...		2,965.56	X		1,903,376.29
10/09/2025	3742	LRS, Inc.	1-201 · 2000 Accounts ...		184.60	X		1,903,191.69
10/09/2025	3743	Michael McMillin	1-201 · 2000 Accounts ...		80.00	X		1,903,111.69
10/09/2025	3744	Minooka Ace Hardw...	1-201 · 2000 Accounts ...	VOID: Acct 30...		X		1,903,111.69
10/09/2025	3745	Minooka Lumber & ...	1-201 · 2000 Accounts ...	76767	69.52	X		1,903,042.17
10/09/2025	3746	Nicor Gas	1-201 · 2000 Accounts ...		530.36	X		1,902,511.81
10/09/2025	3747	Ottosen Dinolfo Has...	1-201 · 2000 Accounts ...	Inv. 16589	122.50	X		1,902,389.31
10/09/2025	3748	Salclay Services, Inc.	1-201 · 2000 Accounts ...	Inv. 14986	52.00	X		1,902,337.31
10/09/2025	3749	Staples 2022	1-201 · 2000 Accounts ...		416.01	X		1,901,921.30
10/09/2025	3750	Target Solutions	1-201 · 2000 Accounts ...	INV129107	2,604.16	X		1,899,317.14
10/09/2025	3751	Terrence O'Hern	1-201 · 2000 Accounts ...		2,421.61	X		1,896,895.53
10/09/2025	3752	The Village of Chan...	1-201 · 2000 Accounts ...		412.55	X		1,896,482.98
10/09/2025	3753	TSI, Inc.	1-201 · 2000 Accounts ...	5213905	1,470.73	X		1,895,012.25
10/09/2025	3754	US Gas	1-201 · 2000 Accounts ...		209.30	X		1,894,802.95
10/09/2025	3755	Wescom	1-201 · 2000 Accounts ...	Inv. 20251105	8,705.82	X		1,886,097.13
10/09/2025	3756	Verizon Wireless	1-201 · 2000 Accounts ...	8159220120001	423.04	X		1,885,674.09
10/09/2025	2162075...	Comcast	1-201 · 2000 Accounts ...		231.32	X		1,885,442.77
10/10/2025	553096304	Il. Dept. of Revenue	2100 · Payroll Liabilities	36-3327732	4,446.73	X		1,880,996.04
10/14/2025			401-01 · Ambulance Bi...	Deposit		X	1,735.61	1,882,731.65

# CHANNAHON FIRE PROTECTION DISTRICT

11/5/2025 2:59 PM

Register: 2016660 · First Secure - Checking

From 10/09/2025 through 11/05/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/15/2025			-split-	Deposit		X	36,290.20	1,919,021.85
10/15/2025			401-01 · Ambulance Bi...	Deposit		X	980.66	1,920,002.51
10/15/2025			401-10 · Reimburseme...	Deposit		X	6,133.43	1,926,135.94
10/15/2025	500915520	Verizon Wireless	1-201 · 2000 Accounts ...	VOID: 815922...		X		1,926,135.94
10/16/2025			401-01 · Ambulance Bi...	Deposit		X	2,139.87	1,928,275.81
10/16/2025		Minooka Fire Protect...	1200 · Accounts Recei...			X	367.68	1,928,643.49
10/16/2025		QuickBooks Payroll ...	064-6 · Amb General/ ...	Created by Pay...	71,813.50	X		1,856,829.99
10/17/2025			401-01 · Ambulance Bi...	Deposit		X	514.16	1,857,344.15
10/17/2025	271721	Transamerica	-split-	PE61743-0000...	4,850.00	X		1,852,494.15
10/17/2025	271723	Transamerica	11.11 · chief's pen. & d...	VB98198 00001	182.03	X		1,852,312.12
10/17/2025	1587822	Department of Treas...	-split-	36-3327732	16,126.58	X		1,836,185.54
10/17/2025	590249584	Il. Dept. of Revenue	2100 · Payroll Liabilities	36-3327732	4,625.66	X		1,831,559.88
10/17/2025	DD7656	Arnold, Jacquelyn M.	-split-	Direct Deposit		X		1,831,559.88
10/17/2025	DD7657	Bowles, Matthew	-split-	Direct Deposit		X		1,831,559.88
10/17/2025	DD7658	Cantrell, Luanne K	-split-	Direct Deposit		X		1,831,559.88
10/17/2025	DD7659	Ciarlette, Noah A	-split-	Direct Deposit		X		1,831,559.88
10/17/2025	DD7660	Dikun, Nathan S	-split-	Direct Deposit		X		1,831,559.88
10/17/2025	DD7661	Dircks, Brennan C	-split-	Direct Deposit		X		1,831,559.88
10/17/2025	DD7662	Fals, Shelby L.	-split-	Direct Deposit		X		1,831,559.88
10/17/2025	DD7663	Fellows, Sarah K	-split-	Direct Deposit		X		1,831,559.88
10/17/2025	DD7664	Grubisich, Danial P	-split-	Direct Deposit		X		1,831,559.88
10/17/2025	DD7665	Hammerstein, Jr., Mi...	-split-	Direct Deposit		X		1,831,559.88
10/17/2025	DD7666	Hardin, Patrick E.	-split-	Direct Deposit		X		1,831,559.88
10/17/2025	DD7667	Hartman, Jason S	-split-	Direct Deposit		X		1,831,559.88
10/17/2025	DD7668	Highbaugh, Andrew S	-split-	Direct Deposit		X		1,831,559.88
10/17/2025	DD7669	Kazak, Jeffrey M	-split-	Direct Deposit		X		1,831,559.88
10/17/2025	DD7670	Koranda, Jr., Allen C.	-split-	Direct Deposit		X		1,831,559.88
10/17/2025	DD7671	McCluskey, William	-split-	Direct Deposit		X		1,831,559.88
10/17/2025	DD7672	McMillin, Brian D.	-split-	Direct Deposit		X		1,831,559.88
10/17/2025	DD7673	McMillin, Michael J	-split-	Direct Deposit		X		1,831,559.88
10/17/2025	DD7674	O'Hern, Terrence M.	-split-	Direct Deposit		X		1,831,559.88
10/17/2025	DD7675	Owen, Joseph M	-split-	Direct Deposit		X		1,831,559.88
10/17/2025	DD7676	Petrakis, John	-split-	Direct Deposit		X		1,831,559.88
10/17/2025	DD7677	Pierce, Dillon J.	-split-	Direct Deposit		X		1,831,559.88
10/17/2025	DD7678	Randich, Jacob M.	-split-	Direct Deposit		X		1,831,559.88
10/17/2025	DD7679	Schneider, Scott W.	-split-	Direct Deposit		X		1,831,559.88
10/17/2025	DD7680	Schumacher, Jessica L	-split-	Direct Deposit		X		1,831,559.88
10/17/2025	DD7681	Skole, Matthew J.	-split-	Direct Deposit		X		1,831,559.88
10/17/2025	DD7682	Tobolt, Dale G	-split-	Direct Deposit		X		1,831,559.88
10/22/2025		Wilmington Fire Prot...	1200 · Accounts Recei...			X	367.68	1,831,927.56



# CHANNAHON FIRE PROTECTION DISTRICT

11/5/2025 2:59 PM

Register: 2016660 · First Secure - Checking

From 10/09/2025 through 11/05/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/22/2025	596797	U.S. Bank	1-201 · 2000 Accounts ...		11,318.75	X		1,820,608.81
10/22/2025	2050983...	Blue Cross and Blue ...	1-201 · 2000 Accounts ...	Acct. 000618608	44,785.90	X		1,775,822.91
10/22/2025	2050983...	Standard Insurance C...	1-201 · 2000 Accounts ...	00 162517	315.09	X		1,775,507.82
10/22/2025	1021202...	Standard Insurance C...	1-201 · 2000 Accounts ...	00 162517	305.00	X		1,775,202.82
10/23/2025			401-01 · Ambulance Bi...	Deposit		X	522.77	1,775,725.59
10/23/2025			-split-	Deposit		X	72,616.79	1,848,342.38
10/24/2025	1	Audit	1-201 · 2000 Accounts ...	VOID:		X		1,848,342.38
10/27/2025			401-01 · Ambulance Bi...	Deposit		X	1,021.86	1,849,364.24
10/27/2025	20253	Illinois Director of E...	1-201 · 2000 Accounts ...	36-3327732, A...	58.91	X		1,849,305.33
10/29/2025			401-01 · Ambulance Bi...	Deposit		X	431.36	1,849,736.69
10/30/2025			401-01 · Ambulance Bi...	Deposit		X	455.02	1,850,191.71
10/30/2025	3757	Becky Montgomery	1-201 · 2000 Accounts ...		88.60			1,850,103.11
10/30/2025		QuickBooks Payroll ...	064-6 · Amb General/ ...	Created by Pay...	77,772.47	X		1,772,330.64
10/31/2025			401-13 · Equipment Sa...	Deposit		X	100.00	1,772,430.64
10/31/2025			401-10 · Reimburseme...	Deposit		X	632.70	1,773,063.34
10/31/2025			401-01 · Ambulance Bi...	Deposit		X	2,563.64	1,775,626.98
10/31/2025			401-09 · Interest \$	Interest		X	261.24	1,775,888.22
10/31/2025		Comcast	1-201 · 2000 Accounts ...	VOID:		X		1,775,888.22
10/31/2025	3758	Channahon Prof. Fire...	2100 · Payroll Liabilities		2,205.00			1,773,683.22
10/31/2025	3759	Channahon FPD Fire...	2100 · Payroll Liabilities		25,132.41			1,748,550.81
10/31/2025	278494	Transamerica	-split-	PE61743-0000...	4,953.86	X		1,743,596.95
10/31/2025	278494	Transamerica	11.11 · chief's pen. & d...	VB98198 00001	182.03	X		1,743,414.92
10/31/2025	811471	AFLAC	-split-	HX998	362.14			1,743,052.78
10/31/2025	4076189	Department of Treas...	-split-	36-3327732	17,670.64	X		1,725,382.14
10/31/2025	190398320	Il. Dept. of Revenue	2100 · Payroll Liabilities	36-3327732	4,986.84	X		1,720,395.30
10/31/2025	2188695...	Comcast	1-201 · 2000 Accounts ...		308.37	X		1,720,086.93
10/31/2025	2188696...	Comcast	1-201 · 2000 Accounts ...		231.74	X		1,719,855.19
10/31/2025	DD7683	Arnold, Jacquelyn M.	-split-	Direct Deposit		X		1,719,855.19
10/31/2025	DD7684	Benson, Kyle D	-split-	Direct Deposit		X		1,719,855.19
10/31/2025	DD7685	Bowles, Matthew	-split-	Direct Deposit		X		1,719,855.19
10/31/2025	DD7686	Cantrell, Luanne K	-split-	Direct Deposit		X		1,719,855.19
10/31/2025	DD7687	Ciarlette, Noah A	-split-	Direct Deposit		X		1,719,855.19
10/31/2025	DD7688	Dikun, Nathan S	-split-	Direct Deposit		X		1,719,855.19
10/31/2025	DD7689	Dircks, Brennan C	-split-	Direct Deposit		X		1,719,855.19
10/31/2025	DD7690	Fals, Shelby L.	-split-	Direct Deposit		X		1,719,855.19
10/31/2025	DD7691	Fellows, Sarah K	-split-	Direct Deposit		X		1,719,855.19
10/31/2025	DD7692	Grubisich, Danial P	-split-	Direct Deposit		X		1,719,855.19
10/31/2025	DD7693	Hammerstein, Jr., Mi...	-split-	Direct Deposit		X		1,719,855.19
10/31/2025	DD7694	Hardin, Patrick E.	-split-	Direct Deposit		X		1,719,855.19
10/31/2025	DD7695	Hartman, Jason S	-split-	Direct Deposit		X		1,719,855.19

# CHANNAHON FIRE PROTECTION DISTRICT

11/5/2025 2:59 PM

Register: 2016660 · First Secure - Checking

From 10/09/2025 through 11/05/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
10/31/2025	DD7696	Highbaugh, Andrew S	-split-	Direct Deposit		X		1,719,855.19
10/31/2025	DD7697	Kazak, Jeffrey M	-split-	Direct Deposit		X		1,719,855.19
10/31/2025	DD7698	Koranda, Jr., Allen C.	-split-	Direct Deposit		X		1,719,855.19
10/31/2025	DD7699	McMillin, Brian D.	-split-	Direct Deposit		X		1,719,855.19
10/31/2025	DD7700	McMillin, Michael J	-split-	Direct Deposit		X		1,719,855.19
10/31/2025	DD7701	O'Hern, Terrence M.	-split-	Direct Deposit		X		1,719,855.19
10/31/2025	DD7702	Owen, Joseph M	-split-	Direct Deposit		X		1,719,855.19
10/31/2025	DD7703	Petrakis, John	-split-	Direct Deposit		X		1,719,855.19
10/31/2025	DD7704	Petro, Benjamin J	-split-	Direct Deposit		X		1,719,855.19
10/31/2025	DD7705	Pierce, Dillon J.	-split-	Direct Deposit		X		1,719,855.19
10/31/2025	DD7706	Randich, Jacob M.	-split-	Direct Deposit		X		1,719,855.19
10/31/2025	DD7707	Schneider, Scott W.	-split-	Direct Deposit		X		1,719,855.19
10/31/2025	DD7708	Schumacher, Jessica L	-split-	Direct Deposit		X		1,719,855.19
10/31/2025	DD7709	Skole, Matthew J.	-split-	Direct Deposit		X		1,719,855.19
10/31/2025	DD7710	Tobolt, Dale G	-split-	Direct Deposit		X		1,719,855.19



## Community Support Services Report October 2025

### Statistics

80 Ambulance Calls

- Lift Assist/Falls - 18
- Psych/Suicide - 6

### Monthly Referrals - 9

Priority Level	Disposition
106 – Unable to Care for Self/Environment	ACTIVE – Active Case – Disposition Pending
106 – Unable to Care for Self/Environment	ACTIVE – Active Case – Disposition Pending
106 – Unable to Care for Self/Environment	ACTIVE – Active Case – Disposition Pending
1107 – DOA Confirmed (Family Response)	D12 – No Response After Follow Up
1107 – DOA Confirmed (Family Response)	D12 – No Response After Follow Up
1107 – DOA Confirmed (Family Response)	D13 – Case Handled by CSSC
305 – Mobility Issue/Lift Assist	D12 – No Response After Follow Up
312 – Mega User Risk	ACTIVE – Active Case – Disposition Pending
312 – Mega User Risk	D12 – No Response After Follow Up

### Activity

- Met with FF/Medic Kazak to begin planning for CSS transition to First Due
- Met with Clinician Katie Diaz-Hughes to continue discussion regarding trauma effect on crews
- Held a “Meet and Greet” with Remington Woods residents on October 12<sup>th</sup>
- Will hold “Meet and Greet” with UMC Senior Lunch/Bingo group on November 5<sup>th</sup>
- Received information for 44 residents from Will County EMA as those who would need assistance in the event of an evacuation.
  - I am contacting each one of them to see if there are any resources we have available to assist them in the meantime.
- Had our first request for grab bars through the “Check and Protect” program
- Sarah and I planned “Matter of Balance” classes for the Channahon Park District to be held in March and April 2026 – 2 per day for 8 weeks

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 Activities**  
**October 2025**

Trainings/meetings	total students
10/1, 10/8, 10/15, 10/22, 10/29 IFSAP Training	
10/2 Stop the Bleed informational	
10/17 Meeting with Galloway Nurse	1
10/30 St. Elizabeth fall visit	
10/31 CPR training at Channahon Junior High School	15
<b>School Visits</b>	
10/7 Sparky at Galloway for Fire Prevention Week Kick-off	
10/7 Galloway 1 <sup>st</sup> Grade	105
10/9 Galloway 2 <sup>nd</sup> Grade	108
10/14 Guest Reader at Library	15
10/20 Park District Preschool	64
10/21 Park District Preschool	36
10/23 Homeschool Station Tour	25
10/24 Homeschool Station Tour	12
10/28 Families of Faith lessons	205
<b>Other</b>	
10/23 Grand Dental Trunk or Treat	425

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# CHANNAHON FIRE PROTECTION DISTRICT

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Meetings	11/5, 11/12, 11/19, 11/25 IFSAP training
Pending Activities	11/3 Galloway 2 <sup>nd</sup> grade 11/4 Galloway 1 <sup>st</sup> Grade 11/6 Dinner with the Firefighters (Library winner) 11/7 Breakfast with the Firefighters (Galloway EDITH winners) 11/17 UMC Preschool 11/18 UMC Preschool 11/21 Galloway Kindergarten
Other	

Respectfully Submitted,

*Sarah Fellows, Fire Life Safety Educator*

## October 2025

- 10/1 1<sup>st</sup> Due configuration and familiarization. Added more data to 1<sup>st</sup> due with recent completed inspections prior to the use of the new software.
- 10/7 1<sup>st</sup> Due configuration with Clay for inspection features including parent/child occupancies and inspection zones/districts.
- 10/8 Reinspection Busey bank (failed) and inspection of dairy queen (Passed). District logistical assistance.
- 10/13 Inspection of Pilot/Dunkin (failed). Reinspection of Elite Gutters (failed). Follow up with Pomp's about alarm service and scheduled an inspection. CPSI list follow up about radio installations- 23930 Northern Illinois Dr. – Forever Legends/Shaggy dog. & 22844 Winchester, one building with 3 occupancies and 1 alarm panel. Both are ready for radio installs. An additional CPSI follow up for 24750 W. Eames does not exist. Residential Knox Box installation for a home on Greystone Ct. South of the River completed with keys.
- 10/14 Completed the station one reinspection (passed). Inspected Central Auto Repair (failed). Inspected Crase Auto Connection (passed). CPSI follow up with M&I Steel (still under construction). Channahon BP/McDonalds shared alarm panel and functioning. Witnessed 2-hour hydro test at 200psi with FSCI and Village staff at M&I steel construction site on Northern Illinois Dr.
- 10/16 completed inspection at Pomp's (failed). Scheduled reinspection. Reinspection completed at Love's (passed). Added dates to 1<sup>st</sup> Due for well behind inspections that are due and sorted out which businesses will need to be contacted to schedule an inspection i.e. Bunge, Cardinal Health, etc.
- 10/17 Follow up with Pomp's. Reinspection completed with a pass. Followed up with Channahon General Rental per their request regarding false activation of their fire alarm. Had them clean out the fire alarm devices and I spoke with Marty from DNI. We will monitor the situation to see if cleaning devices out works. Followed up with BAAR on Eames regarding a message for a vendor list for fire extinguisher services etc. I dropped that off. Conducted an inspection of River of Life Church (failed). Had a follow up call with Josh from Pilot Travel centers regarding their recent inspection. They are working on their deficiencies. He just wanted some clarification on what would be acceptable. I had a call from Nate regarding 24430 W. Eames (the apartments being renovated) He is looking for a fire inspection. I will follow up with 401.
- 10/20 Completed a life safety inspection for the apartment building at 24430 W. Eames. Both buildings are under new ownership however only 24430 has had a complete renovation. The building passed and we will inspect the other building when the renovation is complete. Completed the follow up list for CPSI consisting of IMTT on Durkee Rd. and 24251 W. Riverside Dr.#2.
- 10/29 Attended meeting with Amazon leadership, FD, and PD about responses to the Amazon facilities. Amoco Rd. Amazon visit and move Knox lock from Emergency gate at front entrance to the gate off of Bradley on the West side of the building for yard entrance. Reinspection completed at Busey Bank (Pass). Reinspection of Three Rivers Library (Failed). Anticipated that Three Rivers will comply within the next two weeks.

- 10/31 Inspections completed at Forever Legends (Failed), The Shaggy Dog (Passed), and American Hairlines (Passed). Phone call from a contractor regarding Verdeco about FD approval for a permit requested from Will County. Phone call with a contractor about Bunge off of Durkee Rd. in regard to their fire alarm system. New ownership of 24108 S. Northern Illinois Dr. (old Excel Machine building). Conducted a walk through and replaced the Knox Box key. It sounds like it will be the home of a Lamborghini racing team. Familiarization with the 1<sup>st</sup> due platform continues.



# CHANNAHON FIRE PROTECTION DISTRICT

24929 S. CENTER STREET

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

## Deputy Chief Report for November 2025

### Vehicles:

- 411 11/04 - PM's & punch list (a couple led lights), needed steer tires.
- 415 10/27 - EVT Brian evaluated Check Engine light - incomplete Regen-related. Forced a regen cycle and code cleared with no other problems.
- 412 10/14 - PM's & punch list (ladder rack lock replaced, front brakes)
- 417 10/14 - EVT Ben replaced three batteries (was not holding full charge).
- 421 10/24 - PM's & punch list (air leak, fluid leak, light bracket, SRS light on).
- Switched over to Winter Diesel Fuel program

Monthly invoices rec'd: \$5312.84 YTD: \$44,479.48 as of November 6<sup>th</sup>, 2025

### Stations:

#### Station 1

- Station Generator project status. United Rental did move us to a "monthly" billing rate. Sent request to Cummins to pay the temporary portable generator invoice for rental period related to the delay from their failure to order correct materials. We have not received a response yet.
- We are receiving two additional security cameras as a part of the upgrade. Waiting on delivery / install and IT Bill to configure a few things before fully operational.
- Perry Brown plumbing out to rod North side (Training room) washroom drains.

#### Station 2

- Walked property on 11/3. Should discuss aeration and overseeding to fill bare spots.
- Bay heaters not operating, circuit board is fried. Waiting on quote for repair.

### Meetings:

- Attended Illinois Fire Chief's Conference in Peoria. Met with First Due, PBS billing, MSA, and a couple thermal imaging camera companies.
- 2<sup>nd</sup> Teams meeting with First Due related to Asset / Inventory / Work Request management.
- 10/16 - President Rittorf and I attended AIA Design Awards as guests of FGM.
- Teams meeting with Rock Valley Health for annual physicals.
  - Reviewed Step 3 & 4; 10/28 through 11/6.





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### Significant Calls:

- 10/16 24445 St. Paul Ave. Structure Fire – Rear of garage on fire, no extension into garage. Under investigation, but appeared to be accidental.

Total calls for October 2025 - 163      2025 Year to Date = 1645 (11/3)

### Pending:

- Engine 411 PM's scheduled for November.
- Candidate training is on-going.
- Finalize and approve 2026 budget.
- First Due software implementation.

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



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October 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:

**Administration/Operations**

- First Due integration and configuration is approaching the transition phase.
  - November is the last month before we begin charting reports, activities and inspections in the program to ensure the various report types and their fields are formatted correctly and working. The individuals and groups who have been involved in the integration of the program have provided many hours of virtual configuration and optimization meetings. Our staff has done a great job preparing the transition and ensuring the platform is working correctly.
- As we approach the November board meeting, please review the budget materials we shared at the special meeting. No changes have been made to the draft operating budget and capital item requests. If you have any questions, please contact me.
- The grant applications for staffing, life safety and education, and small equipment are still pending. With the federal government being stalemate, it is unknown when we hear the status of the grants.
- On 10/15, we were requested by Channahon Police Department to assist with evidence recovery following a high dollar theft of electronic devices from the Amazon ORD 2 facility on Amoco Road. Channahon Police required our assistance to recover remote trail cameras that were taken from their mounted positions and thrown into the large pond behind the facility. Water rescue operators donned their Mustang suits and entered the pond. A total of 5 trail cameras were recovered along with parts of the cameras, and empty container of one of the stolen products. This was part of a large manhunt and pursuit of the assailants that spanned from Channahon to East Joliet.
- DC McMillin and I were informed by Captain McMillin regarding a situation they encountered on 10/11 at approximately 10:00 PM when they were dispatched for an unconscious patient at the Amazon ORD 9 on Bluff Road. Upon entering the building, the crew were met by security who inadvertently denied our crews access to the patient. Channahon Police also responded to assist our crews. After some direct exchanges between first responders and the security officers, another Amazon employee let first responders back to begin assessment. This episode triggered a meeting held by Channahon FD and PD with Amazon leadership present to discuss the events of 10/11. We discovered that there have been other instances where our crews have been denied access to both facilities when dispatched for fire alarms and supervisory alarms. Channahon Police made it clear that should this happen again; they have no problem taking a security guard into custody if they deny first responders access during an emergency. We made it clear that if we are confronted with a security guard denying access, fire crews are under direct order to force entry in the lobby and access the patient. We also explained the liability

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## CHANNAHON FIRE PROTECTION DISTRICT

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the security firm was imposing on both Amazon facilities. We shared the outcomes of a similar scenario at a Joliet Amazon distribution center where a patient experienced chest pains and Joliet FD was not “authorized” by security staff to enter. The outcome of that scenario was unfortunate as the delay in care contributed to the patient’s death. The outcome of the meeting was positive. The Amazon leadership has gone back to each facility to have discussions with the security guard firm and have communicated that at no time, will fire or police be denied entry during any emergency request.

### Personnel

- Crews have completed the final steps of their physical examinations. The new format was well received by staff. I would anticipate we will continue to work with Rock Valley Health’s NFPA 1582 wellness program.
- Candidates have begun riding 12 and 24 hours shifts as they continue to work towards the preparation for the January start of fire academy. They have been getting a lot of great experiences over the past month in addition to their training nights and ride-a-long field time, including live fire training with the crews and assisting FF Sarah with public education events and activities.

### Miscellaneous

- Rigs has finished the first phase of his training. He earned his STAR Puppy Certification. He will begin working on therapy training in the new year. The therapy training takes approximately one year to complete as it is a combination of training and documented field experience hours. He can “assist” with public events and school instruction.
- With Rigs completing his STAR Puppy Certification, we will be putting together an announcement we can share on social media for the public to see. We have tentatively planned his social media debut the week of 11/10.
- I am reviewing examples of potential ordinances that may provide the district with the authority to impose a nominal fine for malicious alarm transmissions including people vaping in bathrooms and alarm technicians who fail to contact Wescom when they are servicing alarms and do not take them out of service triggering fire alarms. Specifically, we have had an increase in such situations at the Tru Country, KG9, and Casey’s where the crews arrive and determined the cause of the alarm was an individual vaping in the bathrooms. We have also experienced patrons or restaurant staff resetting fire alarms prior to our arrival. We do have an alarm nuisance ordinance, but I would like to better define the difference between accidental and malicious. I will vet this through legal to ensure we are within our authority to do so.

### For the Good and Welfare

- Congratulations to Lt. O’Hern and Captain McMillin as they have earned their bachelor’s degree in Fire Executive Leadership!
- FF/Medic Andrew Highbaugh earned his credentials as a Structural Collapse Technician. He represents Channahon FPD (along with Captain McMillin, FF/Medic Dircks, and FF/Medic Hardin) on the Division 15 Technical Rescue Team.

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### Miscellaneous Events/Activities

- Administrative budget work sessions with Jacque and DC McMillin
- Draft budget document preparation
- Drill preparation for shift hazardous materials trainings
- Hazardous Materials Operations recurrent training with all shifts
- Instructional preparation for Division 15 workshop
- Division 15 Chief's Professional Development Workshop

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### Pending

- First Due implementation
- SOG and General Order Review/Updates
- Administrative operating guide composition