

Chapin Board of Trustees Special Meeting

April 3, 2024

Minutes

The meeting was called to order by Village President Rex Brockhouse at 6:30pm followed by the Pledge of Allegiance. Roll Call: Trustee Leslie Forsman absent, Trustee D. Luttrell present, Trustee K. Graham absent, Trustee A. Brockhouse present, Trustee Mary Rae Brockhouse present, Trustee Erin Morrow present. 4 Trustees present. Also present were Christina Courier – Village Clerk.

1. Discussion and Possible Action to Dismiss Employees – There are two Chapin Police employees who have not followed through with the letter that was sent out on September 28th, 2023 about logging a minimum of 8 patrol hours each month. Since Hannah Gaines and Brad Rogers have not met this requirement, it is being recommended to terminate their employment from the Chapin Police Department. Trustee D. Luttrell noted he would like to see a similar letter given to all new hires so that requirements are clear from the beginning.
A motion to terminate the employment of Brad Rogers and Hannah Gaines from the Chapin Police department due to lack of 8-hour monthly patrol requirement was made by Trustee D. Luttrell. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman absent, Trustee D. Luttrell yea, Trustee K. Graham absent, Trustee E. Morrow yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion Carried. 4 yea, 0 nay, 2 absent.
2. Discuss Community Events – VP R. Brockhouse inquired if anyone had any further information on bands or any other insight into this event. Various details were discussed and about when to potentially have this event and thoughts were to have it before September. There is a band or two that would be available around the end of August. Other options for the event could include a snow cone vendor and cotton candy vendor.
3. Discuss Applicants for Office Manager Position – another application has been received for the full-time office manager position. Trustees reviewed the application. Village Clerk – Christina Courier, brought up a proposal for consideration. Trustees reviewed the proposal and appreciated the idea. This will be taken to next week’s regular meeting.
4. Discuss Mowing Position – Unfortunately Larry Miller, who was approved for the position during the last regular meeting, has now backed out due to a promotion at his full-time job. This means that the Village will now be looking for someone else. If anyone has any suggestions or knows someone that would be interested, please have them fill out an application. Trustee D. Luttrell noted that Marc Luttrell may be interested again but would like to see an increase in pay. He also noted that he knows someone else that he works with that might be interested.
5. Discussion and Possible Approval of Online Ambulance Billing Course – There have been some issues with the billing process for CARS. The software is working, but the coding part is proving to be difficult. There is an online, self-guided course to help with ambulance coding that will hopefully clear up some of the confusion going on. Would

like to get Kaitlin to do this and Wendy can watch also. For one person it would be \$1,155. A motion to approve the Ambulance Billing for one person was made by Trustee M. Brockhouse. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman absent, Trustee D. Luttrell yea, Trustee K. Graham absent, Trustee E. Morrow yea, Trustee A. Brockhouse yea, Trustee M. Brockhouse yea. Motion Carried. 4 yea, 0 nay, 2 absent.

A motion to adjourn the meeting at 7:09pm was made by Trustee M. Brockhouse. A second was made by Trustee A. Brockhouse. Roll Call: All in favor. 4 yea, 0 nay, 2 absent.

Respectfully submitted,

Christina Courier
Village Clerk