

## Chapin Board of Trustees Meeting

September 14, 2022

### 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 present, Trustee Mary Rae Brockhouse present, Trustee Mark Lovekamp present, Trustee Loren Hamilton present, Trustee Adam Brockhouse present, Trustee Erin Morrow present. 6 Trustees present. Also present were Christina Courier – Village Clerk, Allen Yow – Village Attorney, Wendy Bridgewater – Treasurer, Hayden Helton – Public Works and Scott Pahlmann – Chapin Fire Chief.

### **Minutes of August 10, 2022**

Minutes from the August 10, 2022 regular meeting were reviewed. A motion to approve the minutes of August 10, 2022 regular meeting was made by Trustee M. Lovekamp. A second was made by Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion Carried. 6 yea, 0 nay.

Steve Helmich, Chapin Police Chief joined by phone at 7:03pm.

### **Bills & Transfers**

Wendy Bridgewater noted that in the Water Fund, the semiannual loan payment for the water tower is due of \$33,870.33. There was also a reimbursement in the Fire Protection Fund for supplies. It was an expense that was paid by the Village account, but shouldn't have been and was reimbursed by the Fireman's account. Rurals tax exempt was used since the expense wasn't a Village expense. A motion to approve the Bills & Transfers was made by Trustee L. Forsman. A second was made by Trustee M. Lovekamp. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion Carried. 6 yea, 0 nay.

### **Financial Reports**

Trustees reviewed the Utility Billing Aging Report. There was nothing of significance. There are also no CD's that are currently due.

A motion to approve the Financial Reports was made by Trustee L. Forsman. A second was made by Trustee M. Lovekamp. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion Carried. 6 yea, 0 nay.

### **Committee & Department Reports**

#### **Chapin Water/Sewer**

Regular & Recurring Duties are being performed.

There were no significant updates.

It was noted that the concrete at the park is coming apart and a plan may need to be considered to

come up with a plan to keep it from getting worse.  
Alan and Jerry have been doing great at keeping up with the daily tasks.

### **Chapin Police**

Steve Helmich – Chapin Police Chief noted 0 hours worked during the month of August with 0 call for service and 0 total days of coverage.

Steve would like to purchase engraved lapel pins (NTE \$130) for the county telecommunicators from Morgan, Pike & Brown counties who were involved in the March vehicle pursue and coordinated the multi-agency responses to the shooting, including life-saving medical aid.

Both Chief Helmich and Sgt. Rogers will be participating in trainings in the upcoming weeks at no cost to the Village.

New Business #2 – The ILEAS membership documents will need to be further reviewed by Village Attorney and Trustees. The annual dues are \$65 per year for July 1 – June 30 and are not prorated. The body cameras from SJPD were received and they are going to be giving Chapin PD a vehicle mount and charging station at no charge. This will be used so that the body cameras can also be charged in the car.

The traffic spike strips, and replacement parts were received thanks to the donation from the Chapin Lions Club. There will be training to use these.

An employment application from an individual who is already a full-time certified officer, was received. The person looks like they would be a good fit and wants to work. There will be more to follow after the application can be thoroughly reviewed.

A motion to approve the Chapin Police report was made by Trustee M. Lovekamp. A second was made by Trustee L. Forsman. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion Carried. 6 yea, 0 nay.

### **Chapin Fire**

There were various activities since last report.

A list of calls was provided.

Various September and upcoming activities were noted.

During a recent meeting with members, air packs and cylinders were checked. Scott developed spreadsheets for inventory tracking, testing dates, etc.

Scott noted that he will be completing ICS 300 & 400 training in Springfield coming up on October 31<sup>st</sup> – November 3<sup>rd</sup>.

Scott brought with him a preview of the new bunker gear members have, along with a comparison of the old gear. Also previewed were new helmets for active members.

A motion to approve the Chapin Fire report was made by Trustee L. Forsman. A second was made by Trustee A. Brockhouse. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion Carried. 6 yea, 0 nay.

### **Chapin Rescue**

Bryce McCormick – CARS Chief noted 9 calls since last report with 39 year to date. Members were available for 474.5 hours during the past 30 days with 5112 year to date.

IDPH and EMS system inspections have been conducted.

3-H-11 and 3-H-99 are both in service. All licenses and inspections are up to date. ALS Drugs and IV needles were expired and changed.

Attached is an updated roster as several members have elected not to renew their license or moved from the area and are no longer members of the squad.

A motion to approve the Chapin Rescue report along with the updated 2022 roster was made by Trustee M. Lovekamp. A second was made by Trustee E. Morrow. Roll Call: Trustee L. Forsman yea, Trustee M. Lovekamp yea, Trustee L. Hamilton yea, Trustee M. Brockhouse yea, Trustee E. Morrow yea, Trustee A. Brockhouse yea. Motion Carried. 6 yea, 0 nay.

### **Chapin Emergency Management**

No report, but one will be provided for next month.

### **Old Business**

1. Discuss Plans for Legion Building – tabled; no updates.
2. Discuss American Rescue Plan Funds – tabled; no new information.
3. Discussion & Possible Approval of Ambulance Lease Agreement – tabled; Bryce is hoping to try and work out a deal with South Jacksonville.
4. Discuss OSHA Visit to Firehouse – Trustee M. Lovekamp provided an update. NIMS compliance is progressing. It was noted that there were still a few employees who have not turned in a signed Fraud, Waste & Abuse or a signed Employee Handbook agreement. Allen emphasized that those need to be completed as soon as possible.
5. Discussion & Possible Approval of the Purchase of a Used Seat for Ford Truck – tabled; Alan has not been able to find a seat replacement.

### **New Business**

1. Discussion & Possible Approval of Yard Waste Pickup Date – Thanks to Alan and Jerry the majority of debris has been kept cleaned up. Thoughts were that to try and save money that Jerry and Alan could go around collecting yard waste. Trustees reviewed upcoming events and holidays. Determined that October 10<sup>th</sup> would be pickup day.
2. Discussion about ILEAS Membership – tabled; a draft copy of the agreement and Ordinance has been provided for review. There are still a few questions that need to be answered about the insurance requirements. Wendy will be checking into this and this item will be revisited for October.

A motion to adjourn at 7:45pm was made by Trustee M. Lovekamp. A second was made by Trustee L. Forsman. Roll Call: All in favor. Motion carried. 6 yea, 0 nay.

Respectfully submitted,

Christina Courier  
Village Clerk