



CHANNAHON FIRE PROTECTION DISTRICT

24929 S. CENTER STREET

CHANNAHON, IL 60410

PHONE: 815.467.6767 • FAX: 815.467.5081

www.channahonfire.com

Board of Trustee Regular Meeting Minutes

On the 8th day of January 2026, the regular meeting of the Board of Trustees of the Channahon Fire Protection District held at fire station #1 was called to order at 8:01 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 Fitzgerald. Chief Petrakis, Deputy Chief McMillin, and Executive Fire Support Manager Arnold. Treasurer Gregory was absent from the meeting.

Captain McMillin, Firefighters Kazak, Ciarlette, Dikun, and Fals also attended the meeting. Captain Skole joined the meeting at 8:35 am.

MATTER OF THE PUBLIC: None

APPROVAL OF THE MINUTES

Trustee Fitzgerald made a motion to approve the December 11, 2025, regularly scheduled meeting minutes, seconded by Trustee Caldwell. All were in favor and the motion carried.

TREASURER REPORT

Executive Assistant Arnold informed the board of the following:

- New ambulance billing account has been opened and funds are being deposited.
- Funds in the amount of \$550,000.00 were transferred from the CIBC ambulance billing account to the First Secure general account.
- Funds in the amount of \$90,000.00 were transferred from the IPTIP general account to the IPTIP Capital Account for the engine that is due to be delivered in 2028.
- A request for board direction was made regarding the James Howard Financial Forecasting report. Would the board like to wait until after the 2025 audit is complete or move forward with the last three years (2022, 2023, and 2024) The board would like to move forward with the financial forecasting now and if it necessary to request an update once the 2025 audit is complete they will do that. President Rittof did request that once the field work is done for the 2025 audit, we get a draft profit and loss statement.

President Rittof requested Secretary McMillin to approve the checks in the absence of Treasurer Gregory.

MONEY COLLECTED

\$53,280.53 - Ambulance Billing (\$943,000.43 for 2025); \$100.00 – Contributions/Donations; \$200.00 – CPR Class; \$8,012.28 - Interest; \$2,114.94 – Reimbursement; \$30,378.92 – Will County.

The Treasurer’s report ending December 2025 along with the disbursement record for December 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 Fitzgerald. A roll call vote: President Rittof – Yes; Secretary McMillin – Yes; Treasurer Gregory – Absent; 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, 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 – Absent; Trustee Caldwell – Yes; and Trustee Fitzgerald - Yes. Motion carried.

Communications

OLD 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
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
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
4. **Discuss and approve the contracts for Chief Petrakis and DC McMillin to be signed –**
Trustee Fitzgerald made a motion to approve the contract and sign them for Chief Petrakis and DC McMillin, seconded by Secretary McMillin. A roll call vote was taken for the motions: President Rittof – Yes; Secretary McMillin – Yes; Treasurer Gregory – Absent; Trustee Caldwell – Yes; and Trustee Fitzgerald - Yes. Motion carried

NEW BUSINESS

1. **Discuss and approve the changes to the Building and Vehicle Insurance – Compass Insurance**
 - a. **Increase Crime Coverage to \$500,000 in lieu of \$100,000 estimated additional \$672**
 - b. **Increase Auto Deductible to \$3,000 in lieu of \$1,000 estimated savings \$1,184**
 - c. **Increase Property Deductible to \$5,000 in lieu of \$1,000 estimated savings \$2,340**

d. Increase in Vehicle Coverages estimated additional

A discussion was held regarding the insurance changes. Trustee Caldwell made a motion to approve the changes in coverage, seconded by Trustee Fitzgerald. A roll call vote was taken for the motions: President Rittof – Yes; Secretary McMillin – Yes; Treasurer Gregory – Absent; Trustee Caldwell – Yes; and Trustee Fitzgerald - Yes. Motion carried

Discuss Trustee appointments for the District Board (Rittof and Fitzgerald), Pension Board (Toepper), and Fire Commissioners (Gray). President Rittof and Trustee Fitzgerald would like to retain their positions. Jeff Toepper is willing to remain on the board but understands the need to have someone in house in order to have a quorum. Secretary McMillin made a motion to appoint DC McMillin to the pension board at the end of Jeff Toepper’s term, seconded by Trustee Fitzgerald. A roll call vote was taken for the motions: President Rittof – Yes; Secretary McMillin – Yes; Treasurer Gregory – Absent; Trustee Caldwell – Yes; and Trustee Fitzgerald - Yes. Motion carried. Commission Gray will be stepping down, and will need to be replacement. The board would like recommendations.

- 2. Discuss and approve the Radio Accessory Purchase – Motorola Solutions - \$11,680.00**
– A discussion was held regarding the radio accessory purchase. Secretary McMillin made a motion to approve the purchase of the radio accessory’s, seconded by Trustee Caldwell McMillin. A roll call vote was taken for the motions: President Rittof – Yes; Secretary McMillin – Yes; Treasurer Gregory – Absent; Trustee Caldwell – Yes; and Trustee Fitzgerald - Yes. Motion carried

Executive Assistant Arnold presented the board with the information for the continuing education. Trustee Caldwell and Secretary McMillin will attend the NIAFPD conference on February 6th. Trustee Fitzgerald will also be attending the NIAFPD Conference (paid by Lockport). President Rittof will be doing the online trainings. Executive Assistant Arnold will reach out to Treasurer Gregory to see what continuing education he would like to attend.

WESCOM: There has not been an executive board meeting recently. DC McMillin discussed the encryption that the police are using.

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 at \$47,000 for 2025.
- Ambulance 424 is in for some repairs currently.
- Station 1 security camera project is complete.
- We received a refund for work that was prepaid on the old generator.
- There was a fire at the Loves Travel Center garage. Because of the sprinklers and closures, they are still able to operate in other areas.
- The Candidates have started the Chief Shabbona Fire Academy.
- All of the software switch overs are complete.
- 2025 calls = 1986.

CHIEF REPORT: (report attached)

- Through First Due we will be implanting a program call Community Connect. It will allow residence and businesses to enter information about their property. The crews will be able to access it through the MDT's. It is an effective way to get information for the residents.
- Will be out of the office on January 13th and 14th.

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 Secretary McMillin, seconded by Trustee Fitzgerald. A roll call vote: President Rittof – Yes; Secretary McMillin – Yes; Treasurer Gregory – Absent; Trustee Caldwell – Yes; and Trustee Fitzgerald - Yes. Motion carried. The meeting was placed in closed session at 8:57 a.m.

At 9:25 a.m., the meeting resumed open session with a motion by Trustee Fitzgerald, seconded by Trustee Caldwell. A roll call vote: President Rittof – Yes; Secretary McMillin – Yes; Treasurer Gregory – Absent; Trustee Caldwell – Yes; and Trustee Fitzgerald - Yes. Motion was carried to place the meeting in open session.

There is no action to be taken from the closed session.

It is a consensus of the board that DC McMillin will move up to the Chief position.

Trustee Caldwell stated he needs to go over with the board the notes from the exit interview that was done with Jeff Toepper. Chief Petrakis was asked if he would be willing to do an exit interview and he agreed.

Nothing on the grants yet. We only need to get one to have the money spend on the grant writer covered.

There being no further or other business to come before the meeting, upon motion duly made by Trustee Fitzgerald, seconded by Trustee Caldwell, unanimously approved, the meeting adjourned at 9:36 a.m.

Respectfully Submitted
Jacque Arnold
Executive Fire Support Manager

CHANNAHON FIRE PROTECTION DISTRICT

1/5/2026 12:54 PM

Register: 2016660 · First Secure - Checking

From 12/11/2025 through 01/05/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/11/2025	3844	Air One Equipment, ...	1-201 · 2000 Accounts ...	146	757.00	X		1,241,637.04
12/11/2025	3845	Amber Mechanical C...	1-201 · 2000 Accounts ...		1,540.13	X		1,240,096.91
12/11/2025	3846	Cambridge Sensors ...	1-201 · 2000 Accounts ...	Inv. 64513	363.65			1,239,733.26
12/11/2025	3847	CDW Government, I...	1-201 · 2000 Accounts ...		427.50	X		1,239,305.76
12/11/2025	3848	CIT Trucks - Joliet	1-201 · 2000 Accounts ...		1,439.02	X		1,237,866.74
12/11/2025	3849	Clennon Electric, Inc.	1-201 · 2000 Accounts ...		2,521.67	X		1,235,345.07
12/11/2025	3850	Comcast	1-201 · 2000 Accounts ...	VOID:		X		1,235,345.07
12/11/2025	3851	Constellation Energy...	1-201 · 2000 Accounts ...		2,908.88	X		1,232,436.19
12/11/2025	3852	Crescent Electric Sup...	1-201 · 2000 Accounts ...		142.49	X		1,232,293.70
12/11/2025	3853	EMS Management &...	1-201 · 2000 Accounts ...		3,784.39	X		1,228,509.31
12/11/2025	3854	Estech Sysems, Inc.	1-201 · 2000 Accounts ...	Inv. 249902	227.53	X		1,228,281.78
12/11/2025	3855	Feece Oil Co.	1-201 · 2000 Accounts ...		2,416.70	X		1,225,865.08
12/11/2025	3856	Illinois Healthcare an...	1-201 · 2000 Accounts ...	Inv. GEMTFY...	43,837.12	X		1,182,027.96
12/11/2025	3857	Illinois Public Risk F...	1-201 · 2000 Accounts ...	Inv. 102395	18,829.00	X		1,163,198.96
12/11/2025	3858	JCM Uniforms, Inc.	1-201 · 2000 Accounts ...		128.95	X		1,163,070.01
12/11/2025	3859	Kindelspire's Auto S...	1-201 · 2000 Accounts ...	Inv. 243164	54.40	X		1,163,015.61
12/11/2025	3860	LRS, Inc.	1-201 · 2000 Accounts ...		184.60	X		1,162,831.01
12/11/2025	3861	Michael McMillin	1-201 · 2000 Accounts ...		80.00	X		1,162,751.01
12/11/2025	3862	Nicor Gas	1-201 · 2000 Accounts ...		613.17	X		1,162,137.84
12/11/2025	3863	Ottosen Dinolfo Has...	1-201 · 2000 Accounts ...	Inv. 18676	1,504.30	X		1,160,633.54
12/11/2025	3864	Perry Brown Plumbi...	1-201 · 2000 Accounts ...	Inv. 24989	275.00	X		1,160,358.54
12/11/2025	3865	Pomp's Tire Service, ...	1-201 · 2000 Accounts ...	Inv. 1710009761	552.01	X		1,159,806.53
12/11/2025	3866	Promos 911, Inc.	1-201 · 2000 Accounts ...	Inv. 12703	252.30	X		1,159,554.23
12/11/2025	3867	Scott Schneider	1-201 · 2000 Accounts ...		41.00	X		1,159,513.23
12/11/2025	3868	Stryker Sales Corp	1-201 · 2000 Accounts ...		1,013.40	X		1,158,499.83
12/11/2025	3869	The Sherwin-Willia...	1-201 · 2000 Accounts ...		249.86	X		1,158,249.97
12/11/2025	3870	The Village of Chan...	1-201 · 2000 Accounts ...		151.45	X		1,158,098.52
12/11/2025	3871	UMB Bank	1-201 · 2000 Accounts ...	CFD1	282,640.00	X		875,458.52
12/11/2025	3872	Uniforms Direct LLC	1-201 · 2000 Accounts ...	Inv. Q1006524	128.00	X		875,330.52
12/11/2025	3873	Verizon Wireless	1-201 · 2000 Accounts ...	8159220120001	472.39	X		874,858.13
12/11/2025	3874	Village of Romeovill...	1-201 · 2000 Accounts ...	Inv. 2025-841	1,050.00	X		873,808.13
12/11/2025	3875	Wescom	1-201 · 2000 Accounts ...	Inv. 20260105	8,736.76	X		865,071.37
12/11/2025	3876	Whitmore Ace Hard...	1-201 · 2000 Accounts ...		354.75	X		864,716.62
12/11/2025	3877	Zoll Data Systems	1-201 · 2000 Accounts ...	INV00215644	835.21	X		863,881.41
12/11/2025	3878	Comcast	1-201 · 2000 Accounts ...		78.74	X		863,802.67
12/11/2025	3879	Compass Insurance P...	1-201 · 2000 Accounts ...		61,706.00	X		802,096.67
12/11/2025	2211937...	Comcast	1-201 · 2000 Accounts ...		323.39	X		801,773.28
12/11/2025	2211938...	Comcast	1-201 · 2000 Accounts ...		231.74	X		801,541.54
12/11/2025		QuickBooks Payroll ...	064-6 · Amb General/ ...	Created by Pay...	86,405.80	X		715,135.74
12/12/2025			401-01 · Ambulance Bi...	Deposit		X	459.33	715,595.07

CHANNAHON FIRE PROTECTION DISTRICT

1/5/2026 12:54 PM

Register: 2016660 · First Secure - Checking

From 12/11/2025 through 01/05/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/12/2025	296839	Transamerica	-split-	PE61743-0000...	5,145.11	X		710,449.96
12/12/2025	296843	Transamerica	11.11 · chief's pen. & d...	VB98198 00001	182.03	X		710,267.93
12/12/2025	83844126	Department of Treas...	-split-	36-3327732	25,973.58	X		684,294.35
12/12/2025	1983450...	Il. Dept. of Revenue	2100 · Payroll Liabilities	36-3327732	5,851.69	X		678,442.66
12/12/2025	3762	Fitzgerald, Andrew J	-split-		1,020.49	X		677,422.17
12/12/2025	DD7786	Arnold, Jacquelyn M.	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7787	Benson, Kyle D	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7788	Bowles, Matthew	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7789	Caldwell, Casey J	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7790	Cantrell, Luanne K	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7791	Ciarlette, Noah A	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7792	Dikun, Nathan S	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7793	Dircks, Brennan C	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7794	Fals, Shelby L.	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7795	Fellows, Sarah K	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7796	Gregory, Donald W	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7797	Grubisich, Danial P	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7798	Hammerstein, Jr., Mi...	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7799	Hardin, Patrick E.	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7800	Hartman, Jason S	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7801	Highbaugh, Andrew S	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7802	Kazak, Jeffrey M	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7803	Koranda, Jr., Allen C.	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7804	Loomis, Scott Z	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7805	McCluskey, William	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7806	McMillin (150), Mic...	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7807	McMillin, Brian D.	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7808	McMillin, Michael J	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7809	O'Hern, Terrence M.	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7810	Owen, Joseph M	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7811	Petrakis, John	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7812	Petro, Benjamin J	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7813	Pierce, Dillon J.	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7814	Randich, Jacob M.	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7815	Rittof, Michael F.	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7816	Schneider, Scott W.	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7817	Schumacher, Jessica L	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7818	Skole, Matthew J.	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7819	Tobolt, Dale G	-split-	Direct Deposit		X		677,422.17
12/12/2025	DD7820	Uraski, Jr., Thomas S	-split-	Direct Deposit		X		677,422.17

CHANNAHON FIRE PROTECTION DISTRICT

1/5/2026 12:54 PM

Register: 2016660 · First Secure - Checking

From 12/11/2025 through 01/05/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/15/2025	503647695	Verizon Wireless	1-201 · 2000 Accounts ...	8159220120001	80.00	X		677,342.17
12/17/2025			401-01 · Ambulance Bi...	Deposit		X	509.86	677,852.03
12/18/2025			401-01 · Ambulance Bi...	Deposit		X	509.86	678,361.89
12/18/2025			-split-	Deposit		X	25,667.07	704,028.96
12/18/2025		QuickBooks Payroll ...	064-6 · Amb General/ ...	Created by Pay...	7,430.26	X		696,598.70
12/19/2025			401-05 · CPR Classes \$	Deposit		X	200.00	696,798.70
12/19/2025			401-14 · Will County ...	Deposit		X	955.56	697,754.26
12/19/2025	1800	Standard Insurance C...	1-201 · 2000 Accounts ...	00 162517	305.00	X		697,449.26
12/19/2025	723195	U.S. Bank	1-201 · 2000 Accounts ...		3,776.21	X		693,673.05
12/19/2025	62027631	Department of Treas...	-split-	36-3327732	707.50	X		692,965.55
12/19/2025	839511408	Il. Dept. of Revenue	2100 · Payroll Liabilities	36-3327732	409.51	X		692,556.04
12/19/2025	4272433...	Blue Cross and Blue ...	1-201 · 2000 Accounts ...	Acct. 000618608	48,286.01	X		644,270.03
12/19/2025	DD7821	Hartman, Jason S	-split-	Direct Deposit		X		644,270.03
12/19/2025	DD7822	Koranda, Jr., Allen C.	-split-	Direct Deposit		X		644,270.03
12/19/2025	DD7823	McMillin, Brian D.	-split-	Direct Deposit		X		644,270.03
12/19/2025	DD7824	O'Hern, Terrence M.	-split-	Direct Deposit		X		644,270.03
12/19/2025	DD7825	Randich, Jacob M.	-split-	Direct Deposit		X		644,270.03
12/19/2025	DD7826	Schneider, Scott W.	-split-	Direct Deposit		X		644,270.03
12/19/2025	DD7827	Skole, Matthew J.	-split-	Direct Deposit		X		644,270.03
12/23/2025	3883	Mike Rittof	1-201 · 2000 Accounts ...		245.00			644,025.03
12/23/2025	305254	Transamerica	11.11 · chief's pen. & d...	VB98198 00001	182.03	X		643,843.00
12/24/2025	920533	Standard Insurance C...	1-201 · 2000 Accounts ...	00 162517	356.32	X		643,486.68
12/24/2025		QuickBooks Payroll ...	064-6 · Amb General/ ...	Created by Pay...	76,476.24	X		567,010.44
12/26/2025			401-01 · Ambulance Bi...	Deposit		X	800.75	567,811.19
12/26/2025	3884	Channahon Prof. Fire...	2100 · Payroll Liabilities		1,470.00			566,341.19
12/26/2025	3885	Channahon FPD Fire...	2100 · Payroll Liabilities		17,653.14	X		548,688.05
12/26/2025	305252	Transamerica	-split-	PE61743-0000...	4,691.87	X		543,996.18
12/26/2025	455214	AFLAC	-split-	HX998	362.14	X		543,634.04
12/26/2025	84848767	Department of Treas...	-split-	36-3327732	17,653.00	X		525,981.04
12/26/2025	1803730...	Il. Dept. of Revenue	2100 · Payroll Liabilities	36-3327732	4,950.95	X		521,030.09
12/26/2025	DD7828	Arnold, Jacquelyn M.	-split-	Direct Deposit		X		521,030.09
12/26/2025	DD7829	Bowles, Matthew	-split-	Direct Deposit		X		521,030.09
12/26/2025	DD7830	Cantrell, Luanne K	-split-	Direct Deposit		X		521,030.09
12/26/2025	DD7831	Ciarlette, Noah A	-split-	Direct Deposit		X		521,030.09
12/26/2025	DD7832	Dikun, Nathan S	-split-	Direct Deposit		X		521,030.09
12/26/2025	DD7833	Dircks, Brennan C	-split-	Direct Deposit		X		521,030.09
12/26/2025	DD7834	Fals, Shelby L.	-split-	Direct Deposit		X		521,030.09
12/26/2025	DD7835	Fellows, Sarah K	-split-	Direct Deposit		X		521,030.09
12/26/2025	DD7836	Grubisich, Danial P	-split-	Direct Deposit		X		521,030.09
12/26/2025	DD7837	Hammerstein, Jr., Mi...	-split-	Direct Deposit		X		521,030.09

CHANNAHON FIRE PROTECTION DISTRICT

1/5/2026 12:54 PM

Register: 2016660 · First Secure - Checking

From 12/11/2025 through 01/05/2026

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/26/2025	DD7838	Hardin, Patrick E.	-split-	Direct Deposit		X		521,030.09
12/26/2025	DD7839	Hartman, Jason S	-split-	Direct Deposit		X		521,030.09
12/26/2025	DD7840	Highbaugh, Andrew S	-split-	Direct Deposit		X		521,030.09
12/26/2025	DD7841	Kazak, Jeffrey M	-split-	Direct Deposit		X		521,030.09
12/26/2025	DD7842	Koranda, Jr., Allen C.	-split-	Direct Deposit		X		521,030.09
12/26/2025	DD7843	McCluskey, William	-split-	Direct Deposit		X		521,030.09
12/26/2025	DD7844	McMillin, Brian D.	-split-	Direct Deposit		X		521,030.09
12/26/2025	DD7845	McMillin, Michael J	-split-	Direct Deposit		X		521,030.09
12/26/2025	DD7846	O'Hern, Terrence M.	-split-	Direct Deposit		X		521,030.09
12/26/2025	DD7847	Owen, Joseph M	-split-	Direct Deposit		X		521,030.09
12/26/2025	DD7848	Petrakis, John	-split-	Direct Deposit		X		521,030.09
12/26/2025	DD7849	Pierce, Dillon J.	-split-	Direct Deposit		X		521,030.09
12/26/2025	DD7850	Randich, Jacob M.	-split-	Direct Deposit		X		521,030.09
12/26/2025	DD7851	Schneider, Scott W.	-split-	Direct Deposit		X		521,030.09
12/26/2025	DD7852	Schumacher, Jessica L	-split-	Direct Deposit		X		521,030.09
12/26/2025	DD7853	Skole, Matthew J.	-split-	Direct Deposit		X		521,030.09
12/26/2025	DD7854	Tobolt, Dale G	-split-	Direct Deposit		X		521,030.09
12/30/2025			401-10 · Reimburseme...	Deposit		X	654.36	521,684.45
12/30/2025			401-04 · Contributions ...	Deposit		X	100.00	521,784.45
12/31/2025			401-10 · Reimburseme...	Deposit		X	1,460.58	523,245.03
12/31/2025			401-01 · Ambulance Bi...	Deposit		X	430.37	523,675.40
12/31/2025			401-14 · Will County ...	Deposit		X	3,756.29	527,431.69
12/31/2025			401-09 · Interest \$	Interest		X	121.71	527,553.40
12/31/2025	Transfer	Channahon Fire Prot....	1-201 · 2000 Accounts ...	Funds Transfer ...		X	550,000.00	1,077,553.40
12/31/2025			7003750 · First Secure ...	Funds Transfer ...	8,747.52	X		1,068,805.88



CHANNAHON FIRE PROTECTION DISTRICT

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Fire Safety and Life Educator Monthly Activities December 2025

Trainings/meetings	total students
12/10 CPR for Dist 17 teachers & coaches (part 2)	8
12/29 CPR Park District employees	13
12/30 CPR NI Steel employees	5
School Visits	
12/2 Galloway 1 st Grade	105
12/1 Galloway 2 nd Grade	108
12/5 Kindergarten	105
Other	



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Meetings	
Pending Activities	1/8 Galloway 2 nd grade 1/13 Galloway 1 st grade 1/20 Park District Preschool 1/21 Park District Preschool 1/26-1/30 Three Rivers School. Risk Watch program for 6 th grade
Other	

Respectfully Submitted,

Sarah Fellows, Fire Life Safety Educator



Community Support Services Report
December 2025

Statistics: See below

Ambulance Calls

- Lift Assist/Falls -
- Psych/Suicide -

Activity

- With the holidays and my surgery, I have been working from home as much as possible. It's been a bit difficult because I don't have access to all the data I need at home for security reasons. Also, the switchover from FRMS to First Due hasn't been as smooth as I had hoped.
- We had a case where the patient was calling at least daily for lift assistance. Speaking with the wife we found he had dementia and bipolar disorder. I made a report to Adult Protective Services, and they got involved and found a facility that will take him.
- Another case dealing with a schizophrenic patient was reported to APS and all went well. They came to the residence with police, EMS, and a petition to take her to St. Joes and then transfer her to a residential facility that would assist her. Unfortunately, there was problem with her insurance and things are now on hold.
- Because of a frank conversation by FF/Medic Kazak and follow up, a "mega user" with a substance abuse problem sought inpatient treatment and has been sober for over a month now.
- Prepared CSS Response packets for Chief/DC in case of a residential structure fire while I am off duty for knee surgery.
- I was given two referrals from CPD which I have just begun working on.

Respectively submitted,
Luanne Cantrell
Community Support Services Coordinator

December 2025 Inspections Report

- 12/1 - Arranged my schedule for inspections in the month of December. Follow up phone call with CPSI about the Three Rivers Library transferring their fire alarm monitoring to Wescom. Additional review of the DuPont Emergency Action Plan, and waiting for a response to initiate their annual inspection. Reviewed Channahon Plaza scope of work from Knight Security. Additional follow up regarding M & I Steel and their Keltron Box.
- 12/3 – 1st Due scheduling. Follow up with 3 business occupancies that showed issues from a Wescom Keltron report.
- 12/4 District logistics. Stopped by Canal Terminal to correct Knox Box situation but contact was not in the office for the day. (Will follow up). Set date with DuPont for this month inspection. Followed up on daily Keltron report. Preliminary research conducted on site plan for a Solar Farm located behind INEOS on Amoco Rd., This is located in the county. (Follow up is necessary).
- 12/10 Amazon Bluff Rd. inspection completed. (Failed). January follow up date.
- 12/15 Reinspection of the following – Central Auto Repair (Passed), River of Life Lutheran Church (Passed), Forever Legends (Failed), Pilot Travel Center (Passed), Dunkin' Donuts (Passed). 1st Due data entry & IFC 2021 research.
- 12/16 Zoom meeting with Bunge (Loders on Durkee Rd.) regarding fire alarm requirements when they add on and upgrade. Reinspection of Standard Repair (Passed), A G Truck and Trailer (Passed), Truck Life Center (Failed), TDR Transport (Passed). Follow up on Keltron report regarding Love's Service Center & United Rentals on Riverside Dr. Follow up completed with Canal Terminal on Youngs Rd regarding access gate (Stone Rd). This was resolved by updating the key in the Knox box at the gate. Phone response to McShane Construction. Several email correspondences completed. DuPont (Frontage Rd) inspection completed (Failed).
- 12/22 Reinspection of Forever Legends (Failed). Extended to 1/9/2026. Follow up at Heritage Bluffs regarding a trouble alarm (Corrected). Follow up with Canal Terminal regarding Stone Rd. access and additional key placed in Knox Box. E-mail correspondence to DuPont, United Rentals, and Wescom Keltron alarms. Begin 1st due inspection scheduling for 2026.



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Deputy Chief Report for January 2026

Vehicles:

- Car 401 12/17 PM's and new battery due to low voltage issue and engine codes.
- 417 12/19 PM Inspection, NOX sensor, new battery charger / maintainer installed, repaired Tank to Pump valve operator pin.
- 421 – Parts ordered to fix “check engine” code (EGR components, 2 belts) & SRS alarm. Will be installed by EVT Ben 2nd week of January (delayed from Dec).
- 424 12/30 Safety Lane DOT inspection - passed
- 2025 final vehicle repair invoices equaled \$46,877.83

Monthly invoices rec'd: \$4,081.59 YTD: \$4,081.59 as of January 5, 2026.

Stations:

Station 1

- Security camera monitors are up and running.
- Interstate Power Systems REFUND of \$1,460.58 for a down payment that they had received for Station 1 generator (old) repair, which was cancelled.
- Tube heater (outside shop) repaired.
- Diesel Fuel switched over to “Winter Blend” (early December).

Station 2

- No issues to report.

Meetings:

- WESCOM Chief's Operating Committee meeting at Wescom.
- Rock Valley Health (annual physicals) close-out meeting (TEAMS)
- MABAS 15 Holiday meeting (MM, JA) Morris Country Club.
- IFSAP Holiday meeting in Hoffman Estates. Jacque received 25yr service recognition, Sarah acknowledged for graduating from Executive Support Program.



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Significant Calls:

- Structure fire – 12/5 23865 Bluff Rd. Love's Travel Center Tire / Maint. Shop. Vehicle fire in the building.
- Structure fire – 12/10 6010 Minooka Rd, Minooka. Commercial pole building fire. 411, 402
- Assisted Minooka, Troy, & Joliet with multiple crashes on I-80 in construction zone.

Total calls for December 2025 - 203 2025 Year to Date Final Total = 1986

Pending:

- 421 repairs.
- Candidate training is on-going; Academy begins Jan. 2026.
- First Due NERIS fire reporting is LIVE (12/16), First Due ePCR EMS reporting is LIVE (12/29), First Due Assets / Inventory reporting is configured, prepared to go LIVE 1/15/26.

*** End of Report***



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December 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 usage integration has commenced
 - After documenting fire and EMS reports in the legacy programs, crews have fully transitioned to the First Due software program and are completing reports solely on the new platform.
 - As expected, there have been a few “hic-ups” but easily corrected.
 - Jacque and DC McMillin were instrumental in backing up all data from FRMS and ePCR. This step was critical as these previous reports will still need access for potential FOIA or other information requests.
 - The Community Connect feature I shared in last months report has not been rolled out with the remainder of the program and its features. There was discrepancy with the file which provides our fire district boundaries. It has since been corrected, and I will begin configuring the Community Connect function.
 - We have been providing updates over the last 6 plus months regarding the transition and all of the effort and time it has taken to get the new program in place. The following are the contributors who were extremely instrumental in the transition process:
 - DC McMillin
 - Jacque
 - Captain Brian McMillin
 - Captain Jake Randich
 - Captain Matt Skole
 - Lt. Terrance O’Hern
 - FF/Medic Dillon Pierce
 - FF/Medic Noah Ciarlette
 - FF/Medic Jeff Kazak
- The grant applications for staffing, life safety and education, and small equipment are still pending. It is unknown when we hear the status of the grants. No timelines have been shared by the federal government.
- Conducted a plan review with the assistance of Lt. O’Hern for a proposed solar farm project that is planned for construction at INOES (previously Flint Hills).

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Personnel

- The candidates begin fire academy training on January 5 through the Shabbona Fire Academy. Eleven of the 12 candidates are attending academy. The 12th candidate is currently enrolled in the Morris EMS Paramedic Program.
- With Luanne's departure in March, I would like to review the next steps to initiate a process to hire a replacement. I will be meeting with Luanne in the near future to converse about the position and moving forward with her replacement.

Miscellaneous

- None

For the Good and Welfare

- None

Miscellaneous
Events/Activities

- Fire prevention meetings with Lt. O'Hern
- Community Connect implementation Teams Meeting
- Configuration of Community Connect

Pending

- DuPont Fire Safety Systems Scope Review
- Loaders Croklaan Fire Protection System Scope Review
- Community Support Services Coordinator Replacement
- SOG and General Order Review/Updates
- Administrative operating guide composition
- Development of exit plan to guide the transition of leadership upon my retirement

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