**Chapin Board of Trustees Meeting**

**January 10, 2018**

The Board of Trustees of the Village of Chapin met at 7:00 p.m. at the Chapin Village Hall. The meeting was called to order by Village President Robert Luttrell. The Pledge of Allegiance of the United States of America was led by President Luttrell. Roll Call: L Hamilton, present. M Brockhouse, present. Newell, present. R Brockhouse, absent. L Forsman, present. A Knox, present. Also, present: Allen Yow- Village Attorney, Village President-Robert Luttrell, Steve Edwards, Ron Upchurch, Scott Pahlmann, Jake Beard, Bryce McCormick and Village Clerk-Rosanne Hamilton.

The minutes from the previous month’s meeting were reviewed and it was found that the amount of the purchase price of the safe for the Police Department had been incorrectly quoted in the previous Police Department and this would be corrected. Trustee L Hamilton made a motion to approve the December meeting minutes with the correction to be made. This was seconded by Trustee A Knox. Roll Call: M Newell, yea. M Brockhouse, yea. Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, absent. Motion Carries, 5 Yeas, 1 Absent.

President Luttrell stated to the Board that they needed to discuss New Business items 2 & 3 before reviewing Bills and Transfers.

**New Business:**

Item **2:** Approve Extrication Suits & Gloves for CARS: The Rescue Squad is requesting the purchase of Extrication jumpsuits for a total of $825.00 & Extrication gloves for $337.50. A motion was made by Trustee A Knox to approve the purchase of the Extrication jumpsuits and gloves at the price above mentioned. A second was made by Trustee L Forsman. Roll call: Hamilton, yea. M Brockhouse, yea. Newell, yea. R Brockhouse absent. L Forsman, yea. A Knox, yea. Motion carries, 5 Yeas. 1 Absent.

**Item 3:** Approve ALS Equipment & Training Equipment for CARS: CARS is needing to purchase needles and supplies to meet the requirements of ALS Upgrade. Needle cost: $80.59, Supply cost: $1682.43. A motion was made by Trustee L Forsman to accept and approve the costs required for the ALS Upgrade, this was seconded by Trustee A Knox. Roll call: R Brockhouse, absent. Newell, yea, M Brockhouse, yea, Hamilton, yea. A Knox, yea. L Forsman, yea. Motion carries, 5 Yeas. 1 Absent.

*NOTE:* Trustee R Brockhouse arrived at 7:09 p.m.

**Bills and Transfers:** Trustee A Knox made a motion to accept and approve the Bills and Transfers. Seconded by Trustee L Forsman. Roll Call: M Newell, yea. M Brockhouse, yea. Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.

**Financial Reports:** Account # 018-819-005 and 198-710 now have Liens placed on them. Trustee M Newell made a motion to accept and approve the Financial Reports. Second was made by Trustee L Hamilton. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. Hamilton, yea. Motion Carries, 6 Yeas.

**Committee and Department Reports:**

**Chapin Police Department Report:** The report was given by Police Chief, Jake Beard. Chief Beard noted that the Illinois Law Enforcement Training and Standards Board has received the Village’s application to be reimbursed for Officer’s Haas and Kindred’s basic training tuition. The Village can expect to be reimbursed around $1900.00 per officer in late August, providing the funding is available from the State of Illinois.   
Officer Haas was recently hired by South Jacksonville Police Department part time, but he will keep his hourly commitment to the Village. Officer Barber is not expected to be released for work duty until April 2018. A digital copy of the Police Department Policy Manual has been forwarded to Village Attorney Yow for review, and will become a quarterly event per the Village President.

Upon notification of court date/time/location information prosecution of Village Ordinances, the Police Department will begin issuing Ordinance Violations. Trustee Newell asked Chief Beard if the Department could do drive through his Church’s parking lot on Sunday mornings for show of presence as this will give reassurance to the parishioners with all the church related violence going on with the world. Chief Beard is very receptive to this.

**Chapin Fire Department Report:** The report was presented by Fire Chief, Scott Pahlmann. Chief Pahlmann reports that the Fire Department hosted Breakfast with Santa on December 9, 2017 and had given out 57 treat bags to the children who attended.

December 28, 2017, the Department met with Village President Luttrell in attendance. Copies of The Respiratory Protection Program were handed out and discussed along with the March 1, 2018 deadline. The Department has responded to a couple vehicle accidents recently as well as carbon monoxide checks. The Department has a meeting on January 10, followed by training. January 25, 2018 will be additional training. February will be the SCBA Mask Fit Testing.

Fire Department Requests: 10 SCBA Mask bags and 10 boxes of Fire Wipes, (10 wipes to a box) and 6 pairs of Extrication gloves. Note: These items are listed under New Business Item 5.

**Chapin Water/Sewer Department Report:** The report was presented by Ron Upchurch. Ron reports that at the Water Filtration plant, they had a couple meter pits freeze and one-meter break. Repairs were made, and the pits were insulated to prevent further issues. The Department received the new blower for the Lagoon and will be getting it installed. They plan on saving the old blower as an emergency back up as it seems to be working well since it was repaired. There has been an ongoing issue at the North lift station and an electrical contractor will be here this week to make necessary repairs.

Handicap ramps were built along Superior Street as well as an access ramp at the corner of Congress and Superior, and the ramp in front of the Legion will be completed once the dump truck is not needed for salt and cinders. Once the weather permits the ramps and handicap parking spaces will be painted.

The work camp was in town and walked the old highway, the Ball park, Village Park, along with several streets in town cleaning up debris.

**Chapin Area Rescue Squad Report:** The report was presented by Bryce McCormick. Bryce reported some of the year end statistics for the CARS Department. They responded to 97 calls in 2017. Responded mutual aid to Meredosia and Jacksonville 15 times and had members on standby for 32,077 hours, 45 minutes in 2017. CARS members are scheduled to take the Memorial EMS System Protocol Test at the end of January. Once 80% of the squad has passed the exam they will be operating under the MMC system.

The EMR course has finished and 3 students have expressed their interest and has begun filling out their paperwork to be on the CARS. Bryce has requested that while they are awaiting their IDPH license he would like provisional approval to add them to the squad once their licenses are approved and this should be prior to the February Village of Chapin Board Meeting.

CARS will be conducting ice rescue training, take the MEMS protocol exam, and will beginning ALS assist classes in the coming weeks. The ALS equipment that was purchased last month will be the initial equipment needed to conduct this training.

CARS would like to request the purchase of the King View visual intubation device. This device is used for paramedics to secure an individuals airway in difficult locations or larger persons. The cost is $2065.18, with the cost of replacement blades being approximately $20.00 for pediatric patients and $35.00 for adult patients. Note: The request is listed in New Business Item #4.

A motion was made by Trustee, M Newell, to accept and approve the Committee and Department Reports. Seconded by Trustee, L Forsman. Roll call: Hamilton, yea. M Brockhouse, yea. Newell, yea. R Brockhouse, yea. L Forsman, yea. A Knox, yea. Motion carries, 6 Yeas.

**Old Business:**

1. **Discussion & Possible Approval of a Fitness Program for the Fire Department:** TABLED

2) **Discussion & Possible Approval of an Ordinance Adopting a Policy Prohibiting Sexual Harassment:**  A copy of the Ordinance was available for Board Members to review. A motion was made by Trustee, R Brockhouse to approve an Ordinance Adopting a Policy Prohibiting Sexual Harassment. Second was made by Trustee, M Newell. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. Hamilton, yea. Motion Carries, 6 Yeas. This is the first Ordinance for 2018, which will be #2018-1.

3) **Discuss Bus Stops:** TABLED

**New Business:**

1. **Discuss MFT Investments:** The Village of Chapin proposed to the Board to transfer MFT MMS account to MFT cash account the amount of $175,000 for the purchase of a CD for 17 months @ 1.01%. A motion was made by Trustee, R Brockhouse to accept and approve the transfer of the funds to purchase a CD. Second was made by Trustee, M Brockhouse. Roll Call: M Newell, yea. M Brockhouse, yea. Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.
2. **Approve Extrication Suits and Gloves for CARS:** See Above, Page 1.
3. **Approve ALS Equipment & Training Equipment for CARS:** See Above, Page 1.
4. **Discussion & Possible Approval of King Airway Visual Intubation Device for CARS/ALS Upgrade:**

A motion was made by Trustee, A Knox to accept and approve the purchase the King View Airway Visual Intubation Device per CARS report given by Bryce McCormick at a purchase price of $2065.18. This was seconded by Trustee, L Hamilton. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, No. Hamilton, yea. Motion Carries, 5 Yeas, 1 No.

1. **Approve Extrication Gloves, 10 SCBA Mask Bags & 10 Boxes of Fire Wipes for the Fire Department:** Per the Chapin Fire Department Report given earlier, the cost for these items would be: Gloves: $225.00 for 4 pairs XL, 2 pair XXL. 10 SCBA Mask Bags: $100.00, and 10 Boxes of Fire Wipes: $79.50 for a total of $404.50. A motion was made by Trustee, L Forsman to accept and approve the purchase requests of the Chapin Fire Department as listed. A second was made by Trustee, A Knox. Roll call: Hamilton, yea. M Brockhouse, yea. Newell, yea. R Brockhouse, yea. L Forsman, yea. A Knox, yea. Motion carries, 6 Yeas.
2. **Discussion & Possible Approval of an Ordinance Establishing Procedures & Regulations Governing Procurement Procedures Involving Federal Funds:** This ordinance is necessary for the Village due to applying for a State of Illinois Department of Commerce and Economic Opportunity-Community Development Block Grant (CDBG) to help defray the cost of the construction of a new aeration system at the present wastewater treatment facility. A motion was made by Trustee, L Forsman to Approve of an Ordinance Establishing Procedures & Regulations Governing Procurement Procedures Involving Federal Funds. A second was made by Trustee, A Knox. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. Hamilton, yea. Motion Carries, 6 Yeas.  This is Ordinance #2018-2
3. **Discussion and Possible Approval of an Ordinance Amending Ordinance #2013-11 Entitled “An Ordinance Regulating the Sale of Alcoholic Liquors”:**  President Luttrell explained that this would now allow for the Consumption on the Premises from 12:00 noon, Sunday until 8:00 p.m. on Sunday and for Consumption off the Licensed Premises from 12:00 noon, Sunday until 1:00 a.m. on the following day. A motion was made by Trustee, R Brockhouse to Approve of an Ordinance Amending Ordinance #2013-11 Entitled “An Ordinance Regulating the Sale of Alcoholic Liquors”. A second was made by Trustee, M Newell. Roll Call: M Newell, yea. M Brockhouse, yea. Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 6 Yeas. This is Ordinance # 2018-3.
4. **Discussion & Possible Approval of New Rescue Squad Members & Equipment:** The Equipment section was TABLED. New Members: The 3 new members would not receive pagers but instead the older portable radios. A motion was made by Trustee, L Forsman to accept and approve the 3 new members to the CARS providing they pass their background check, drug screen and receive their IDPH licenses. This was seconded by Trustee, A Knox. Roll call: Hamilton, yea. M Brockhouse, yea. Newell, yea. R Brockhouse, yea. L Forsman, yea. A Knox, yea. Motion carries, 6 Yeas.

A motion was made by Trustee, M Newell to Adjourn the January Chapin Board of Trustees Meeting. Second by Trustee, L Hamilton.  Roll call: R Brockhouse, yea. Newell, yea, M Brockhouse, yea, Hamilton, yea. A Knox, yea. L Forsman, yea. Motion carries, 6 Yeas. Meeting adjourned at 8:20 p.m.

Respectfully Submitted,

Rosanne Hamilton, Village Clerk.