

North Boone Fire Dist. #3 Board of Trustee's

May 17, 2021 7:03PM

Meeting Minutes

Location: Timberlane Village Office 2940 Charleston Ct, Caledonia IL 61011

Present:

- **Trustee's :** Chuck Garrett, Jason Vodnansky
- **Personnel :** Dan Zaccard, Shawn Flaherty

Chuck Garrett declared that the current Trustee's did not have a quorum and could not call a meeting to order. Chuck Garrett suggested that Boone County Clerk Julie Bliss swear in the newly elected Trustee's so they could start the meeting. Jason Vodnansky left the building. Leaving only trustee Chuck Garrett on premises. Boone County Clerk Julie Bliss swore in the 5 Newly elected Trustee's

- Glen Guthrie
- Lesley Ragland
- Gail Worley
- Bob Cassidy
- Shannon Baraconi

Meeting called to order by newly elected Trustee's at 7:06 PM

Approval of May 10th minutes

Due to the prior Trustee's unable to hold a quorum Glen Guthrie asked Chuck Garrett to swear in good faith that the minutes from the May 10th meeting were true and correct. Chuck Garrett swore that the minutes were true and correct. Glen Guthrie made a motion approve the May 10th minutes with Chuck Garrett's sworn statement to the board. Bob Cassidy 2nd the motion. Roll Call Guthrie – yes, Worley – yes, Baraconi – yes, Ragland-yes, and Cassidy-yes.

Election of officers and appointment of Treasurer

Gail Worley made motion for Glen Guthrie to be President 2nd by Bob Cassidy Roll Call Guthrie-yes, Worley-yes, Baraconi-yes, Ragland-yes, Cassidy-yes.

Bob Cassidy made motion for Lesley Ragland to be Secretary 2nd by Shannon Baraconi Roll Call Guthrie-yes, Worley-yes, Baraconi-yes, Ragland-yes, Cassidy-yes.

Lesley Ragland made motion for Shannon Baraconi to be Treasurer 2nd by Bob Cassidy Roll Call Guthrie-yes, Worley-yes, Baraconi-yes, Ragland-yes, Cassidy-yes.

All the Trustee's then drew numbers out of a hat to determine their Election term limit as Trustee.

- Shannon Baraconi – 6 year Trustee
- Glen Guthrie – 4 year Trustee
- Lesley Ragland – 4 year Trustee
- Gail Worley – 2 year Trustee
- Bob Cassidy – 2 year Trustee

Changes to Agenda Order - None

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Public Comment: - None

Financial Report/Pay Bills as follows:

Shannon Baraconi made it clear that she has not received all of the items from the old Trustee's. So she would not have anything to report on tonight and moved on to the expenditures.

Itemized expenditures as follows:

Ratify and approve payment previously made to Wex Bank (Marathon Gas) in the amount of \$1,532.16. Paid 5/11 by check # 7224.

Ratify and approve payment to Public Risk Underwriters of IL Inv. 40306 adding new station premises liability. \$4,167.00. Paid 5/11 by check # 7223.

Approve April payroll paid May 11/21 in the amount of 16,362.85, Federal 941 \$3,632.30 & IL 501 \$854.97
Glen Guthrie made a motion to approve expenditures 2nd by Lesley Ragland. Roll Call Guthrie-yes, Worley-yes, Baraconi-yes, Ragland-yes, Cassidy-yes.

Fire Inspector's Report - None

Chief Zaccard: EMS Report Training Report

Making preparations for Capron Rescue Squad going out of business. Possibly July 1st 2021 Fd looking into purchasing another ambulance. Looking at getting 2nd ambulance up and running. Looking at options for staff on the 2nd ambulance. Ems coordinator will be Josie she is a EMT-P on Lifeline. Josie will also be doing the billing from now on. Steve W is now doing all Fire training. All trainings have been well attended. We also received a OSHA letter which he is working on.

Old Business:

Authorize process for Sale of former Caledonia Station 2428 Main Street, Caledonia, IL

Chief Zaccard reported that they did not receive any bids from the \$200,000 minimum bids that ended on May 17th. It was said that maybe we should get an appraisal on the building.

New Business:

Updating website to reflect newly elected Trustees and Officers

Motion was made 1st by Shannon 2nd by Bob motion carried with all Trustees voting yes

Adopt Resolution # 2021-1 to change authorized signatories on District bank accounts and safe deposit box.

Motion was made 1st by Lesley and 2nd by Bob to make Shannon Baraconi, Gail Worley, and Glen Guthrie authorized signatories on District bank accounts and safe deposit box. Roll Call Guthrie-yes, Worley-yes, Baraconi-yes, Ragland-yes, Cassidy-yes.

Changing regular meetings to the first Monday of month at 7pm and updating legal notice for 2021 meetings for publication

Gail made the motion to change regular meeting to First Monday of the Month 2nd by Lesley. Glen will make sure it put in the newspaper. Roll Call Guthrie-yes, Worley-yes, Baraconi-yes, Ragland-yes, Cassidy-yes.

Appointing FOIA officer

Bob made the motion to appoint Chief Dan Zaccard FOIA officer 2nd by Gail Roll Call Guthrie-yes, Worley-yes, Baraconi-yes, Ragland-yes, Cassidy-yes.

Appointing someone to take "ownership" of the PO Box and make sure all mail deliveries are taken care of.

Shannon made the motion to appoint Lesley Ragland to take care of PO Box. Roll Call Guthrie-yes, Worley-yes, Baraconi-yes, Ragland-yes, Cassidy-yes.

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Discussions:

Discuss moving forward with ACH or other electronic payment process authorizations for various accounts

Motion by Bob to table this for a later meeting 2nd by Gail motion carried with all trustees voting yes

Discuss cancellation of phone service and possibly other utilities at Caledonia station

The Station is empty Shannon made a motion to shut off all unnecessary utilities 2nd by Gail motion carried with all trustees voting yes. Glen work on getting this done.

Discuss Public comment with regards how it will be handled in the future meetings.

Glen Guthrie and Shawn Flaherty are going to work on this for the board to adopt a new procedure

Gail made the motion 2nd by Bob motion carried with all voting yes

Expenditures how they will be handled and what will need to be approved by Trustee's

It was expressed that none of the new trustees have had a chance to look at the books. So we asked Chief Zaccard to watch spending until the trustees have a better handle on the books.

Personnel decisions how they will be handled and what will need to be approved by Trustee's

It was stated that the Trustees would like to be part of raises and hiring of new employees. Also what was the number of FF on the roster. It was said 21/22 and the Chief would like to get up to 30 FF.

Discuss upcoming Budget and meetings that might need to take place.

Trustees decided we need to look at a special meeting because the budget needs to be done in the next 45 days.

Discuss having a special meeting May 24th 2021 in regards to Budget and any Resolutions that may need to be addressed from the May 17th meeting.

Gail made a motion to have a special meeting on the above date 2nd by Bob motion carried with all trustee's voting yes

Comments by Trustees

Shannon Baraconi – maybe looking into a new laptop for the treasurer office and software.

Lesley Ragland - none

Gail Worley - none

Bob Cassidy - none

Glen Guthrie – Asked Shawn to come up with a letter to send to all prior trustees and ex- employees about turning in all District property.

Executive Session: Section 2 c (1) Personnel issues; Section 2 c (11), Section 2 c (5) Setting a price for sale or lease of property.

Action coming out of Executive Session, if any. – None

Date and Time of Next Meeting May 24, 2021 at 7:00 p.m. at Timberlane Village Office 2940 Charleston Ct, Caledonia IL 61011.

Bob made a motion to adjourn 2nd by Lesley motion carried with all trustees voting Yes.

Meeting adjourned at – 8:06 pm

Respectfully Submitted by

Lesley M. Ragland

Secretary