



## **NORTH BOONE FIRE DISTRICT #3**

### **December 2023 REPORT**

PRESENTED January 16, 2024

**Congratulations!**  
**Captain Wieczorek**

**OSFM**  
**Instructor 2**

### **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.

## SPECIAL NOTE:

THIS IS THE FIRST MEETING WHERE WE HAVE THE TRUSTEE MEETING LATER IN THE MONTH.

PLEASE BE PATIENT AS WE WORK THRU THE PROCESS OF GATHERING, CERTIFYING AND PRESENTING INFORMATION.

WE ARE GIVING OUR BEST EFFORT TO BE SPECIFIC AND FACTUAL IN OUR PRESENTATION.

## CHIEF DEPUTY MCINTYRE REPORT

### 1. Fire Responses Chief Deputy McIntyre

# of calls	21						
Structure Fires	2	Vehicle Fires	2	EMS, Other	1	MVA	3
Fire Alarms	1	Gas Leaks	2	Mutual Aid	9	CO Alarm	1

Special Projects:

### 2. Building and Grounds

Special Projects / Repairs:

- Airline installed in Station #2 Service Bay.
- Training Dry Erase installed @ Station #1.

## CAPTAIN JOHNSON REPORT

### Fire Schedule & Payroll Captain Johnson

# of personnel responding to:

Fire	Response hours	114	
Fire	Training hours	122	High due to 3 in Instructor 1 class.
Total Hours	236		
Total Cost	\$3,724.63		

Special Projects:

1. Oversight of Station #2, Officers and Fire / EMS crew members.
2. Oversight of cleaning and organizing of Station #2
3. Received 4 Gate openers for Candlewick Maintenance outside & inside gates. \$80.00.
4. Mattresses replaced under warranty at Sta #2.
5. Upstairs Family / Training room will have the U shaped desk from downstairs and a 75" TV installed.

# CAPTAIN WIECZOREK REPORT

## Fire Training

## Captain Wieczorek

Training #1 Attendance **0** Subject **No training. Association Annual Dinner.**

Special Projects: **Oversight of Station #1, Officers and Fire / EMS crew members.**  
**Passport design: First initial Last name and NB3.**  
**Working on yearly training schedule meeting all regulatory guidelines.**  
**Fit Testing coordinated with Cherry Valley FPD.**  
**Chief working on annual NFPA based physicals with City of Rockford.**

## LT SCHMALEN

## Apparatus Report

## Lt. Schmalen

Fire Unit#	<b>Sta #2</b>	Issue	<b>Ambulance Air line Repair</b>	Int	<b>Ryan</b>	Cost \$	<b>40.00</b>
Fire Unit#	<b>Sta #2</b>	Issue	<b>Ambulance Air line Parts</b>	Int	<b>Ryan</b>	Cost \$	<b>30.00</b>
EMS Unit#	<b>D-29</b>	Issue	<b>Brakes and Alignment</b>	Ext	<b>Scott's</b>	Cost	<b>\$2,717.01</b>
EMS Unit#	<b>D-31</b>	Issue	<b>Brakes and Service</b>	Ext	<b>Scott's</b>	Cost	<b>\$1,921.39</b>

### Special Projects:

- **Providing more internal maintenance on all NB3 apparatus.**
- **Working on organizing PASSPORT collectors to a uniform location on all apparatus.**
- **Ambulance license stickers are on all ambulances.**
- **EMS to collectively decide on placement of cell phones on ambulances.**
- **Received quote for damage to D-29 bumper. 2-3 week lead time.**
- **Received quote for replacement Fire Radios because they cannot be repaired. 90-120 day lead time.**



Foster Coach  
903 Prosperity Drive  
Sterling, IL 61081  
(815) 625-3276  
service@fostercouch.com  
fostercouch.com

NORTH BOONE FIRE  
7083 ILL RT 173  
POPLAR GROVE, IL 61065  
Mobile: (815) 543-1176

Description
1 END CAP-SPECIFY SIDE-00115588 Part #: 10023059
2 Line-X
3 Shipping

Estimates provided are an approximation of timing and charges to you for the services requested. They are based on the anticipated work to be done. It is possible for unexpected complications to cause some deviation from the original quote. You hereby authorize the repair work described in this estimate to be done along with the procurement of the necessary material(s), including permission to operate the vehicle for on-road testing or inspection. If any additional repairs are required, we will prepare a revised work order providing the cost of additional parts and labor and total revised cost. All parts are new unless specified otherwise.

Deposits are non-refundable. No return or refunds on special ordered items or electrical parts. There is no warranty for used parts or customer supplied parts.

You agree that we are not responsible for loss or damage to your vehicle, including loss of articles left in the vehicle, including, without limitation, in case of fire, theft, or any other cause(s) beyond our control.

We are not responsible for any delays caused by unavailability of parts or delays in delivery before authorizing any additional repairs what those repairs will be and what they will cost must obtain your approval to perform the repairs. We will keep you informed and perform

Signature \_\_\_\_\_



Bandt Communications,  
Inc.  
1621 Gale Dr.  
Beloit, WI 53511

sales@bandtcom.com  
www.bandtcom.com  
Fax: 608-757-1783

QUOTE No. **211501**  
Order No.  
Valid for 30 days

North Boone Fire District 3

PO Box 114  
Poplar Grove, IL 61065

Site: Caledonia Station

Site Contact: Ryan Schmalen

Salesperson: Bob Penniman

Date: 01/12/2024

Item	Quantity	Unit Price	Total
NX-5700BK - NX-5700K (50W, 136-174 MHz) RF Deck Only	1.00	\$701.60	\$701.60
MID POWER / Remote Kit - Single Head / Single RF Deck, 5AFM - KMC-65M, KCH-20RM, KRC-15BM, KCT-71M2, KCT-23M3, KMB-33M, KES-5A, KCT-72M	1.00	\$912.16	\$912.16
License Key for P25 Conventional	1.00	\$496.80	\$496.80
Standard Labor	0.00 hrs	\$100.00	\$0.00
Sub-Total ex Tax			\$2110.56
Tax			\$0.00
Total Inc Tax			\$2110.56

Please contact us if you have any queries regarding this quote.  
Bob Penniman

# LT. BYRNES

Assistant Training Coordinator

## NB3 Explorers / Tactical Gear

Lt. Kevin Byrnes

Training Date: **12/19/23**

Subject: **Forcible Entry**

Location: **Belvidere Sta #2**

Attendance: Explorers#: **5** NB3#: **1**

Meeting Date: **12/26/23**

Location: **NB3**

Attendance: Explorers#: **5** NB3#: **6**

News to report: **Election of 2024 Officers**

**CPR Training @ Boone #2 01/16/24 Captain Wiczorek and Lt. Byrnes attending so they are excused from this board meeting.**

## RTF Tactical Gear

# of personnel RTF trained: **Captain Wiczorek, EMR  
Colin Perry, FF / EMT Basic**

**Lt. Byrnes, EMR  
Brandon Boyle, EMT Basic**

**Lt. Dal Pra, EMT Basic  
Julie Nelson, EMT Basic**

**Rick Boyle, FF / EMT Basic**

**RTF Special Operating Guideline will be developed.**

**Ongoing RTF training with Boone County area LEOs and Fire / EMS personnel.**



**2024 North Boone #3 Explorers**

# Lt. Morrall

Assistant Training Coordinator

## SCBA Inventory Control / Purchasing

Lt. Morrall

Create and maintain inventory records and track testing and maintenance of:

1. NB3 Air packs
2. Air Bottles
3. Extra Face Pieces
4. Assorted Parts
5. Cascade System
6. Oversee the Purchasing of future equipment.

This effort will be electronically in First Due or a similar program.

# LT. DAL PRA

## Fire Records EMS Operations Lieutenant Dal Pra

NFIRS through FireHouse should be complete.

We will need to certify and submit.

All members who requested station computer username and password reset have been provided by SASS Computer.

All fire reports should now be completed in First Due.

All NB3 personnel are required to be able to function effectively in the First Due system.

There is a First Due icon on all station computer desktops.

Every response an ambulance has should have an ESO report completed.

Working with First Due on cost for adding Assets & Inventory Tracking program, will report next month.

## Lt. Dal Pra

### EMS Scheduling / Ops Report

EMS 12 Hour Ambulance Available Staff Hours **372**

Days in service **7** Days out of service **16** Days ½ staffed **8**

Total hours staffed **168** Total hours of 3 personnel on full time ambulance **96**

Total hours paid **269.50**

Total NB3 cost of staffing the 12 Hour Ambulance: **\$5,852.00**

Special Events: **None**

Special Projects:

**Working on Quartermaster SOG for Uniform Standards and Stocking and inventory.**

## EMS COORDINATOR

### EMS

## JOSIE OSTLER

### EMS Coordinator Ostler

#### December Call Record

Total Logged Responses	<b>80</b>
EMS Calls Medical Only	<b>61</b>
Motor Vehicle Accident	<b>9</b>
Fire Assist / PD Standby	<b>10</b>
Patient Contacts	<b>72</b>
Transports	<b>45</b>
Refusals	<b>27</b>

#### December NB3 Missed Calls in District

Total Missed Calls	<b>4</b>
Missed on a D2 call at night	<b>1</b>
Missed on a D3 call at night	<b>1</b>
Missed on a D3 call, no day truck	<b>2</b>

**No December EMS training due to Association Dinner.**

**Board approved Pediatric Jump Bags. In Progress.**

#### December EMS Mutual Aid Responses

Total Mutual Aid Provided	<b>18</b>
Total to Capron Rescue Squad	<b>4</b>
Total to District #2	<b>13</b>
Total to Belvidere	<b>1</b>

## FF / EMT B RICK BOYLE

Associate Fire / EMS Coordinator

Rick Boyle

Status of EMS Fire First Response Engines

2101 Station #1 2101 Still in need of AED.

2102 Station #2 2102 Still in need of AED.

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

**Tracking Fire Staffing for Special Operations.**

Special Projects: **1. Looking to create a Hydrant Kit for ambulances.**

**Gather:** Content and Pricing.

**Create:** Inventory Check list.

**Training:** Coordinate with Lt. Dal Pra.

**2. 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.**

## FF / EMR

## Wyatt Schober

Fire Extinguisher Inventory Control

Wyatt Schober

**Establish and coordinate the inventory and servicing of all NB3 portable fire extinguishers to include:**

1. Centrally locating all surplus extinguishers at Station #2.
2. Identifying frontline and training extinguishers.
3. Working with Fox Valley to determine which extinguishers should be discarded.
4. Coordinating Inspection, maintenance and recharging of extinguishers with Fox Valley Fire.

Note: The Administrative Ops Manager (Connie) will be the liaison with Fox Valley Fire.

## TAMMY JACOBSON

EMS Billing Manager

Tammy Jacobson

Status of **December 23** Billing: All data pulled directly from Billing company information as requested.

**December** # of calls **83**

Waiting on Docs **0**

**December** # of billable calls **45**

**December** # of in district calls **57**

**December** # of out of district calls **20**

**December** Gross Charges **\$105,650.00**

Year to Date **\$1,439,133.10**

**December** Payments **(\$ 37,140.70)**

Year to Date **(\$ 452,886.93)**

**December** Write Downs **(\$65,872.62)**

Year to Date **(\$ 952,316.28)**

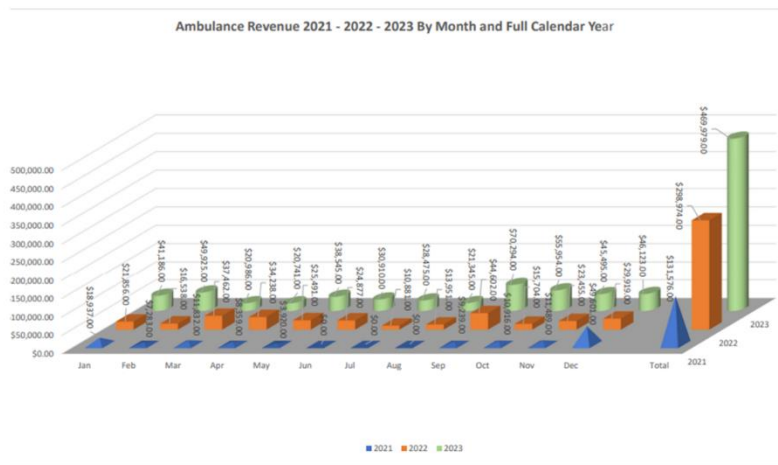
**December** Write Offs **(\$19,889.52)**

Year to Date **(\$ 160,117.94)**

Accounts Receivable Expected Payments

**\$209,222.50** Projected Total **\$662,109.43**

Special Projects: Research Fire Billing  
Research Collection Agency  
Schedule presentations for Billing Services



	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Increase
121	\$18,937.00	\$7,283.00	\$11,832.00	\$8,359.00	\$3,920.00	\$0.00	\$0.00	\$0.00	\$9,239.00	\$10,916.00	\$11,489.00	\$49,601.00	\$131,576.00	
122	\$21,856.00	\$16,538.00	\$37,462.00	\$34,238.00	\$25,491.00	\$24,877.00	\$10,881.00	\$13,951.00	\$44,602.00	\$15,704.00	\$23,455.00	\$29,919.00	\$298,974.00	127%
123	\$41,186.00	\$49,925.00	\$20,986.00	\$20,741.00	\$38,545.00	\$30,910.00	\$28,475.00	\$21,345.00	\$70,294.00	\$55,954.00	\$45,495.00	\$46,123.00	\$469,979.00	57%

Thank you to Stan & Connie for Data Collection and Graph.

## CONNIE SCOTT

### Administrative Operations Manager (AOM) Update Connie Scott

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

Adjusted quote, \$ 7,645.00

We are still negotiating with Fox Valley.

Update: Fire Department Group Life Insurance. Pekin no longer has a local representative to oversee policy updates or the adding of new personnel. Consider looking for a more hands on company / agent.

Update: Work with Chief to contract for annual department physicals that are approved by NFPA 1582.

Update: All ambulance license plate stickers were received.

Update: Stan Smiley continuing to work on updated personnel pictures for stations.

Update: Work with FF Wyatt Schober / Fox Valley Fire for NB3 Fire Extinguishers.

Update: Provided quote for clear display case for 911 Commemorative Helmet.

Update: Scheduling Chief's one on one with fire personnel.

Scheduled 6 days for appointments with a minimum of one hour per person.

Update: Monthly Officers meeting on January 8, 2024 at Sta #1. The meeting will now be the second Monday of each month.

Update: Picked up fiscal year audits for 2022 & 2023. Cost of audits listed in expense report and copies will be provided to board members.

## CONNIE SCOTT AOM cont.

### IT / COMPUTER

Work Completed previous month (SASS)

Health of entire system good with a total score of 95%.

Computer security is a continuous program of evaluation threats.

Internal Status: Systems operating within specifications.

Special Projects: SASS provided new usernames and passwords for all who responded to the Chief that they needed to get into First Due.



# CONNIE SCOTT AOM cont.

IT Update:

**SASS IT continuing to correct errors in applications and programing as they are identified.**

**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: **none, all announcements utilizing Social media**

### Social Media

Connie Scott

Facebook # of Posts

Content: **Follow up on Santa Event with pictures.**

Content: **Post about Explorers and NB3.**

Content: **The Rhubarb Explorers post.**

Content: **Responded to post questions of public asking if Pancake Breakfast was still happening.**

Content: **Post for Pancake Breakfast breakfast advertisement. Julie Nelson.**

### 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**

## NB3 ASSOCIATION PRESIDENT COLIN PERRY

### NB3 ASSOCIATION

COLIN PERRY

News to report: **1. Election of New 2024 Officers**

**President Colin Perry**

**Vice President Wyatt Schober**

**Secretary Riley Rankin**

**Treasurer Julie Nelson**

**2. Santa at Station #1 was a huge hit with just under 300 visitors to see Santa.**

**3. \$150.00 in Donations for Santa.**

**4. January Pancake Breakfast preliminary Report.**

**5. Researching Easter Bunny at that Palm Sunday Pancake Breakfast.**

**6. 75" Samsung TV being purchased for Sta #2 Upstairs Family / Training Room. (ordered)**





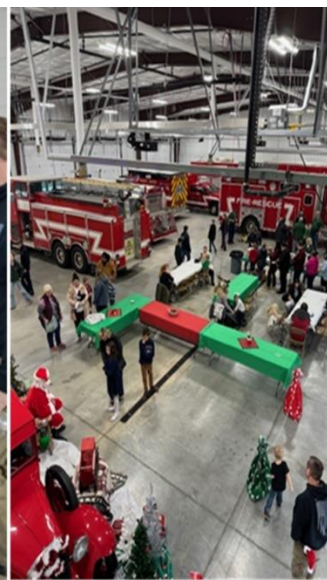
**First Christmas!**



*Photos Courtesy of Stan Smiley*



**Bro, Al does smile!**



*Photos Courtesy of Stan Smiley*



**2023 NB3 Christmas with Santa at Station #2**

*Photos Courtesy of Stan Smiley*

# CRAIG WILCOX

## Inspectors Report

December 2023

## NORTH BOONE FIRE DISTRICT #3

Station #1 305 West Grove Street Poplar Grove, IL 61065

Station #1 815-765-3366

Station #2 815-765-2409

Fax: 815-765 9196

### MONTHLY INSPECTION/WORK REPORT

#### December

December 4, 2023	Set final inspection for Grove Bar & Grill, Submitted NB HS inspection report to State Fire Marshals office for approval, reviewed solar submittal, entered activities and updated business information in FH, updated monthly inspection report.
December 7, 2023	Attempted final inspection for Boones Bar & Slots – No show, Visited Belvidere Fire regarding First Due setup.
December 11, 2023	Completed final for Boones Bar & Slots
December 13, 2023	Annual state school inspections entered into State Fire Marshals site for approval, NB Middle School, Poplar Grove Elementary, NB Upper Elementary and Manchester Elementary School, Inspection attached to occupancy in FH, hard filing, update business information for Boones Bar & Slots and provide occupant load, organize new office, enter activities into FH and updated inspection report.
December 20, 2023	Site visit at Farm City and rescheduled for December 22 <sup>nd</sup> .
December 22, 2023	Annual inspection completed at Farm City - Office/Granary/Old Fire Station with report completed, copied, emailed and attached to FH. Worked with Dan on First Due Inspection entries and setup, enter activities and update monthly inspection report.

## 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 stations.**

**The keypad locks can be programmed for up to 99 individuals.**

**We were unable to locate the lock information.**

**Spinnello quoted \$250.00 to train NB3.**

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

## Chief Info:

### LEXIPOL

- We have been researching LEXIPOL since July 23.
- Initially their pricing was cost prohibitive even though it was the best way to limit NB3 liability.
- During the time of our discussions; LEXIPOL has presented a sliding scale based on the size and needs of the department to establish cost.
- We have also found discounts and grant possibilities through IPRF.
- LEXIPOL has assisted Loves Park Fire Department and the Cherry Valley FPD.
- With the current pricing it seems that the investment is much more reasonable for the product and protection we will receive.
- Initial cost to include entire set up and implementation of up to 99 policies chosen from approximately 180 is:

Cost: **\$ 8,820.90**

Discount: **\$ (801.90)** Thru IPRF relationship. We could receive up to 25% from IPRF based on members grant allocation fund.

Total: **\$ 7,217.10**

**ANNUAL FIRE POLICY SUBSCRIPTION    \$2,242.80**

**NB3 WILL RECEIVE:**

**Daily Training Bulletins**

NB3 Personnel receive a 2 minute policy training video exercises.  
Training can be done on Computers, Smartphones, Tablets and other electronic devices.  
Each training video contains a question that has to be answered which proves the training was done.  
NB3 will get reports showing what members have completed.

**Policy Updates**

LEXIPOL will continually review state and federal laws and regulations, court decisions and evolving best practices.  
LEXIPOL will create new and updated policies and provide them to NB3.

**Reports**

Track NB3 members training on policies.  
Produce reports showing NB3 member participation.

**Fire Procedures**

Clear and accessible procedures.  
More than 35 best practice procedures designed to support safe and effective operations.  
Tactical procedures related to the operations that most often contribute to firefighter injury or death.  
Scenario based training.

**Web Based**

**LEXIPOL will NOT do all of the work for us. They will provide guidance, support and work with us.  
So this will take a 100% buy in as we build our platform for success.**



THANK YOU FROM YOUR **NB3**  
COMMAND STAFF