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**Troy Fire Protection District (TFPD)**

**Regular Meeting of the Board of Trustees**

**Wednesday, September 22 at 7:00 pm**

**Location: Training Room, Troy Fire Protection District, 116 W Clay St, Troy, IL 62294**

1. **Call Meeting to order/roll call**
   1. TFPD Trustee Phil Loethen acting as president pro tem called the meeting to order at 7:00 pm.
   2. Roll Call – Present: Ryan Cunningham, Phil Loethen, Kevin Bryne, Michael Cushing
   3. Introduction of new Trustee: Michael Cushing
2. **Elections of Officers**
   1. President

**Motion:** To approve elect Kevin Bryne President of Troy Fire Protection District.

**Moved by** Loethen. **Second by** Cunningham. **Vote:** Motion Passed (Yes = 4; No = 0)

**Yes:** Cunningham, Bryne, Loethen, & Cushing

* 1. Kevin Bryne assumed the role of President and chaired the meeting.
  2. Treasurer

**Motion:** To approve elect Phil Loethen Treasurer of Troy Fire Protection District.

**Moved by** Bryne. **Second by** Cushing. **Vote:** Motion Passed (Yes = 4; No = 0)

**Yes:** Cunningham, Bryne, Loethen, & Cushing

* 1. Secretary

**Motion:** To approve elect Ryan Cunningham Secretary of Troy Fire Protection District.

**Moved by** Loethen. **Second by** Bryne. **Vote:** Motion Passed (Yes = 4; No = 0)

**Yes:** Cunningham, Bryne, Loethen, & Cushing

1. **Appointments and Assignments**
   1. President Bryne made the following appointments without a motion or vote.
      1. Building and Grounds: Michael Cushing
      2. Equipment: Kevin Manso
      3. Personnel: Ed Collins
      4. Check singing authority based on previous policy to be given to the President, Secretary, and the Treasurer
      5. Point of contact at the bank: President with the redundancy of Treasurer and Secretary. District Administrator Kelly Huelsmann informed the board the bank had requested we notify them in advance before arrival and they would need a copy of the approved minutes. Ryan asked what was changing from the previous arrangement and Kelly informed the board the original intention was not the board secretary but rather the “secretary (district administrator)” which meant her in addition to the President and Treasurer. President Bryne stated he wanted the board to be in charge of the funds. Phil discussed the historical context of who he felt should have had been on the account. Phil and Kevin stated they have already completed the paperwork at the bank. Ryan discussed the need to leave Kelly on the account to pay bills and payroll and Kelly discussed her role. Kevin stated two trustees will sign all checks.
      6. Agenda: Secretary
      7. FOIA Officer: Phil Loethen
      8. OMA Officer: Kevin Byrne
      9. Contact Attorneys: Trustees and will do it in pairs and Chief Ed Collins can contact the attorney. Chief Collins asked if it needed to be voted on because it was voted on before. Phil states it was appointed last time.
      10. Webpage: Dawn and she will provide redundant access.
2. **Thank You Cards**
   1. Maryville Christian School donated fire and smoke, the Coffee Box donated coffee, and the Produce Patch a fruit tray.
3. **Approval of Meeting Minutes from prior meetings**
   1. Approval of August 18, 2021, regular meeting minutes.

**Motion:** To approve August 18, 2021, regular meeting minutes.

**Moved by** Loethen. **Second by** Cunningham. **Vote:** Motion Passed (Yes = 3; No = 0; Abstain=1)

**Yes:** Cunningham, Bryne, Loethen

**Abstain:** Cushing

1. **Treasurer’s Report**
   1. Phil Loethen presented the August 2021 treasures report.

**Motion:** To approve the August 2021 treasures report as presented.

**Moved by** Cunningham. **Second by** Cushing. **Vote:** Motion Passed (Yes = 4; No = 0)

**Yes:** Cunningham, Bryne, Loethen, & Cushing

1. **Presentation and approval of monthly bills**
   1. Phil Loethen presented the bills through September 22, 2021 in the amount of $114,297.67

**Motion:** To approve payment of the bills through September 22, 2021 in the amount of $114,297.67

**Moved by** Cunningham. **Second by** Loethen. **Vote:** Motion Passed (Yes = 4; No = 0)

**Yes:** Cunningham, Bryne, Loethen, & Cushing

* 1. Kelly questioned if she would still have access to pay the bills. Kevin Bryne stated we will leave Kelly with access for now.
  2. Phil Loethen presented a request from administration to transfer $110,000 from money market to checking to cover bills.

**Motion:** To approve the transfer of $110,000 from money market to checking to cover bills.

**Moved by** Loethen. **Second by** Cunningham. **Vote:** Motion Passed (Yes = 4; No = 0)

**Yes:** Cunningham, Bryne, Loethen, & Cushing

1. **Equipment Report – Kevin Byrne**
   1. No items of concern.
2. **Property – Phil Loethen**
   1. Discussed an update on the shrubs, kitchen wall, and Cushing will work with Kelly to get bids for snow removal. Cushing’s, company fixed a light fixture prior to his appointment.
3. **Personnel – Ed Collins**
   1. Discussed several new applicants for the Fire Department and no new applicants for EMS.
4. **District Administrator – Kelly Huelsmann**
   * 1. GEMT Update - Working on a one-month extension and Phil discussed the need for
     2. Audit Update - The auditor will be having their first visit tomorrow.
     3. IMRF - Having issues with the social security office and requested the board’s help because they are several months behind. Phil Loethen will work with the attorney’s office.
     4. Credit Card Statements - Ryan Cunningham will review the statements due to a conflict with Phil Loethen.
5. **Fire Chief Report – Ed Collins**
   1. EMS & Fire Report – Chief Collins reported 21 Fire Calls and 95 EMS calls for August 2021.
   2. Smoke / Carbon Monoxide Detector Program - Firefighters will engage the community and replace as needed and will leave door knockers.
   3. Server Replacement - Discussed the need for a new server and will work with Ryan on replacement options.
   4. Open House - Discussed the upcoming Open House on October 16, 2021.
6. **Old Business discuss and/or take action.** 
   1. Ryan asked for clarification on who is supposed to be on the account and Phil stated the President, Secretary, and Treasurer should sign checks.
7. **New Business discuss and/or take action.**
   1. Out of District Ambulance Use - Phil asked why ambulances are going out of the district. Chief Collins has written a memo to not leave the district without permission. Chief Collins discussed the need to create a conducive environment for our employees and the reasons why it may be appropriate to leave the district.
   2. OSHA Training for Backing Vehicles - Darren will assist Chief Ed Collins with getting the training video.
   3. Web page emails and redesign - Phil discussed unread e-mails on the online webpage. Dawn will ensure the e-mails are properly routed and Ryan is working on the web re-design.
   4. Marine Ambulance Service - Chief Ed Collins discussed potentially taking the Marine FPD Ambulance Contract and President Bryne appointed Loethen and Cunningham to a committee to look into the issue.
8. **Closed session**
   1. 8:10 PM - Motion for 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, including hearing testimony on a complaint lodged against an employee to determine validity);

**Motion:** Motion to go into closed session to discuss specific personnel in accordance with Section 2(c)(1) of the Illinois Open Meetings Act.

**Moved by** Loethen. **Second by** Cushing. **Vote:** Motion Failed (Yes = 2; No = 2)

**Yes:** Loethen, Bryne.

**No:**  Cunningham, Bryne, Loethen, & Cushing

1. **Considerations from Closed Session**
   1. None
2. **Adjourn – Adjournment of Meeting**

**Moved by** Loethen. **Second by** Cunningham. **Vote:** Unanimously approved by voice vote.

**Meeting adjourned** at 9:55 pm

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Ryan Cunningham, Secretary