

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

February 20th, 2024 7:00 pm

Regular Meeting Minutes

Regular Meeting Called to order.

Location: Poplar Grove Fire Station #1 305 West Grove St, Poplar Grove, IL 61065 regular meeting called to order at 7:01 pm

Present: Glen Guthrie, Gail Worley, Bob Cassidy, Lesley Ragland, Shannon Baraoni

Changes to Agenda Order - none

Public Comment: - none

Approval of January 16th, 2024, regular minutes, January 26th special minutes

Motion made by Bob to approve regular Minutes 2nd by Gail motion carried with all Trustee's voting yes.

Approval of January 16th closed minutes.

Motion made by Shannon to approve 2nd by Gail roll call vote Guthrie-yes, Worley-yes, Cassidy-yes, Ragland-abstain, Baraoni - Yes. Motion carried 4 yes 0 no

Financial Report/Pay Bills: Ratify Monthly Bills \$70011.38, Misc. Invoices \$16430.89, Debit Card \$867.23

Itemized expenditures as follows: Jan payroll not to exceed \$40,000.00, Jan Metro invoice not to exceed \$55000.00,

Motion made by Bob to approve 2nd by Lesley roll call vote Guthrie-yes, Worley-yes, Cassidy-yes, Ragland-Yes, Baraoni - Yes. Motion carried 5 yes 0 no

Chief Dilonardo: See attached

Committee Reports: none

Old Business:

Discussion/possible action Intergovernmental Agreement Between Dist #5 and NBFD #3 proposed statutory consolidation.

Glen spoke about the Intergovernmental Agreement and thanked the Dist #5 residents that attended the meeting.

Motion made by Gail to approve 2nd by Bob roll call vote Guthrie-yes, Worley-yes, Cassidy-yes, Ragland-Yes, Baraoni - Yes. Motion carried 5 yes 0 no

Discussion/possible action Fire Dist Group Life Insurance through VFIS

Tabled

New Business:

Discussion/possible action Grant writer

Glen made a motion to form a Committee of Shannon and Bob to find a grant writer 2nd by Lesley motion carried with all Trustee's voting yes.

Discussion/possible action State Chemical bathroom services

Glen made a motion to cancel service with State Chemical 2nd by Shannon motion carried with all Trustee's voting yes.

Discussion/possible action First Due ePCR Electronic Patient Care Report. Total \$2980.00

Motion made by Lesley to approve 2nd by Shannon roll call vote Guthrie-yes, Worley-yes, Cassidy-yes, Ragland-Yes, Baraconi - Yes. Motion carried 5 yes 0 no

Discussion/possible action First Due Assets and Inventory Management. Total \$2550.00

Motion made by Glen to approve 2nd by Shannon roll call vote Guthrie-yes, Worley-yes, Cassidy-yes, Ragland-Yes, Baraconi - Yes. Motion carried 5 yes 0 no

Discussion/possible action Stryker AEDs for Fire apparatus. Total \$4296.61

Motion made by Bob to approve 2nd by Gail roll call vote Guthrie-yes, Worley-yes, Cassidy-yes, Ragland-Yes, Baraconi - Yes. Motion carried 5 yes 0 no

Discussion/possible action Fire / EMS laptop computer

Motion made by Glen to approve 2nd by Shannon roll call vote Guthrie-yes, Worley-yes, Cassidy-no, Ragland-Yes, Baraconi - Yes. Motion carried 4 yes 1 no

Discussion/possible action 26th annual Trauma Conference attendees

Motion made by Gail to approve 2nd by Bob roll call vote Guthrie-yes, Worley-yes, Cassidy-yes, Ragland-Yes, Baraconi - Yes. Motion carried 5 yes 0 no

Closed Session: Section 2 c (1) Personnel issues; Section 2 c (11), Section 2 c (5) Setting a price for sale or lease of property. (5 ILCS 120/2(c)(1)) Action coming out of Executive Session, if any. - NONE

Date and Time of Next Regular Meeting Monday March 18th, 2024 7:00 pm at Poplar Grove Station 1

Comments by Trustee's

None

Motion to Adjourn

Motion made by Glen 2nd by Bob motion carried with all trustee's voting Yes. Meeting adjourned at 7:52 pm

Respectfully Submitted by
Lesley Ragland
Secretary

Congratulations!

JOHN DOLES

NB3 PRN PARAMEDIC



NORTH BOONE FIRE DISTRICT #3

FEBRUARY REPORT

PRESENTED MARCH 18, 2024

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.

PREPARING FOR THE FUTURE OF NB3 SERVICES TO OUR COMMUNITIES

The NB3 Board established the ambulance service with the goal of providing the following core benefits to the communities served:

- A fire-based Advanced Life Support ambulance service.
- An ambulance service dedicated to the taxpayers of NB3.
- No cost ambulance service to the taxpayers of NB3 with no balance billing.

The NB3 Board has kept their word.

We are now tasked with:

Managing & Advancing Sustainable Services

With **MASS** we will build on the strong foundation that has been created.

Managing

- NB3 has affiliated with Metro Services for EMS staffing to ensure a manageable EMS service within our NB3 Fire Department for into the future.
- An NB3 internal Chain of Command, Reporting and Responsibility structure has been established.

Advancing

- By contracting with Paramedic Billing Services, we will establish a more robust billing and collection program while maintain all goals and benefits for our taxpayers.
- Implement EMS Fire based first response.
- Begin researching Fire Apparatus staffing.

Sustainable

- To create sustainability, we will be addressing the Out of District billing structure for EMS and Fire Services.
 - These potential changes will not affect NB3 taxpayers.
 - Any potential changes will not take place until May 01, 2024.

Service

NB3 plans:

- Continue to bolster our EMS Ambulance and Fire roster.
- Research future Fire Billing opportunities for motor vehicle accidents and Out of District calls.
- Begin researching future fire station locations.
- Begin reviewing and establishing Standard Operating Guidelines with a nationally recognized company that will also serve to enhance ISO ratings.

MASS is a fluid program that ensures the provision of services our communities have come to expect and deserve while planning for future increase in calls for service and growth.

CHIEF DEPUTY MCINTYRE REPORT

1. Fire Responses

# of calls	24
Structure Fires	0
Vehicle Fires	0
Fire Alarms	1
Smoke Investigation	2
Gas Leaks	3
Mutual Aid	3
CO Alarm	4
MVA	4
Grass Fire	3
EMS, Other	4

2. Building and Grounds

Water lines have been placed and ran at Station 2.

Door in the entryway upstairs at station 2 painted NB3 green.

CAPTAIN JOHNSON REPORT

Firefighter First Response Personnel Staffing & Payroll

of personnel responding to:

Fire 18	Response hours	140.50
Fire 17	Training hours	87.00
	Total Hours	227.50
	Total Cost	\$4,211.64

Special Projects:

1. Oversight of Station #2, Officers and Fire / EMS crew members.
2. Oversight of cleaning and organizing of Station #2

CAPTAIN WIECZOREK REPORT

Fire Training

Training #1	February 6	Attendance 14	Subject Ice Rescue Practical Candlewick Lake
Training #2	February 27	Attendance 19	Subject SCBA Fit Test Ambulance Familiarization Station #2
Special Projects: Oversight of Station #1, Officers and Fire / EMS crew members. Finalizing Passport design and getting order together. Yearly training schedule established and will be posted at both stations. Safety and Lesson plans will be established for all trainings and discussed at the start of each training.			

LT SCHMALEN January Maintenance Report

UNIT	ISSUE	INT / EXT
Fire / EMS Multiple	Pick up parts in Belvidere	INT LT. Schmalen
EMS Unit # D-27	Check and inspect headlights	INT LT. Schmalen
EMS Unit# D-27	Air Line Issue	INT LT. Schmalen
Fire Unit# 2190	Replace Explorer wiper blades	INT LT. Schmalen
Fire / EMS Multiple	PASSPORTS on all apparatus	INT LT. Schmalen
Fire / EMS Multiple	Accident packets on all apparatus	INT LT. Schmalen
EMS # D-27, 29, 31	Install phone mounts	INT LT. Schmalen
EMS # D-27, 29, 31	Fix I Pad mounts	INT LT. Schmalen
EMS # D-29	Check over and arrange DOT Inspection	INT LT. Schmalen

-Awaiting Radios ordered from Bandt Communications for 2172 and 2174.

LT. BYRNES

Assistant Training Coordinator

NO REPORT

NB3 Explorers / Tactical Gear

Training Date:	February	Subject:	Location:	CANCELLED FOR FEBRUARY (SICKNESS)
Attendance:	Explorers#:	NB3#:		CANCELLED FOR FEBRUARY (SICKNESS)
Meeting Date:	February	Location:		CANCELLED FOR FEBRUARY
Attendance:	Explorers#:	NB3#:		CANCELLED FOR FEBRUARY

News to report: February 24, 2024, Annual Spaghetti Report

RTF Tactical Gear

Nothing to report with RTF

# of personnel RTF trained:	Captain Wieczorek, EMR Rick Boyle, FF / EMT Basic Julie Nelson, EMT Basic	Lt. Byrnes, EMR Colin Perry, FF / EMT Basic	Lt. Dal Pra, EMT Basic Brandon Boyle, EMT Basic
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RTF Special Operating Guideline will be developed.

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

Lt. Morrall

Assistant Training Coordinator

SCBA Inventory Control / Purchasing

We have board approval for First Due asset inventory & tracking implementation to begin in April / May.

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.

LT. DAL PRA

Fire Records EMS Operations

Fire The Chief Deputy will be certifying all fire reports and will submit.

EMS If you utilize a Short Form, you must fill out the log sheet at the station so it can be submitted to the EMS office. If we are not compliant, we could lose the ability to utilize the Short Form.

Fire Scheduling: Research in First Due for future opportunities.

EMS Scheduling / Ops Report

EMS 12 Hour Ambulance		Available Staff Hours	348		
Days in service Metro	14	Days out of service	0		
Days in service NB3	3	Days out of service	10	Days ½ staffed	2
NB3 total hours staffed	81				
Training hours	14				
Total	95 hours				
Total NB3 cost of staffing the 12 Hour Ambulance: \$2,469.18					

Special Events: None

Special Projects:

EMS COORDINATOR

Interim E.J. Data provided by Rick Boyle

EMS

We are transitioning to our new Fire / EMS Billing company and system and will work to begin reporting again in June / July 2024.

EMS Training for February was CPR.

Pediatric Bags are on all 3 ambulances.

FF / EMT B RICK BOYLE

Associate Fire / EMS Coordinator

Rick Boyle

Status of EMS Fire First Response Engines

2101 Station #1 2101 AED ordered awaiting delivery.

2102 Station #2 2102 AED ordered awaiting delivery.

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. Pediatric Bags completed and on all 3 ambulances.
 2. Finishing up the First Response EMS bags for two engines.
Station #1 2101 Station #2 2102
 3. AEDs ordered for 2101 & 2102 awaiting delivery.

FF Dale Worley, Jr.

Dale has volunteered to take on the task of assessing the state of all department pagers, portables and rig radios as well as base stations at the fire stations.

We plan to begin this in April once First Due Inventory and Assets is rolled out.

Thank you Dale for taking this on!

FF / EMR

Wyatt Schober

Fire Extinguisher Inventory Control

Establish and coordinate the inventory and servicing of all NB3 portable fire extinguishers.

Awaiting appointment with Fox Valley for servicing.

TAMMY JACOBSON

EMS Billing Manager

We are transitioning to our new Fire / EMS Billing company and system and will work to begin reporting again in June / July 2024.

Special Projects: Research Fire Billing

Finalizing Collection Agency with PBS

Continue to work on board approved transition to Paramedic Billing Services.

CONNIE SCOTT

Administrative Operations Manager (AOM) Update Connie Scott

Update: Fire Department Group Life Insurance.

Update: Amazon Prime Account is established.

Update: Working on banking set up for PBS Billing services.

Update: Working with Wyatt to set up inspection & charging of all fire extinguishers with Fox Valley.

Update: Requesting Payroll from Captain Johnson, Lt. Dal Pra, Lt. Schmalen and Chief Deputy McIntyre.

Update: Requesting information for monthly NB3 Board Meeting be brought to the officers meeting.

IT / COMPUTER

Nothing new to report, all good, status quo.

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

Computer security is a continuous program of evaluation threats.

Systems operating within specifications.

SASS IT continuing to correct errors in applications and programming 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 Report to be provided to the NB3 Board

Public Relations

Stan Smiley

- Press Release

D-5 merger

Social Media

Connie Scott

- Postings

D-5 merger

Website

Chief, Connie Scott

- Beginning changing of website photos.
- All Open Meetings Act requirements have been met.
- Applications for Fire & EMS will be on the website in February.

CRAIG WILCOX

Inspectors Report

February 2024

This report will be provided once received from the inspector.

NB3 ASSOCIATION PRESIDENT COLIN PERRY

NB3 ASSOCIATION

News to report:

1. Easter Bunny and Antique Fire Truck will be at the pancake breakfast.
2. Working on bringing back the Chicken Barbeque with a drive thru and creating the BBQ area at Station #2.

FF EMT B JOE BARACONI

Security

Report on station #1 entries Pending implementation

Report on station #2 entries Pending implementation

Special Projects:

- Continuing to research the most cost-effective means to provide station security.
- Still researching and negotiating pricing from multiple vendors.
- Joe will be the lead person on all video surveillance.

9/18/2024		NB3 Roles & Responsibilities	
NAME	EMT	RESPONSIBILITIES	NOTES
Chief Deputy Mike Montoya		Fire & EMS Operations Auditing & Records	
Captain Steve Johnson		Time/Date Line Station #2 U. Sullivan Lt. Byrnes Fire 2 Fire 100 Fire Response & Safety Fire 2 Control	
Captain Steve Wieserneck	EMT	Station Group Fire Station #2 U. Merrill Lt. Gail Pra Fire 2 Fire 100 Training Oversight OSHA Regulatory Compliance OSHA Incident Investigation Training Tower Readiness NB3 Facilities	
LT. Ryan Schmalzer		Apparatus Inventory & Asset Control Apparatus Maintenance OSHA Inspections	
LT. Kevin Byrnes	EMT	Assistant Training Officer OSHA Instructor NB3 Facilities IT	
LT. Heath Merrill	EMT	Assistant Training Officer OSHA Inventory & Asset Control OSHA Maintenance OSHA Facilities	
LT. Dan Dai Pra	EMT	First Aid Oversight, Schedule, NPS, uPCR OSHA Compliance, Schedule, Payroll OSHA Maintenance	
Rich Bayle	EMT	Fire 2 Fire 100 Coordinator Fire 2 Fire 100 Response (Incident)	
FF Joe Baraconi	EMT	Security	
FF Dale Worley Jr.	EMT	Inventory & Asset Control (Fire & Engine)	
FF Wyatt Schuber	EMT	Inventory & Asset Control (Fire & Engine)	
Tammy Jacobson	EMT	EMT & Fire 100 OSHA EMT & Fire 100 Response / OSHA	
Corina Scott	EMT	Administrative Operations Manager Fire 2 Fire 100 OSHA	
OSHA IT		OSHA Safety, Compliance IT	
OSHA		OSHA Safety, Compliance IT	
OSHA		OSHA Safety, Compliance IT	
OSHA		OSHA Safety, Compliance IT	



THANK YOU FROM YOUR NB3
COMMAND STAFF