Chapin Board of Trustees Meeting

January 9, 2019

The Board of Trustees of the Village of Chapin met at 7:00 pm at the 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: R Brockhouse, present. M Newell, present. M Brockhouse, present. L Hamilton, absent. A Knox, present. L Forsman, present. Also present, Guests: Bob William, Paul Miller, Joe Buchanan, Commander for the American Legion, Bryan Cannon from Benton & Assoc., Larry Knox, Ron Upchurch, Village employee, Shawn Barber, Chief of Police, Scott Pahlmann, Fire Dept. Chief, Allen Yow, Village Attorney, Rosanne Hamilton, Village Clerk.

President Luttrell asked Joe Buchanan and other Legion members to speak first. Joe Buchanan introduced himself as the Commander for the American Legion in Chapin. He states that due to a decline in membership as well as the age of active members the future of the Legion and the building is coming to an end. He states that they do not have a huge amount of funds in with to operate the building for electricity and insurance. He states that he would like to see if the Village of Chapin would be interested in purchasing the building for reasonable fee and would like to go ahead if the Village would agree to purchase it still store some items within the building. When asked by Board members the cost of the insurance per year, Joe stated he believed it to be around 2900.00 a year. He stated that he did not need to have an answer at this time but asked for the Board to consider the purchase. Present Luttrell advised the Board would take it under advisement and get back in touch with the Commander.

Next, President Luttrell asked Bryan to go ahead and speak in behalf of Benton & Assoc. Bryan Cannon stated that he was there to obtain approval for the advertisement of bids for the Wastewater Project. The Board members had some discussion regarding this. Trustee M Brockhouse made a motion to approve the advertisement for the Wastewater Project Bids to be placed in the Source Newspaper. This was seconded by Trustee A Knox. Roll Call: M Newell, yea. M Brockhouse, yea. L Hamilton, absent. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 5 Yeas. 1 Absent.

Minutes from Previous Monthly Meeting, December 12, 2018: Trustee L Forsman advised that she notices her name misspelled in the previous monthly minutes. States is should be Leslie not Lesley. Chapin Village Clerk advised she would correct the spelling. Trustee L Forsman made a motion to accept and approve the previous months meeting minutes with notation that the spelling of her first name would be corrected. A second was made by Trustee A Knox. Roll Call: R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. L Hamilton, absent. A Knox, yea. L Forsman, yea. Motion Carries, 5 Yeas. 1 Absent.

Bills and Transfers: A copy of the bills and transfers were available for each of Board Members to review. Trustee M Newell made a motion to accept and approve the Bills and Transfers. A second was made by Trustee M Brockhouse. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. Hamilton, absent. Motion Carries, 5 Yeas. 1 Absent.

Financial Reports: A copy of the Financial Reports was available for the Board Members to review. Trustee: L Forsman made a motion to accept and approve the Financial Report. A second was made by Trustee A Knox. Roll Call: M Brockhouse, yea. L Hamilton, absent. A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. Motion Carries, 5 Yeas. 1 Absent.

7: 39 pm Trustee L Hamilton arrived for the meeting.

**Committee and Department Reports:**

1. Chapin Water/Sewer Department: Report was presented by Ron UpChurch. Ron reports that the Water Treatment Plan has run well all month with no issues there or in the distribution process. He states that he wants to also discuss the changing of the company from which the chemicals are bought from. He states the Village of Chapin Public Works requested bids for chemical purchases in 2019 for both the Water Treatment Plant and the Wastewater Treatment Plant. Ron states that the Village will switch from Hawkins to Nelsons and WSU to save the Village on the cost of the chemicals used. Ron states that they had another obstruction in the effluent line between the lagoon and the sand filters. He states that he was able to flush it out, but he thinks a jet is needed. One of the floats in the south lift station broke and had been shorting out and an electrician was called out and the floats were replaced. He also states that Christmas decorations had been taken down on January 3, 2019 and new sign installation had begun again.
2. Chapin Police Department: The report was presented by Chief Barber. Chief Barber states that he and Officer Helmich attended a Juvenile Law update on January 11, 2019. Chief Barber met with Triopia Principal Dean on December 17, 2018, where a walk through of the school took place. He also states that the gas station has a retail theft. Nothing further currently.
3. Chapin Fire Department: The report was presented by Chief Pahlmann. Chief Pahlmann reports that on December 13, 2018, a meeting was held. Members reviewed the Breakfast with Santa fundraiser to discuss positives, negatives and any needed changes. On December 24, 2018 the ISO review was received in the mail. Chief Pahlmann made a copy with an attached spreadsheet for Board Members to review. He states, that he himself is still reviewing the report and has questions for the ISO to better understand the review and to improve before the next review. Chief Pahlmann met with Bryce McCormick to finalize how to flow test fire hydrants and generate a spreadsheet with the order they hydrants are to be tested and which hydrants are to be used with testing. The order the hydrants will be tested is the order working from the water tower our and the same order they hydrants are flushed. Starting in April, hydrant flow testing will start with residents given notice ahead of time. Chief Pahlmann will work with the Water Department to coordinate the activity. Chief Pahlmann states when updating the Facebook page, that the department has been in service 110 years, so the update now reflects this.

Upcoming in addition to meetings, on February 9-10th, 2019 there is Senior Officer Development for the Twenty-First Century, Charleston Fire Department, Charleston, IL. On February 14th & 28th, 2019 Meeting with SCBA mask fit testing for the Respiratory Protection Program. February 24th, 2019, Step Up & Lead with Deputy Chief & Author Frank Viscuso, Amboy Fire Department, Amboy, IL. And on March 9th & 10th, 2019, Recruitment and Retention Workshop, Riverton Fire Protection District, Riverton, IL.

1. Chapin Area Rescue Squad: Report given by Trustee Leslie Forsman. Leslie reports that CARS responded to 97 calls in 2018 and had members on standby for 23,597 hours and 15 mins. There are some roster changes, Josh Jennings is awaiting completion of his drug/background test to be added to a support member. Kaleb Brogdon is in transition of moving and at this time will be listed as a support member. Erica Hurst, after over 9 years of service has submitted her resignation from CARS. I would like to thank her for her service to the community over the past near decade. The Passavant Hospital Foundation awarded the CARS money for training and training equipment as reported last year. As the performance period of this grant comes to a close, Bryce submitted a request to assist Ryan Arnold with his out of district tuition expenses as he attends JWCC paramedic program. He has successfully completed his first semester and was approved for a $500.00 scholarship. I was informed by the EMS system coordinator they would like to increase that to $1,000.00. This will come as a check from PAH Foundation payable to CARS, so I would like approval to ward that to Ryan once the money has been received. Training Needs: CPR has been a major focus for CARS for several years now. As an American Heart Association training site, we have access to some of the best training materials and CPR research. By the end of January 2019, our CPR manakins will no longer meet their rules for provider feedback. Bad News is we will need to replace all the adult manikins we use for AHA certification for CPR courses. The good news is PAH Foundation is willing to assist with the purchase and may allow us to use the remaining training grant funds to purchase training equipment. Bryce would like to request approval for payment of half of the manikins if the Foundation will not purchase an entire set. After award of the projected 2019 PAH Foundation Grant, will purchase a second set of to replace all of our adult manikins. Bryce is also requesting the purchase of two decontamination kits, one for each ambulance and at this time have not received quotes on this yet. These kits are not limited to neutralizing drugs such as fentanyl and carfentanyl but will also kill all biologicals that we may come in contact with and industrial chemicals such as ammonia, chlorine, and hydrocarbons. These kits are smaller than a backpack and can be used with just the limited amount of water that we carry on each ambulance. Update on the Federal Grant: No action has been taken at this time, for approval or denial.
2. Chapin Emergency Management Report: Report presented by Trustee Leslie Forsman. Leslie reports that NIMS compliance 2018, 106 courses completed of 181 needed. 59% for the Village as a whole. Chapin PD 13of 22, Chapin Public Works 12 of 18, Chapin FD 21 of 45, Chapin Rescue 43 of 71, Elected Officials 17 of 25. Renewal of medical evaluations and fit tests for the Respiratory Protection Program are beginning this month. Bryce is working with the IPWMAN pm what capabilities the Village has, what we need to respond if requested for an emergency, and what roles we would be able to fill. January 28-29, 2019 6pm to 10 pm in South Jacksonville for Incident Command Training System.

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

**Old Business:** None

**New Business:**

1-Discuss Chapin American Legion: Discussed at the beginning of the meeting. No decision, tabled. However, Trustee R Brockhouse made a motion to have Village Attorney Yow do a title search on the American Legion Building prior to any purchase. A second was made by Trustee M Brockhouse. Roll Call: M Newell, yea. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.

2-Approval to Advertise for Bids for Wastewater Project: Discussed at beginning of meeting.

3-Discuss Membership Changes for CARS 2019 Roster: Trustee L Forsman made a motion to accept and approve the CARS Roster changes for 2019, with Kaleb Brogdon moving to support member and the resignation of Erica Hurst in addition to recognition of her past 9 years of service. A second was made by Trustee Knox. Roll Call: M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. Motion Carries, 6 Yeas.

4-Discuss PAH Foundation Scholarship for Ryan Arnold: Trustee L Forsman made a motion to accept and approve the PAH Foundation Scholarship for Ryan Arnold at $1,000.00. A second was made by Trustee Knox. Roll Call: M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. Motion Carries, 6 Yeas.

5-Discuss PAH Foundation Tuition for MVRS EMT Course: Tabled.

6-Discuss PAH Foundation Match with AHA CPR Manikin Purchase: Trustee Forsman made a motion to purchase the AHA CPR Manikins not to exceed $630.00 if not completely covered under the PAH Foundation. A second was made by Trustee Knox. Roll Call: M Newell, yea. M Brockhouse, yea. L Hamilton, yea. A Knox, yea. L Forsman, yea. R Brockhouse, yea. Motion Carries, 6 Yeas.

7-Discussion & Possible Approval of the Purchase of Decontamination Kits for Victims and Responders for each Ambulance: Tabled

8: Discussion & Possible Action Regarding Drop Box Door- Tabled.

Trustee Knox made a motion to adjourn the meeting, a second was made by Trustee M Brockhouse. Roll Call: A Knox, yea. L Forsman, yea. R Brockhouse, yea. M Newell, yea. M Brockhouse, yea. Hamilton, yea. Motion Carries, 6 Yeas.

Meeting adjourned at 8:12 pm

Respectfully Submitted,

Rosanne Hamilton, Village Clerk