

## Chapin Board of Trustees

January 10, 2024

### Minutes

The meeting was called to order by Village President Rex Brockhouse at 7:00pm followed by the Pledge of Allegiance. Roll Call: Trustee Leslie Forsman absent, Trustee David Luttrell present, Trustee Mary Rae Brockhouse present, Trustee Kara Graham present, Trustee Adam Brockhouse absent, Trustee Erin Morrow present. 4 Trustees present. Also present were Christina Courier – Village Clerk, Scott Pahlmann – Chapin Fire Chief, and Steve Helmich – Chapin Police Chief.

### **Minutes of December 13, 2023**

Minutes of the December 13, 2023 Regular Meeting were reviewed. A motion to approve the minutes of the December 13, 2023 Regular Meeting was made by Trustee E. Morrow. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman absent, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

### **Bills & Transfers**

Wendy provided notes about Bills & Transfers due to being sick. She noted that the transfer was made from Fire Protection Fund to Sewer Depreciation Fund on 12/28/23 to pay off the interfund loan to turn out gear.

A motion to approve the Bills & Transfers was made by Trustee M. Brockhouse. A second was made by Trustee K. Graham. Roll Call: Trustee L. Forsman absent, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

### **Financial Reports**

Wendy provided notes about Financial Reports. On the Utility Billing report, she noted Acct #247-715-001 has a high bill due to a toilet and a lien has now been filed for Acct #315-955-005. There are no CD's that are due until March, but this will need to be looked at next month as they are due before March's Regular meeting.

The Martha Allen quarterly Trust Fund distribution was received on 12/29/23 in the amount of \$2,675.50.

A&A Chapin has paid their annual video gaming terminal fee on 1/4/24 of \$125 for five machines.

The Fireman account was closed on 1/5/24 and \$467.61 was deposited in the Chapin Fire Protection Fund on 1/8/24.

A motion to approve the Financial Reports was made by Trustee K. Graham. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman absent, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

## **Committee & Department Reports**

### **Chapin Water/Sewer**

Regular & Recurring Duties are being performed.

It was noted that the new level/pressure sensor is now installed in Skid A.

Still trying to set up a time with Cummins to update the Gen system at the North Lift Station.

A motion to approve the Chapin Water/Sewer report was made by Trustee E. Morrow. A second was made by Trustee K. Graham. Roll Call: Trustee L. Forsman absent, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

### **Chapin Police**

Steve Helmich – Chapin PD Chief noted 43.5 hours worked during the month of December with 22 calls for service and 7 total days of coverage. So far, a total of 321.5 hours worked during the Fiscal Year.

Chief Helmich, Sgt. Rogers and Ptl. Gaines completed mandatory annual firearms qualification at JPD range.

Due to the implementation of LEADS 3.0 an updated MOA has been completed between West Central Joint Dispatch and Chapin PD. Changes are being fielded to in-car computer access that will require service contracts directly with Motorola later this year. The anticipated cost to Chapin is very small due to the number of users. More to follow when more information becomes available.

A motion to approve the Chapin Police report was made by Trustee E. Morrow. A second was made by Trustee D. Luttrell. Roll Call: Trustee L. Forsman absent, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

### **Chapin Fire**

Scott Pahlmann – Chapin Fire Chief noted various activities since last report.

Minutes from the December 14, 2023 meeting were provided.

It was noted that the Chapin Fireman account was closed. \$935.21 was the final balance which was split with \$467.61 going to the Village of Chapin Fire Department and \$467.60 going to the Chapin Rural Fire Association.

A list of calls was not provided. Call information will be updated in the next Board meeting report.

January and upcoming activities were noted.

A motion to approve the Chapin Fire report was made by Trustee M. Brockhouse. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman absent, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

## **Chapin Rescue**

Bryce McCormick – CARS Chief noted 4 calls since last report with 0 year-to-date. Members were available for 745.75 hours during the past 30 days with 254 hours year-to-date.

In the past month CARS members celebrated the holidays and the May EMS week with a meal at the Legion. CARS finished 2023 with 51 responses and 7,662 total standby hours which is equivalent to 3 full-time jobs. Members are working to update their availability in IAR for more accurate information. A CY 2023 report and inventory will be provided at the next meeting. 3H11 and 3H99 are in service. 3H99 has an AC Unit leak in the evaporator which is pending repair.

CARS has increased the number of hours in service near the end of 2023 and responded to several mutual aid for Life Star. Discussions are ongoing on updating the compensation levels for CARS member to incentivize responding into Jacksonville and being available. To date, no applications have been returned for the full-time positions.

There is a broken screen in 3H11 that were replaced with ones out of a wrecked ambulance from Meredosia Bluffs Rescue. They do need to be programed to utilize all of the functions, but it seems to be a software issue. Bryce has reached out to the manufacturer to see how to download the settings in the ones with bad screens and upload them to the new ones.

Report approval with Emergency Management report.

## **Chapin Emergency Management**

Bryce noted that NIMS compliance is being tracked and completion remains ongoing.

Bryce noted that for any new hires to please let him know so that he may pass along a packet of information of how to complete NIMS training, or if they have completed copies of their certificates would need to be submitted.

The Respiratory Protection Program has no updates at this time.

The wind incident in July was declared a Presidential Disaster. The Village has submitted all required documentation that has been requested to date.

The NLS issues are still working to be resolved. The emergency pumps were in alarm for an unknown reason and the automatic transfer is still not in operation.

The WTP and STP EOP's are under review.

A motion to approve the Chapin Rescue report and Chapin Emergency Management report was made by Trustee E. Morrow. A second was made by Trustee D. Luttrell. Roll Call: Trustee L. Forsman absent, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

## **Old Business**

1. Discuss American Rescue Plan Funds – tabled; no updates
2. Discussion & Possible Approval of Hiring Paramedics/EMT's for Rescue Squad – tabled; no updates
3. Discuss & Approve Entering into an MOU with E-Environmental Services for HazMat Response – this is from last month's final copy that includes revisions Allen & E-Environmental made. A motion to approve entering into an MOU with E-Environmental

Services for HazMat Response was made by Trustee E. Morrow. A second was made by Trustee M. Brockhouse. Roll Call: Trustee L. Forsman absent, Trustee D. Luttrell yea, Trustee E. Morrow yea, Trustee A. Brockhouse absent, Trustee K. Graham yea, Trustee M. Brockhouse yea. Motion carried. 4 yea, 0 nay, 2 absent.

4. Discussion & Possible Approval of Retirement Plan for Village Employees – tabled; there have been no other companies that have reached out to the Village. If there are other companies that anyone can suggest, please do so. Unfortunately, it keeps getting suggested to just go to with IMRF, however it would be very expensive for the Village.
5. Discuss DCEO Grants – tabled; Wendy and Bryce have been reviewing some of the documents for these grants and it is going to be a lot. They were able to start providing information for some of the areas. Unfortunately, it looks like the Village will have to put the project out for bid since the funds are through DCEO. Conversations are being had with Benton & Associates to help coordinate the bidding process as this is extensive. An example bid was sent by Allen for a different project, and it was almost a ream of paper. It needs to be decided what line items are going to be done versus what can potentially be held off on, however there are several items that are going to be needed.
6. Discuss & Possible Action Regrading Painting the Water Tower – tabled; with Old Business #5.

## **New Business**

Trustee K. Graham has been looking at doing an easter egg hunt. She has been looking at getting an Easter Bunny costume or if renting one would be better. Several potential dates were looked at to have the event. Thoughts were to have it in the early afternoon in hopes that the temperature would be on the warmer side. Initial thoughts were to have this on March 23<sup>rd</sup> at 2pm. Would only have light snacks and drinks for after/during. Will need to discuss this next month to get a budget approved for the event.

A motion to adjourn the meeting at 7:41pm was made by Trustee M. Brockhouse. A second was made by Trustee K. Graham. Roll Call: All in favor. Motion Carried. 4 yea, 0 nay, 2 absent.

Respectfully submitted,

Christina Courier  
Village Clerk