



NORTH BOONE FIRE DISTRICT #3

OCTOBER 2023 REPORT

PRESENTED NOVEMBER 06, 2023

MISSION STATEMENT FROM YOUR COMMAND STAFF

Your Fire Department Leadership presents to you as a well trained, structured and unified Command Staff.

We stand ready to carry out the directives of the North Boone Fire Protection District #3 Board; as we protect life and property while caring for our communities, fellow citizens and those who are visiting or just passing through our district.

This report format is to keep the Board and Taxpayers informed of our collective efforts.

NB3 CHAIN OF COMMAND

E.J. Dilonardo, Chief

Mike McIntyre, Chief Deputy

Captain Wieczorek.

Training Officer. EMR

Station #1

Captain Johnson.

Station #2

Lt. Morrall.

Asst. Training Officer. EMR

Dale Jr.

Webb

Baraconi.

Lindberg.

Lt. Dal Pra.

First Due –

Fidder

Schwebke. EMR

Rankin.

Open

Lt. Schmalen.

EMS Basic

Perry.

Laseman

EMR

Boyle, R.

Dobinson, J.

Apparatus – Equipment. EMR

Basic Decoto.

Rodney.

Basic Wyatt.

Paramedic

Dobinson, T.

Asst. Training Officer. EMR

EMR

EMR

EMR

EMR

EMS C Ostler, Paramedic

Karasek, A. Paramedic Schwartz, K. Paramedic

Kriebs, K. Paramedic Dobinson, J. Paramedic

Wagner, J. Basic Welton, C. Paramedic

Frank, M. Basic Nelson, J. Basic

Boyle, R. Basic Lt. Dal Pra. Basic

Baraconi, J. Basic

Boyle, B. Basic

Ragland, L. Basic

Ragland, H. Basic

Wilson, C Basic

CHIEF DEPUTY MCINTYRE REPORT

Fire Responses

Chief Deputy McIntyre

of calls **15**

| | | | | | | | |
|-----------------|----------|---------------|----------|------------|----------|----------|----------|
| Structure Fires | 0 | Vehicle Fires | 0 | EMS, Other | 3 | MVA | 3 |
| Fire Alarms | 4 | Gas Leaks | 3 | Mutual Aid | 1 | CO Alarm | 1 |

Special Projects: **The new battery-operated Extrication Tools mounted on 2102.**

Creating and building Officer PASSPORT bag and contents for personal vehicles.

Building and Grounds

Special Projects / Repairs: **Beginning work on placing key card and FOB locks on Station #2.**

Training Tower storage building cleaned and organized.

Service Bay area cleaned and organized at Station #2.

Station #2 parking lot resealed.

EMS Info board hung at Station #2.

Ladders secured per OSHA at Station #1 and #2.

CAPTAIN JOHNSON REPORT

Fire Schedule & Payroll

Captain Johnson

of personnel responding to: Fire **19** Staff hours **67**

Fire Training Trainings **3** Staff hours **96**

Total Hours **163**

Total Cost **Will report when monthly payroll is closed**

Special Projects: **Oversight of Station #2, Officers and Fire / EMS crew members.**

Oversight of cleaning and organizing of Station #2 apparatus service bay.

Fire Prevention Programs at area schools.

CAPTAIN WIECZOREK REPORT

Fire Training

Captain Wieczorek

| | | | |
|-------------|------------|-----------|---|
| Training #1 | Attendance | 10 | Subject Water Supply |
| Training #2 | Attendance | 17 | Subject Extrication with EMS (Classroom) |
| Training #3 | Attendance | 23 | Subject Extrication with EMS, Cut on two vehicles at the tower |

Special Projects: **Oversight of Station #1, Officers and Fire / EMS crew members**

Design & implement PASSPORT training.

Set and distribute yearly training schedule meeting all regulatory guidelines.

EMS Bunks moved out of training office into bunk room and cleaned. (Ambulance crew)

Mechanical Room Station #1 cleaned and organized. (Ambulance crew)

Solar Farm Training in November

LT SCHMALEN

Apparatus Report

Lieutenant Schmalen

| | | | | |
|-------------------------------|-------------|--|-----------------------------|----------------------|
| Fire Unit# | 2171 | Issue Replace EGR Pressure Sensor | Int / Ext Internal | Cost 175.00 |
| Fire Unit# | 2102 | Issue Module Heater Coolant Leak | Int / Ext Internal | Cost 50.00 |
| Fire Unit# | 2170 | Issue Replace Batteries | Int / Ext Internal | Cost 605.57 |
| Fire Unit# | 2161 | Issue Replace Battery | Int / Ext Internal | Cost 227.00 |
| Fire Unit# | 2175 | Issue Replace Steer Tires | Int / Ext Daniels | Cost 1,318.64 |
| Fire Unit# | 2191 | Issue Replace Tires &List | Int / Ext Daniels | Cost 1,434.83 |
| Fire Unit# | 2101 | Issue Replace Fog Light Bulbs | Int / Ext Internal | Cost 31.48 |
| EMS Unit# | D-31 | Issue Transmission & AC Issue | Int / Ext Internal | Cost 162.07 |
| EMS Unit# | D-31 | Issue Replace Rear Scene Light | Int / Ext Internal | Cost 50.00 |
| EMS Unit# | D-31 | Issue Replace Batteries | Int / Ext Internal | Cost 592.97 |
| EMS Unit# | D-27 | Issue Multiple Items on List | Int / Ext Scotts | Cost 1578.80 |
| Generator Poplar Grove | | Issue Outlet Issue | Int / Ext Rush Power | Cost 575.09 |

LT. SCHMALEN cont.

Special Projects:

Providing more internal maintenance on all NB3 apparatus.

Working on organizing PASSPORT collectors to a uniform location on all apparatus.

Working on placing a new Accident Packet with insurance cards on all apparatus.

Placed mobile phones on all three ambulances per IDPH requirements.

All ambulances have successfully passed DOT inspections.

Service bay area cleaned and organized at Station #2. (TEAM EFFORT FIRE / EMS)

All WEX Cards will be removed from the apparatus.

LT BYRNES

NB3 Explorers / Tactical Gear

Lt. Kevin Byrnes

Meeting Attendance: Explorers# **4** NB3# **1** Location: **NB3 Station #1**
Training Subject: **Extrication** Location: **District #2** Attendance: **7**
News to report: **New members will be starting this month. Open enrollment occurs every October and May.**

RTF Tactical Gear

of personnel RTF trained: **Captain Wieczorek** **Lt. Byrnes** **Lt. Dal Pra** **Rick Boyle**
Colin Perry **Brandon Boyle** **Julie Nelson**

Two sets of gear on each truck. 2141 and 2143.

Gear bag received for 4th set to protect and ensure life expectancy of gear.

NB3 Velcro labeling has been secured placed on bags.

Inventory & Inspection sheets will be created for the gear

RTF Special Operating Guideline will be developed.

LT. DAL PRA

Fire Records EMS Operations

Lieutenant Dal Pra

Finishing up reports in FireHouse and beginning First Due.

First Due: Your email address is your sign in, click forgot password and reset as directed.

EMS Scheduling / Ops Report

EMS 12 Hour Ambulance

Days in service **14** Days out of service **17** Days ½ staffed **3**

Total hours staffed **372.5**

Cost of hours for staffing **Will report when monthly payroll is closed**

Special Events:

Date **10/1/23** Event **Snowmobile Grass Drags** Total Cost **\$300.00** Income **\$350.00**

Special Projects: **All North Boone Vikings Football games were EMS covered at no cost to High School.**

EMS COORDINATOR

JOSIE OSTLER

EMS

EMS Coordinator Ostler

EMS Calls **78** Transport **43** Refusal **24** Other **22**

Calls Out of District: Boone #2 **17** Belvidere **2** Capron **1** Other **0**

Missed Calls: **4**

Missed calls In District **3** Reasons **2 missed while on NB3 calls**
1 missed while on B2 call

Missed calls Out District **1** Reasons **Unavailable on NB3 call**

Training #1 Attend **13** Subject **Extrication & Trauma Assessment Classroom**

Special Projects: **All three ambulances passed IDPH annual inspections.**

Billing transitioned to Tammy the new billing manager.

Working on multiple Special Operating Guidelines, (SOG's)

Working on Daily Duties with roll out

Pediatric Jump Bags

FF / EMT B RICK BOYLE

Associate Fire / EMS Coordinator

Rick Boyle

Status of EMS Fire First Response Engines

2101 Station #1 2101 **Finalizing equipment needs and SOG's.**

2102 Station #2 2102 **Finalizing equipment needs and SOG's.**

EMS Fire First Response Bags used on # of Calls **No Report as service has not started.**

Special Projects: **Finalizing all needs for the First Response EMS bags for two engines.**

Station #1 2101

Station #2 2102

Third Bag will be rotated into service once a bag has been used and needs restocking.

TAMMY JACOBSON

EMS Billing Manager

Tammy Jacobson

Status of **October** Billing: All data pulled directly from Billing company information as requested.

October # of calls billed **69**

Waiting on Docs **1 for call on 10/24/23**

October # of billable calls **39**

October # of in district calls **47**

October # of out of district calls **16**

October Gross Billed _____ **Waiting for Andres monthly closeout**

October Write off / Write Downs _____

Total Accounts Receivable balance _____

Total Expected Income _____

Special Projects:

Special Projects: Begin research on fire billing and collection agencies.

CONNIE SCOTT

Administrative Operations Manager (AOM) Update Connie Scott

Update: **GEMT filing completed as of 10-16-2023. Final Submitted with signature 10-31-23.**

Update: **Old ambulance cell phone cancelled, and three new phones received and given to Lt. Schmalen. These three phones cost less than we were paying for the one. Access number listed in ambulance for Hero Network.**

3 Otter Box protective cases purchased with belt clips for ambulance.

Update: **VA SAM / CEP account restructured to receive VA payments with new responsible parties. Andres is now able to bill the VA for these services.**

Update: **Target Solutions cancelled not used and being billed for over 1 year. Must payout contract of \$2,999.42.**

DO NOT USE TARGET SOLUTIONS OR THE CONTRACT WILL RESET.

Update: **WEX gas cards cancelled, and final payment made due to them not working and being billed for over 1 year.**

CONNIE SCOTT (AOM) cont.

Update: Previous stations phones were cancelled: we were being double billed for a number years. Final refunds and payment made.

Update: SOS license plate renewals and fees are ready to be submitted for all three ambulances once IDPH sends new licensures.

All three ambulances are completely within the guidelines, rules and regulations.

Update: The Fire Suppression Systems to include Inspections & Testing, Fire Extinguisher Servicing and Fire Alarm Monitoring are now with Fox Valley.

These areas were split between numerous vendors causing challenges when information and work was required.

We also found that certain configurations were not correct and thus we would get a fire alarm when the station lost power and the generator kicked in. This has been resolved.

With Board approval we will be adding more detection devices to enhance life safety in Station #2.

Backflow test failed, estimate for repair to make compliant pending.

All new pass codes have been assigned and are in place.

CONNIE SCOTT AOM cont.

IT / COMPUTER

Work Completed previous month (SASS)

Health of entire system reevaluated.

Computer security updated.

Dual back up locally and in the Cloud.

Internal Status **Systems operating within specifications.**

Special Projects: **Relationship with Affordable Computer Company dissolved.**

Internet Access being updated.

Stations recognizing each other being updated.

Special Note: Our new SASS firewalls and virus protection detected an employee attempting to download a file / program and it was reported and potential virus was averted.

SASS is continuously running health checks on security and operability.

CONNIE SCOTT AOM cont.

IT Update:

We have facilitated an advancement in IT services. Affordable Computer is no longer servicing NB3.

SASS IT has taken over and began correcting all the errors in applications and programming.

We will present the SASS IT Report.

- 1. Email from SASS IT. Confidential for security.**
- 2. Patch Compliance Report. Confidential for security.**
- 3. Executive Summary. Confidential for security.**
- 4. SASS IT Internal Security**

The above information will be available for board members to review with Connie Scott. No copies, photographs or note taking of any manner will be allowed for security reasons.

MEDIA STAN, CONNIE, GLEN

Public Relations

Stan Smiley

Press Release:

Date: **10/19/23** Content: **NB3 Association Donation Breast Cancer Awareness** To: **OSF / Media / Facebook**

Date: **10/28/23** Content: **Web Pictures taken at Station #1.** Content: **Website / Facebook**

Social Media

Connie Scott

Facebook # of Posts **3**

Date: **10/20/23** Content: **Breast Cancer Awareness x 2**

Date: **10/25/23** Content: **Extrication Training**

Date: **10/29/23** Content: **New Web Pics x 2**

Website

Glen Guthrie, Connie Scott

Website # of Posts **Numerous during update to get current with new programming contacts.**

Date: **Ongoing** Content: **Updating content, photos and format**

Date: _____ Content: _____ Date: _____ Content: _____

NB3 ASSOCIATION PRESIDENT COLIN PERRY

NB3 ASSOCIATION

COLIN PERRY

News to report: **1. \$500.00 donation to OSF Saint Anthony Cancer Center**

Breast Cancer Awareness.

**Represented by: Association Pres Perry, Capt. Wieczorek, FF Rick Boyle,
E.J. & 2102**

Thank you to Stan for press release and photos. Great media coverage and OSF stated NB3 was the only fire department to ever give a donation to the Cancer Center.

2. Thank you to everyone that attended the Spouses Dinner at Big Foot on 10/14. We had 38 people attend.

CRAIG WILCOX

Inspectors Report September 2023

Craig Wilcox

Inspection #1 **Hunter Church** Date: **9/20/23**

Inspection #2 **Jefferson Prairie Church** Date: **9/20/23**

Special Projects: **ESO Inspection Report**

General Report:

Schedule Annuals, Enter activities & update occupancy info in Firehouse, Update Inspection Reports

Inspection Letters completed & attached to occupancy in Firehouse

Letters emailed out for: Hunter Church, Jefferson Prairie Church, Arturo's Restaurant, Poplar Grove Village Hall, Anytime Fitness, Candlewick, Boone Lake, Caledonia Post Office, Mort's Roadhouse, Pumpkin Patch.

CRAIG WILCOX cont.

Inspectors Report

October 2023

Craig Wilcox

- Inspection #1 **205 West Main** Date: **10/18/23**
Inspection #2 **209 West Main** Date: **10/18/23**
Inspection #3 **105 Brittanie** Date: **10/18/23**
Inspection #4 **13561 Julie Dr.** Date: **10/18/23**
Inspection #5 **Bark About It** Date: **10/18/23 Attempted**

Special Projects: **ESO Inspection Report**

General Report:

Witnessed Bravo's Hood acceptance test

Rescheduled numerous annuals

Enter activities into Firehouse and update inspection reports as well as hard file reports

Annual State School Inspections: Caledonia, Manchester, NBHS, Middle School, Upper Elementary, Poplar Grove Elementary

FF EMT B JOE BARACONI

Security

Joe Baraconi

Report on station #1 entries **Pending implementation**

Report on station #2 entries **Pending implementation**

Special Projects: **Working to change electronic entry as well as monitoring of who enters.**

We will need to rekey manual doors as it is reported that many EMA employees / volunteers have actual keys.

Once completed we will have an electronic list of all who enter our stations with dates and times.



THANK YOU FROM YOUR **NB3**
COMMAND STAFF