



# 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 December 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, Treasurer Gregory, Trustee Caldwell, and Trustee Fitzgerald. Chief Petrakis, Deputy Chief McMillin, and Executive Fire Support Manager Arnold.

Captain McMillin, Captain Skole, and Firefighter Schneider also attended the meeting.

**MATTER OF THE PUBLIC:** None

### APPROVAL OF THE MINUTES

Treasurer Gregory made a motion to approve November 13, 2025, regularly scheduled meeting minutes, seconded by Secretary McMillin. All were in favor and the motion carried.

### TREASURER REPORT

Executive Assistant Arnold presented the board with an updated budget report reflecting the monies collected from Will County. The abatement money and pension money are directly submitted to the appropriate funds and the remaining tax payments are submitted directly to the district. There will be one more deposit from Will County for this year's taxes, on December 18<sup>th</sup>.

### MONEY COLLECTED

\$80,167.86 - Ambulance Billing (\$847,458.36 for 2025); \$400.00 - Impact Fees; \$8,074.37 - Interest; \$632.70 - Reimbursement; \$35,892.67 - Will County.

The Treasurer's report ending November 2025 along with the disbursement record for November 2025 were presented, showing disbursements by check number, date, payee, and amount. Treasurer Gregory made a motion to accept the reports 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.

The outstanding bills to be paid were presented. The Trustees reviewed the bills. A discussion was held on the outstanding bills, Treasurer Gregory made a motion to accept the bills as presented,

seconded by Trustee Fitzgerald. A roll call vote: President Rittorf – Yes; Secretary McMillin – Yes; Treasurer Gregory – Yes; Trustee Caldwell – Yes; and Trustee Fitzgerald – Yes. Motion carried.

### **Communications**

1. Village of Channahon – Impact Fee Report
2. Thank you – Elwood Fire Protection District – assistance on a call.
3. Will County Clerk – Notice of Tax Objection Case #2025TX280

### **OLD BUSINESS**

1. **Presentation from Compass Insurance, Myron Munyon Discuss and approve the Station/Vehicle Insurance for 2026** – Myron Munyon with Compass Insurance was attending the meeting to discuss the insurance proposal for 2026. The board was presented with the insurance proposal for 2026 the new premium is \$53,438.00 about a 9% increase. Mr. Munyon went through the coverage offered. Discussions were held regarding financial protection, coverage for liability, and vehicle insurance. New quotes will be presented to the board in January for consideration for financial protection and vehicle coverage. The Accident and Health renewal will be \$8,268.00. The total renewal will be \$61,706.00. Trustee Caldwell made a motion to approve the Station/Vehicle Insurance for 2026, seconded by Trustee Fitzgerald. A roll call vote was taken for the motions: President Rittorf – Yes; Secretary McMillin – Yes; Treasurer Gregory – Yes; Trustee Caldwell – Yes; and Trustee Fitzgerald – Yes. Motion carried
2. **Discuss and approve moving forward with a Comprehensive Financial Plan Governmental Accounting, Inc.** – The proposal was presented to the board for the Comprehensive Financial Plan services in the amount of \$5,200.00 (not to exceed). Trustee Caldwell made a motion to approve moving forward with Governmental Accounting, Inc., seconded by Trustee Fitzgerald. A roll call vote was taken for the motions: President Rittorf – Yes; Secretary McMillin – No; Treasurer Gregory – Yes; Trustee Caldwell – Yes; and Trustee Fitzgerald – Yes. Motion carried
3. **Discuss and approve Chief Petrakis and Deputy Chief McMillin Contracts and Administrative salary increase (Arnold, Cantrell, Fellows, McCluskey)** Will be discussed in closed session.

### **NEW BUSINESS**

1. **Discuss and review Ordinance - AN ORDINANCE ADOPTING THE 2021 INTERNATIONAL FIRE CODE FOR THE CHANNHAON FIRE PROTECTION DISTIRC'S UNINCORPRATED FIRE PROTECTION AREA WITHIN CHANNAHON TOWNSHIP AND WILL COUNTY** – Presented to the board to review – Tabled to January.
2. **Discuss and review the draft "EXHIBIT A - Channahon Fire Protection District Unincorporated Channahon Township Fire Prevention Code - Adoption of the International Fire Code 2021 Edition with Amendments."** – Presented to the board to review – Tabled to January.
3. **Discuss and review Ordinance – AN ORDINANCE ADOPTING PRACTICES FOR THE ENFORCEMENT OF FALSE/NUISANCE, AND FALSE/NEGLIGENT FIRE ALARM ACTIVATIONS WITHIN TH ECHANNAHON FIRE PROTECTION DISTRICT SERVICE BOUNDARIES; WILL COUNTY, IL.** – Presented to the board to review – Tabled to January.
4. **Discuss and approve the purchase of a Stryker MTS Power Load - \$92,343.85** – A discussion was held on the purchase and timeline of getting the equipment. It is a 2026

budgeted line item. Secretary McMillin made a motion to purchase a Stryker Power Load system, seconded by Treasurer Gregory. A roll call vote: President Rittof – Yes; Secretary McMillin – Yes; Treasurer Gregory – Yes; Trustee Caldwell – Yes; and Trustee Fitzgerald - Yes. Motion carried.

5. **Discuss and approve the purchase of a Fit Test Machine - \$18,905. (\$14,837 will be funded by the IPRF Grant)** – A discussion was held about the current fit test machine and the one we are purchasing. We will no longer be sharing the machine. Trustee Caldwell McMillin made a motion to purchase the Fit Test Machine, seconded by Secretary McMillin. A roll call vote: President Rittof – Yes; Secretary McMillin – Yes; Treasurer Gregory – Yes; Trustee Caldwell – Yes; and Trustee Fitzgerald - Yes. Motion carried.

**WESCOM:** FireRMS printing issues have been resolved.

**LEGAL UPDATE:** None

**PENSION:** None

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

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

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

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

- Vehicle repairs are under budget for the year.
- Station 2 bay heater was repaired, and the part was covered by warranty. We only had to pay for the labor.

**CHIEF REPORT:** (report attached)

- We are around 1900 calls for the year.
- Grants – no updates.

President Rittof requested that the Trustees go into closed session pursuant to Section (2)(c)(1) of the Open Meetings Act (to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body); Section (2)(c)(2) of the Act (to discuss collective negotiating matters between the public body and its employees); and/or Section (2)(c)(8) of the Act (to discuss pending, probable or imminent litigation), motion made by Trustee Fitzgerald, seconded by Secretary McMillin. A roll call vote: President Rittof – Yes; Secretary McMillin – Yes; Treasurer Gregory – Yes; Trustee Caldwell – Yes; and Trustee Fitzgerald - Yes. Motion carried. The meeting was placed in closed session at 9:19 a.m.

At 9:34 a.m., the meeting resumed open session with a motion by Secretary. McMillin, 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 was carried to place the meeting in open session.

Administrative Staff salary increases as of January 1, 2026: As a result of closed session a motion by Treasurer Gregory, seconded by Trustee Fitzgerald to approve the following salary increases: Chief Petrakis 3% plus a \$1,500 bonus; DC McMillin a \$1,500 bonus, J. Arnold 3 1/2%, B. McCluskey, S. Fellows, and L. Cantrell a 3% increase. A roll call vote: President Rittof – Yes;

Secretary McMillin – Yes; Treasurer Gregory – Yes; Trustee Caldwell – Yes; and Trustee Fitzgerald – Yes. Motion carries.

There being no further or other business to come before the meeting, upon motion duly made by Treasurer Gregory, seconded by Secretary McMillin, unanimously approved, the meeting adjourned at 9:45 a.m.

Respectfully Submitted  
Jacque Arnold  
Executive Fire Support Manager

# CHANNAHON FIRE PROTECTION DISTRICT

12/5/2025 1:43 PM

Register: 2016660 · First Secure - Checking

From 11/13/2025 through 12/11/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/13/2025	3796	Air One Equipment, ...	1-201 · 2000 Accounts ...	146	280.70	X		1,719,481.85
11/13/2025	3797	Arneson Tire Center,...	1-201 · 2000 Accounts ...	Inv. 138833	2,299.56	X		1,717,182.29
11/13/2025	3798	CDW Government, I...	1-201 · 2000 Accounts ...		508.75	X		1,716,673.54
11/13/2025	3799	Channahon FPD Fire...	1-201 · 2000 Accounts ...		34,813.63	X		1,681,859.91
11/13/2025	3800	CIT Trucks - Joliet	1-201 · 2000 Accounts ...		840.51	X		1,681,019.40
11/13/2025	3801	Clennon Electric, Inc.	1-201 · 2000 Accounts ...	Inv. 43025	30,304.00	X		1,650,715.40
11/13/2025	3802	Comcast	1-201 · 2000 Accounts ...		78.74	X		1,650,636.66
11/13/2025	3803	Constellation Energy...	1-201 · 2000 Accounts ...		2,364.88	X		1,648,271.78
11/13/2025	3804	Crescent Electric Sup...	1-201 · 2000 Accounts ...		83.46	X		1,648,188.32
11/13/2025	3805	D'Orazio Ford	1-201 · 2000 Accounts ...	Inv. 229747	785.33	X		1,647,402.99
11/13/2025	3806	Ecolab, Inc.	1-201 · 2000 Accounts ...		253.68	X		1,647,149.31
11/13/2025	3807	EMS Management &...	1-201 · 2000 Accounts ...	Inv. EMS-0197...	1,463.66	X		1,645,685.65
11/13/2025	3808	Estech Sysyems, Inc.	1-201 · 2000 Accounts ...	Inv. 243039	227.53	X		1,645,458.12
11/13/2025	3809	Feece Oil Co.	1-201 · 2000 Accounts ...		1,056.13	X		1,644,401.99
11/13/2025	3810	Fleet Safety Supply	1-201 · 2000 Accounts ...	Inv. 86048	175.00	X		1,644,226.99
11/13/2025	3811	Fox Valley Fire & Sa...	1-201 · 2000 Accounts ...		1,530.00	X		1,642,696.99
11/13/2025	3812	Gordon Flesch Comp...	1-201 · 2000 Accounts ...	20RICF20	206.56	X		1,642,490.43
11/13/2025	3813	Gov Accounting LLC	1-201 · 2000 Accounts ...	Inv. 3113	975.00	X		1,641,515.43
11/13/2025	3814	Harmonic Design	1-201 · 2000 Accounts ...		60.00	X		1,641,455.43
11/13/2025	3815	Illinois Fire Service ...	1-201 · 2000 Accounts ...	Graduation/Lu...	200.00	X		1,641,255.43
11/13/2025	3816	Illinois Public Risk F...	1-201 · 2000 Accounts ...	Inv. 94209	15,523.00	X		1,625,732.43
11/13/2025	3817	Jacob Randich	1-201 · 2000 Accounts ...		1,571.20	X		1,624,161.23
11/13/2025	3818	JCM Uniforms, Inc.	1-201 · 2000 Accounts ...		364.65	X		1,623,796.58
11/13/2025	3819	Joe Martin & Associ...	1-201 · 2000 Accounts ...	Inv. 1881	305.49			1,623,491.09
11/13/2025	3820	Kindelspire's Auto S...	1-201 · 2000 Accounts ...	Inv. 242244	440.82	X		1,623,050.27
11/13/2025	3821	L & L of Sterling, Inc	1-201 · 2000 Accounts ...		682.84	X		1,622,367.43
11/13/2025	3822	LRS, Inc.	1-201 · 2000 Accounts ...		184.60	X		1,622,182.83
11/13/2025	3823	MacQueen Emergenc...	1-201 · 2000 Accounts ...		1,785.39			1,620,397.44
11/13/2025	3824	Michael McMillin	1-201 · 2000 Accounts ...		80.00	X		1,620,317.44
11/13/2025	3825	Morris Hospital	1-201 · 2000 Accounts ...		1,254.00	X		1,619,063.44
11/13/2025	3826	NIAFPD	1-201 · 2000 Accounts ...	Inv. 1691	416.32			1,618,647.12
11/13/2025	3827	Nicor Gas	1-201 · 2000 Accounts ...		610.34	X		1,618,036.78
11/13/2025	3828	Ottosen Dinolfo Has...	1-201 · 2000 Accounts ...		2,783.65	X		1,615,253.13
11/13/2025	3829	Perry Brown Plumbi...	1-201 · 2000 Accounts ...	Inv. 24989	950.00	X		1,614,303.13
11/13/2025	3830	PremiStar - North	1-201 · 2000 Accounts ...	Inv. SI2302006	1,887.00	X		1,612,416.13
11/13/2025	3831	R & R Septic & Sew...	1-201 · 2000 Accounts ...		185.00	X		1,612,231.13
11/13/2025	3832	Rock Valley Physica...	1-201 · 2000 Accounts ...		19,040.00	X		1,593,191.13
11/13/2025	3833	Stryker Sales Corp	1-201 · 2000 Accounts ...		1,747.68	X		1,591,443.45
11/13/2025	3834	The Sherwin-Willia...	1-201 · 2000 Accounts ...		323.71	X		1,591,119.74
11/13/2025	3835	The Village of Chan...	1-201 · 2000 Accounts ...		60,618.49	X		1,530,501.25

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12/5/2025 1:43 PM

Register: 2016660 · First Secure - Checking

From 11/13/2025 through 12/11/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/13/2025	3836	Toman Consulting, I...	1-201 · 2000 Accounts ...		752.50	X		1,529,748.75
11/13/2025	3837	Uniforms Direct LLC	1-201 · 2000 Accounts ...		400.00	X		1,529,348.75
11/13/2025	3838	US Gas	1-201 · 2000 Accounts ...		218.05	X		1,529,130.70
11/13/2025	3839	Verizon Wireless	1-201 · 2000 Accounts ...	8159220120001	413.17	X		1,528,717.53
11/13/2025	3840	Warehouse Direct W...	1-201 · 2000 Accounts ...		371.10	X		1,528,346.43
11/13/2025	3841	Wescom	1-201 · 2000 Accounts ...	Inv. 20251105	8,736.76	X		1,519,609.67
11/13/2025	3842	Whitmore Ace Hard...	1-201 · 2000 Accounts ...		174.32	X		1,519,435.35
11/13/2025		QuickBooks Payroll ...	064-6 · Amb General/ ...	Created by Pay...	73,521.85	X		1,445,913.50
11/14/2025	28222	Transamerica	-split-	PE61743-0000...	4,841.67	X		1,441,071.83
11/14/2025	28227	Transamerica	11.11 · chief's pen. & d...	VB98198 00001	182.03	X		1,440,889.80
11/14/2025	4963906	Department of Treas...	-split-	36-3327732	16,512.84	X		1,424,376.96
11/14/2025	1563613...	Il. Dept. of Revenue	2100 · Payroll Liabilities	36-3327732	4,692.17	X		1,419,684.79
11/14/2025	DD7711	Arnold, Jacquelyn M.	-split-	Direct Deposit		X		1,419,684.79
11/14/2025	DD7712	Benson, Kyle D	-split-	Direct Deposit		X		1,419,684.79
11/14/2025	DD7713	Bowles, Matthew	-split-	Direct Deposit		X		1,419,684.79
11/14/2025	DD7714	Cantrell, Luanne K	-split-	Direct Deposit		X		1,419,684.79
11/14/2025	DD7715	Ciarlette, Noah A	-split-	Direct Deposit		X		1,419,684.79
11/14/2025	DD7716	Dikun, Nathan S	-split-	Direct Deposit		X		1,419,684.79
11/14/2025	DD7717	Direks, Brennan C	-split-	Direct Deposit		X		1,419,684.79
11/14/2025	DD7718	Fals, Shelby L.	-split-	Direct Deposit		X		1,419,684.79
11/14/2025	DD7719	Fellows, Sarah K	-split-	Direct Deposit		X		1,419,684.79
11/14/2025	DD7720	Grubisich, Danial P	-split-	Direct Deposit		X		1,419,684.79
11/14/2025	DD7721	Hammerstein, Jr., Mi...	-split-	Direct Deposit		X		1,419,684.79
11/14/2025	DD7722	Hardin, Patrick E.	-split-	Direct Deposit		X		1,419,684.79
11/14/2025	DD7723	Hartman, Jason S	-split-	Direct Deposit		X		1,419,684.79
11/14/2025	DD7724	Highbaugh, Andrew S	-split-	Direct Deposit		X		1,419,684.79
11/14/2025	DD7725	Kazak, Jeffrey M	-split-	Direct Deposit		X		1,419,684.79
11/14/2025	DD7726	Koranda, Jr., Allen C.	-split-	Direct Deposit		X		1,419,684.79
11/14/2025	DD7727	McMillin, Brian D.	-split-	Direct Deposit		X		1,419,684.79
11/14/2025	DD7728	McMillin, Michael J	-split-	Direct Deposit		X		1,419,684.79
11/14/2025	DD7729	O'Hern, Terrence M.	-split-	Direct Deposit		X		1,419,684.79
11/14/2025	DD7730	Owen, Joseph M	-split-	Direct Deposit		X		1,419,684.79
11/14/2025	DD7731	Petrakis, John	-split-	Direct Deposit		X		1,419,684.79
11/14/2025	DD7732	Petro, Benjamin J	-split-	Direct Deposit		X		1,419,684.79
11/14/2025	DD7733	Pierce, Dillon J.	-split-	Direct Deposit		X		1,419,684.79
11/14/2025	DD7734	Randich, Jacob M.	-split-	Direct Deposit		X		1,419,684.79
11/14/2025	DD7735	Schneider, Scott W.	-split-	Direct Deposit		X		1,419,684.79
11/14/2025	DD7736	Schumacher, Jessica L	-split-	Direct Deposit		X		1,419,684.79
11/14/2025	DD7737	Skole, Matthew J.	-split-	Direct Deposit		X		1,419,684.79
11/14/2025	DD7738	Tobolt, Dale G	-split-	Direct Deposit		X		1,419,684.79

# CHANNAHON FIRE PROTECTION DISTRICT

12/5/2025 1:43 PM

Register: 2016660 · First Secure - Checking

From 11/13/2025 through 12/11/2025

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/15/2025	502331413	Verizon Wireless	1-201 · 2000 Accounts ...	8159220120001	160.00	X		1,419,524.79
11/18/2025	8795210...	Blue Cross and Blue ...	1-201 · 2000 Accounts ...	Acct. 000618608	44,785.90	X		1,374,738.89
11/19/2025			401-01 · Ambulance Bi...	Deposit		X	1,886.42	1,376,625.31
11/20/2025			-split-	Deposit		X	33,239.31	1,409,864.62
11/20/2025		QuickBooks Payroll ...	064-6 · Amb General/ ...	Created by Pay...	51,276.48	X		1,358,588.14
11/21/2025	14444759	Standard Insurance C...	1-201 · 2000 Accounts ...	00 162517	305.00	X		1,358,283.14
11/21/2025	54032802	Department of Treas...	-split-	36-3327732	9,169.68	X		1,349,113.46
11/21/2025	66325725	U.S. Bank	1-201 · 2000 Accounts ...		5,517.99	X		1,343,595.47
11/21/2025	1527350...	Il. Dept. of Revenue	2100 · Payroll Liabilities	36-3327732	3,115.40	X		1,340,480.07
11/21/2025	DD7739	Bowles, Matthew	-split-	Direct Deposit		X		1,340,480.07
11/21/2025	DD7740	Ciarlette, Noah A	-split-	Direct Deposit		X		1,340,480.07
11/21/2025	DD7741	Dikun, Nathan S	-split-	Direct Deposit		X		1,340,480.07
11/21/2025	DD7742	Dircks, Brennan C	-split-	Direct Deposit		X		1,340,480.07
11/21/2025	DD7743	Fals, Shelby L.	-split-	Direct Deposit		X		1,340,480.07
11/21/2025	DD7744	Grubisich, Danial P	-split-	Direct Deposit		X		1,340,480.07
11/21/2025	DD7745	Hammerstein, Jr., Mi...	-split-	Direct Deposit		X		1,340,480.07
11/21/2025	DD7746	Hardin, Patrick E.	-split-	Direct Deposit		X		1,340,480.07
11/21/2025	DD7747	Hartman, Jason S	-split-	Direct Deposit		X		1,340,480.07
11/21/2025	DD7748	Highbaugh, Andrew S	-split-	Direct Deposit		X		1,340,480.07
11/21/2025	DD7749	Kazak, Jeffrey M	-split-	Direct Deposit		X		1,340,480.07
11/21/2025	DD7750	Koranda, Jr., Allen C.	-split-	Direct Deposit		X		1,340,480.07
11/21/2025	DD7751	McMillin, Brian D.	-split-	Direct Deposit		X		1,340,480.07
11/21/2025	DD7752	O'Hern, Terrence M.	-split-	Direct Deposit		X		1,340,480.07
11/21/2025	DD7753	Owen, Joseph M	-split-	Direct Deposit		X		1,340,480.07
11/21/2025	DD7754	Pierce, Dillon J.	-split-	Direct Deposit		X		1,340,480.07
11/21/2025	DD7755	Randich, Jacob M.	-split-	Direct Deposit		X		1,340,480.07
11/21/2025	DD7756	Schneider, Scott W.	-split-	Direct Deposit		X		1,340,480.07
11/21/2025	DD7757	Schumacher, Jessica L	-split-	Direct Deposit		X		1,340,480.07
11/21/2025	DD7758	Skole, Matthew J.	-split-	Direct Deposit		X		1,340,480.07
11/21/2025	DD7759	Tobolt, Dale G	-split-	Direct Deposit		X		1,340,480.07
11/24/2025			401-08 · Impact Fee \$	Deposit		X	400.00	1,340,880.07
11/24/2025			401-01 · Ambulance Bi...	Deposit		X	481.16	1,341,361.23
11/24/2025	1625171...	Standard Insurance C...	1-201 · 2000 Accounts ...	00 162517	315.09	X		1,341,046.14
11/25/2025			401-01 · Ambulance Bi...	Deposit		X	510.58	1,341,556.72
11/26/2025			401-01 · Ambulance Bi...	Deposit		X	1,958.12	1,343,514.84
11/26/2025			401-10 · Reimburseme...	Deposit		X	632.70	1,344,147.54
11/26/2025	2052449...	Il. Dept. of Revenue	2100 · Payroll Liabilities	36-3327732	4,457.61	X		1,339,689.93
11/26/2025		QuickBooks Payroll ...	064-6 · Amb General/ ...	Created by Pay...	69,764.59	X		1,269,925.34
11/28/2025	3760	Channahon Prof. Fire...	2100 · Payroll Liabilities		1,470.00			1,268,455.34
11/28/2025	3761	Channahon FPD Fire...	2100 · Payroll Liabilities		23,324.36	X		1,245,130.98

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Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
11/28/2025	147341	AFLAC	-split-	HX998	362.14			1,244,768.84
11/28/2025	290261	Transamerica	-split-	PE61743-0000...	4,769.51	X		1,239,999.33
11/28/2025	290264	Transamerica	11.11 · chief's pen. & d...	VB98198 00001	182.03	X		1,239,817.30
11/28/2025	10951863	Department of Treas...	-split-	36-3327732	15,232.10	X		1,224,585.20
11/28/2025	DD7760	Arnold, Jacquelyn M.	-split-	Direct Deposit		X		1,224,585.20
11/28/2025	DD7761	Bowles, Matthew	-split-	Direct Deposit		X		1,224,585.20
11/28/2025	DD7762	Cantrell, Luanne K	-split-	Direct Deposit		X		1,224,585.20
11/28/2025	DD7763	Ciarlette, Noah A	-split-	Direct Deposit		X		1,224,585.20
11/28/2025	DD7764	Dikun, Nathan S	-split-	Direct Deposit		X		1,224,585.20
11/28/2025	DD7765	Direks, Brennan C	-split-	Direct Deposit		X		1,224,585.20
11/28/2025	DD7766	Fals, Shelby L.	-split-	Direct Deposit		X		1,224,585.20
11/28/2025	DD7767	Fellows, Sarah K	-split-	Direct Deposit		X		1,224,585.20
11/28/2025	DD7768	Grubisich, Danial P	-split-	Direct Deposit		X		1,224,585.20
11/28/2025	DD7769	Hammerstein, Jr., Mi...	-split-	Direct Deposit		X		1,224,585.20
11/28/2025	DD7770	Hardin, Patrick E.	-split-	Direct Deposit		X		1,224,585.20
11/28/2025	DD7771	Hartman, Jason S	-split-	Direct Deposit		X		1,224,585.20
11/28/2025	DD7772	Highbaugh, Andrew S	-split-	Direct Deposit		X		1,224,585.20
11/28/2025	DD7773	Kazak, Jeffrey M	-split-	Direct Deposit		X		1,224,585.20
11/28/2025	DD7774	Koranda, Jr., Allen C.	-split-	Direct Deposit		X		1,224,585.20
11/28/2025	DD7775	McMillin, Brian D.	-split-	Direct Deposit		X		1,224,585.20
11/28/2025	DD7776	McMillin, Michael J	-split-	Direct Deposit		X		1,224,585.20
11/28/2025	DD7777	O'Hern, Terrence M.	-split-	Direct Deposit		X		1,224,585.20
11/28/2025	DD7778	Owen, Joseph M	-split-	Direct Deposit		X		1,224,585.20
11/28/2025	DD7779	Petrakis, John	-split-	Direct Deposit		X		1,224,585.20
11/28/2025	DD7780	Pierce, Dillon J.	-split-	Direct Deposit		X		1,224,585.20
11/28/2025	DD7781	Randich, Jacob M.	-split-	Direct Deposit		X		1,224,585.20
11/28/2025	DD7782	Schneider, Scott W.	-split-	Direct Deposit		X		1,224,585.20
11/28/2025	DD7783	Schumacher, Jessica L	-split-	Direct Deposit		X		1,224,585.20
11/28/2025	DD7784	Skole, Matthew J.	-split-	Direct Deposit		X		1,224,585.20
11/28/2025	DD7785	Tobolt, Dale G	-split-	Direct Deposit		X		1,224,585.20
11/30/2025			401-09 · Interest \$	Interest		X	180.56	1,224,765.76





Community Support Services Report  
November 2025

Statistics

73 Ambulance Calls

- Lift Assist/Falls - 20
- Psych/Suicide - 5

Monthly Referrals - 4

Priority Level	Disposition
203 – Substance Abuse	ACTIVE – Active Case – Disposition Pending
105 – Violence Toward Others	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

Activity

- Attended a “Meet and Greet” with UMC Senior Lunch/Bingo group on November 5<sup>th</sup>
- Attended the Will County Public Safety Symposium on November 19<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.
- Home visit to patient and family to mitigate “mega user” status for lift assist.
  - Resulted in installation of grab bars in the home.
  - Decreased calls to residence from once/twice per day to only one call in a three-week period.
- Because of a frank conversation by FF/Medic Kazak and follow up, a “mega user” with a substance abuse problem sought inpatient treatment and is currently 7 days “sober.”
  - Follow up will continue.
- Prepared CSS Response packets for Chief/DC in case of a residential structure fire while I am off duty for knee surgery.

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 November 2025

Trainings/meetings	total students
11/5, 11/12, 11/19, 11/25 IFSAP Training	
11/6 Stop the Bleed informational	
School Visits	
11/3 Galloway 1 <sup>st</sup> Grade	105
11/4 Galloway 2 <sup>nd</sup> Grade	108
11/17 UMC Preschool	64
11/18 UMC Preschool	36
<del>11/21 Galloway Kindergarten</del> moved to Dec 5th	<del>105</del>
Other	
11/18 Dinner/pizza with the firefighters	5
11/7 Breakfast with the firefighters	9
11/14 Pioneer Path pizza party for calendar winners	15

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Meetings	12/3 FLSE meeting 12/12 IFSAP Graduation
Pending Activities	12/1 Galloway 2 <sup>nd</sup> grade 12/2 Galloway 1 <sup>st</sup> Grade 12/5 Galloway Kindergarten 12/10 CPR Dist 17 teachers 12/22 Babysitting class
Other	

Respectfully Submitted,

*Sarah Fellows, Fire Life Safety Educator*

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### **November 2025 Inspections Report**

- 11/3 Investigated IFC code for a Verdeco electrical contractor for an ongoing project that needs a permit issued from the County. Inspected 24305, 307, 309, 311 Riverside Dr. All have failed. They will all have a reinspection in Dec.
- 11/4 Assisted with District logistics. Reinspection performed at Interstate Chemical on Durkee Rd. (Passed). Follow-up emails.
- 11/6 Follow up phone call with Chexx Systems regarding Fire Alarm Panels in the fire district. Follow up with Bunge off of Durkee Rd. regarding scheduling an inspection and possible future fire alarm expansion approval. 01 and myself met with an electrical contractor to approve a project at Verdeco. 01 and myself looked at plans with appropriate codes for the fire alarm system upgrade to the strip mall located at 24447 Eames.
- 11/12 Responded to phone calls or returned phone calls regarding fire code or inspections. Conducted a reinspection at Three Rivers Library (Passed). Arranging the scheduling of inspections of first due along with data entry into the platform.
- 11/13 Updating scheduling for business occupancies in the 1<sup>st</sup> Due platform. Reinspected Elite Gutters on Winchester Dr. (Passed). Went to Canal Package Terminal on Youngs Rd. about a possible discrepancy involving gate access from an incorrect key in the Knox Box. I will follow up on that.
- 11/19 Code research conducted utilizing the IFC 2021 Edition. Amazon (Bluff Rd.) Re-tagged with a notice of fire system impairment. Reinspection of Pilot (Failed), Dunkin (failed), Central Auto Repair (Failed). Took Photos of Canal Terminal Packing Facility entrance to address fire dept. access onto a satellite site of theirs (follow-up needed). Followed up with Resurrection Church to ensure new Knox Box key installed. Responded or initiated contact with Bunge about scheduling, also spoke with DuPont about scheduling a visit for their site. Both companies are having work done on site and will be looking to us for input on their upgraded fire protection detection and suppression systems.
- 11/21 Conducted reinspection of River of Life Church (failed). Follow up emails with Bunge (Loders Croklaan) regarding fire department requirements of fire protection system. Meeting scheduled in December. Inspection scheduling in 1<sup>st</sup> Due platform.
- 11/25 Follow up phone calls with personnel from CPSI regarding Keltron boxes and verification of Village of Channahon occupancies vs. County occupancies. Took a call from a resident regarding fire hydrant access. This person requested a ccall back with what the code states. 2021 IFC review and follow up completed. I started to review the DuPont fire protection strategy issued to CPD. Follow-up will be required.



## CHANNAHON FIRE PROTECTION DISTRICT

24929 S. CENTER STREET

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

### Deputy Chief Report for December 2025

#### Vehicles:

- 401 due for PM in December.
- 417 having new battery charger installed in December.
- 421 – Parts ordered to fix “check engine” code (EGR components, 2 belts). Will be installed by EVT Ben 2<sup>nd</sup> week of December.

Monthly invoices rec'd: \$1,439.02 YTD: \$46,877.83 as of December 4<sup>th</sup>, 2025

#### Stations:

##### Station 1

- Security camera monitors are up and running. Still waiting on one more camera to complete the project.
- Air One completed air quality testing and SCBA compressor maintenance 11/18.
- Clennon repaired a parking lot light and had to reprogram day/dusk sensors. We ordered two spare fixtures for parking lot light shelf stock.
- Replacement RTU was installed; one tube heater in outside shop being repaired.

##### Station 2

- Bay heaters fixed with new circuit board installed. No word on warranty of old board yet.

#### Meetings:

- WESCOM Operations meeting at NW Homer. Wescom PD agencies moving to encrypted radio transmissions. FD's will receive a “patch” in coming weeks to allow interoperability.
- Pension Board 11/17

#### Significant Calls:

- Structure fire – Elwood 11/17. E411, 402 large farmhouse fire, 3 hour operation.
- Water Rescue call – 11/27. Duck hunters capsized their boat on Des Plaines, but made it into blind. Just had to retrieve them. 411, 496, utility boats, Minooka FD.

Total calls for November 2025 - 143      2025 Year to Date = 1803 (12/03)



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### Pending:

- 401 PM's, 417 & 421 repairs.
- Candidate training is on-going.
- First Due software implementation. Fire Reporting module goes live Dec. 15<sup>th</sup>.

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



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November 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:

## Administration/Operations

- First Due integration and configuration is approaching the transition phase.
  - Crews have been working within various modules to document reports, activities, and inspections. There are still a few items we are working through to configure, especially those modules that are being configured for internal operations (scheduling, activities, maintenance, and checklists).
  - We are configuring a module, "Community Connect". It provides residents and business occupancies with the ability to provide critical information about their home or business. All information provided by a resident or business can be directly entered into the module and immediately become part of their account. Some examples of information provided by a resident may include medical issues, access to the home, functional needs, and emergency contact information. Businesses can share keyholder information, access information, hazardous materials (SDS), and specific fire protection features. I will work with Sarah, Luanne, and Lt. O'Hern to collectively roll out the platform. First Due provided an exemplary implementation and delivery program. If you would like to see how it works, click on this link or copy the URL into your browser field <https://youtu.be/9HUT9p7tw9U>
- The grant applications for staffing, life safety and education, and small equipment are still pending. With the federal government coming out of their shutdown, it is unknown when we hear the status of the grants. No timelines have been shared by the federal governments.
- Lt. O'Hern and I have been working on fire prevention and plan reviews. Lt. O'Hern is assisting with system upgrades at Loaders Crooklan, IMTT, Amazon ORD 2, and Amazon ORD 9. We were also tasked with a plan review for M&I Steel's fire alarm system retro-upgrade.

## Personnel

- The candidates completed the Chief Shabbona Fire Academy physical ability pre-requisite. All 11 candidates passed with no issues. The academy staff managing physical ability recognized how well prepared our candidates were. Additionally, they were very impressed with the skill set our group demonstrated. Congratulations to our candidates! I would also highlight the efforts of FF/Medic Matt Bowles and the effort he has put into the program and helping them prepare for academy. In addition, all the shifts have been out everyday working on basic firefighter skills. We appreciate the opportunity the Board provided by allowing us to pilot this program. Watching these young men and women progress has been nothing short of awesome!

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## Miscellaneous

- I have been working on draft ordinances for fire code enforcement within our fire protection area and negligent/nuisance alarm activations. With the help of Jacque, I was able to obtain examples of what other municipalities and districts are enforcing. The purpose of the fire code ordinance is to provide better guidance for those projects which fall outside of the Village limits but within our protection area. The county does not enforce fire code; they designate each fire protection district as the fire code official. In addition, I have drafted a negligent/nuisance alarm document that would provide the ability to charge for fire alarm activations caused by negligent behavior or conditions that cause a number of preventable activations. An ordinance like this was passed in 1997. To my knowledge, I am unaware of any citations that have been issued in the past. I am not seeking approval during the December meeting. I would like you to review the drafts and bring any questions or issues to the meeting. I have also passed along to our legal for review.

## For the Good and Welfare

- FF/Medic Jessica Schumacher earned her watercraft technician credential.
- A huge thank you to FF/Medic Bowles and Gold Shift for the outstanding painting refresh of the common hallway on the administrative portion of the building.
- FF/Medic Dillon Pierce and his wife, Marissa, welcomed their daughter into the world on November 26. Mom, Dad, and little Emerson are all doing well!
- FF Sarah will graduate from the Illinois Fire Service Administrative Professional's Executive Support Personnel state certification program on December 12.

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### Miscellaneous Events/Activities

- Draft budget document preparation
- Fire prevention meetings with Lt. O'Hern
- Channahon Plaza Plan review
- Verdeco Plastics – Plastic Waste Shredding Machine fire code review
- Training day with candidates: Extrication of patient pinned underneath a vehicle
- FOIA – 23700 W Bluff Road (Amazon ORD 9)
- Bi-weekly check-in with First Due
- Community Connect implementation Teams Meeting

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### Pending

- Rock Valley Wellness Program Review with Rock Valley Staff
- Loaders Croklaan Fire Protection System Scope Review
- First Due – Reporting
- SOG and General Order Review/Updates
- Administrative operating guide composition