

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

**March 18<sup>th</sup>, 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-absent, Lesley Ragland, Shannon Baraconi

**Changes to Agenda Order** - none

**Public Comment:** - none

**Approval of February 20<sup>th</sup>, 2024, regular minutes**

Motion made by Gail to approve regular Minutes 2<sup>nd</sup> by Lesley motion carried with all Trustee's voting yes.

**Financial Report/Pay Bills: Ratify Monthly Bills \$24254.38, Misc. Invoices \$3051.00, Debit Card \$1085.24**

**Itemized expenditures as follows: Feb payroll not to exceed \$40,000.00, Feb Metro invoice not to exceed \$70000.00,**

Motion made by Shannon to approve 2<sup>nd</sup> by Glen roll call vote Guthrie-yes, Worley-yes, Ragland-yes, Baraconi - Yes. Motion carried 4 yes 0 no

**Chief Dilonardo: See attached**

**Committee Reports: none**

**Old Business:**

**Discussion/possible action Fire Dist. Group Life Insurance through VFIS**

Tabled till next meeting scheduling for 6:30pm on April 15<sup>th</sup> 2024

**New Business:**

**Discussion/possible action District 5 residents meeting.**

The board decided to have Glen write a letter to District 5 trustee depending on the out come of the vote.

Motion made by Shannon 2<sup>nd</sup> by Gail motion carried with all Trustee's voting yes.

**Discussion/possible action Out of District ambulance billing.**

It was discussed about raising rates on out of District ambulance services and also possibly look at going to collections for people that don't pay.

**Discussion/possible action Fire Apparatus staffing**

It was discussed to look into putting a Fire Fighter on base pay for 12 hour shifts. This would allow us to man Fire apparatus.

**Discussion/possible action Star Com radio grant (already approved) \$15,471.89 due April / May**

The radios have not arrived yet.

**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 April 15<sup>th</sup>, 2024 7:00 pm at Poplar Grove Station 1**

**Comments by Trustee's - none**

**Motion to Adjourn**

Motion made by Shannon 2<sup>nd</sup> by Gail motion carried with all trustee's voting Yes. Meeting adjourned at 8:08 pm

Respectfully Submitted by

Lesley Ragland  
Secretary



Prayers go out to the Milwaukee Fire Department



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

### **MARCH 2024 REPORT**

PRESENTED April 15, 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.

Starting in June 2023 I began learning about North Boone #3.  
The department was every bit as good as I imagined and had remembered.

Our first goal was to add a bit more structure and create roles and responsibilities. Lanes!  
This structure would create a narrative that outlined why the department was successful.

To date we have 16 sixteen members with identified roles and responsibilities.  
If everyone does their jobs this will guarantee success into the future with a sustainable department.

This is having the right people on the BUS and finding the right SEAT for them.

Everyone will have a place within NB3.

Chief Deputy McIntyre	Fire & EMS Operations, Buildings and Grounds.
Captain Johnson	Sta. #2, Fire / EMS First Response & Staffing, Supervising 2 Lieutenants. & 8 Firefighters.
Captain Wiczorek	Sta. #1, Fire / EMS Training, OSHA & OSHM Compliance, Training Tower Readiness, NB3 Explorers, Supervising 2 Lieutenants & 8 Firefighters.
Lieutenant Schmalen	Sta. #2, Apparatus Inventory & Asset Control, Apparatus Maintenance, Supervising 4 Firefighters.
Lieutenant Byrnes	Sta. #2, Assistant Training Officer, NB3 Explorers, Rescue Task Force, Supervising 4 Firefighters.
Lieutenant Morrell	Sta. #1, Assistant Training Officer, SCBA Inventory & Asset Control and Maintenance, Cascade System, Supervising 4 Firefighters, ePCR
Lieutenant Dai Pra	Sta. #1, First Due, Scheduling, Inventory & Assets, EMS Oversight to include Schedule and Payroll, Quartermaster, Supervising 4 Firefighters.
Rick Boyle	Associate EMS Coordinator, Fire EMS First Response Program & Equipment.
Joe Baraconi	Security & Signage
Dale Worley, Jr.	Inventory & Asset Control Radios & Pagers.
Wyatt Schober	Inventory & Asset Control Fire Extinguishers, Fire Sprinklers and Hoods.
Tammy Jacobsen	EMS & Fire Billing, GEMT.
Connie Scott	Administrative Operations Manager, Treasurer, Social Media & Website.
SASS IT	Chris Sass, Computer Security & IT
Katie Kriebs	MABAS Cards
To Be Determined	Lexipol Policies & Procedures.

This list of Roles & Responsibilities shows the Board why your department is successful and who is responsible in key areas.

Over the past (5) five months we have been providing very specific reporting at Board meetings.

We have done this for a number of reasons:

1. Most importantly to keep the Board totally informed of everything going on in their department.
2. To provide an accurate report of the state of your department. Respecting the Past, Present and Future.
3. To outline to the Board who was responsible for the efforts and accomplishments, giving credit where it is due.
4. To explain what we wanted to do, why we wanted to do it, how we wanted to do it, and what we hoped to accomplish.
5. To create a comfort level that your department was working as a cohesive unit and moving in the right direction.
6. We wanted to build an atmosphere of trust based on actions and substantiated facts.

Last month basic and non essential information was removed from the report which greatly reduced the time of the Board meeting.  
There were no concerns noted that anything was lacking.

With that, we have reduced the content a bit more and will only be reporting on issues of importance that may require Board action or that we are simply proud of and want to make the Board aware of.

At anytime during the presentation we expect that the Board will ask any question that comes to mind and we will do our best to answer.

I believe that if the established processes and those being implemented are followed into the future the department will have a bright future no matter who the leader is because the foundation is built upon good and well intended people.

## CHIEF DEPUTY MCINTYRE REPORT

### Fire Responses

We are continuing to have good responses from our members for all Fire and EMS assist calls as well as Auto Aid and Mutual Aid.

### Building and Grounds

We are continuing to make improvements at both Fire Station #1 and #2.

Thank you to all members who have helped out on the many special projects.

I will be glad to answer any questions from the Board.

# CAPTAIN JOHNSON REPORT

## Fire Schedule & Payroll

We are seeing great responses from our members on all calls for service.

### Responsibilities:

- Oversight of Station #2.
- Oversight of cleaning and organizing of Station #2.
- Supervision of 2 Lieutenants and Fire / EMS crew members.
- Awaiting AED's training to begin Fire EMS First Response.
- Continuing to research and awaiting Board approval for Fire Staffing.

I will be glad to answer any questions from the Board.

# CAPTAIN WIECZOREK REPORT

## Fire Training

Training #1	03/05/2024	Attendance	14	Subject	FS Walk Thru
Training #2	03/09/2024	Attendance	1	Subject	Anhydrous
Training #3	03/11/2024	Attendance	9	Subject	Officers Meeting
Training #4	03/12/2024	Attendance	10	Subject	Truck Checks
Training #5	03/26/2024	Attendance	8 plus EMS	Subject	Night Lock School Device and SCBA

### Responsibilities:

- Oversight of Station #1.
- Oversight of cleaning and organizing Station #1.
- Supervision of 2 Lieutenants and Fire / EMS crew members.
- Fire & EMS Training.
- OSHA & OSM Regulatory Compliance.
- Maintaining Training Tower Readiness.
- Beginning to provide complete outlines for all training initiatives.
- Fit Testing is complete. Thank you Lt. Dal Pra.
- PASSPORT Standard Operating Guideline.

I will be glad to answer any questions from the Board.

# LT SCHMALEN

## Apparatus Report

### Responsibilities:

- Supervision of 4 Firefighters.
- Continual monitoring of maintenance and repairs of all NB3 apparatus.
- Conscious effort to provide as much internal maintenance on all NB3 apparatus as is appropriate.
- Multiple repairs as well as preventative maintenance on Fire and EMS apparatus
- The Board will have the opportunity to approve apparatus tire purchases for this fiscal year and you have the quotes in your packets.

Bandt will be installing replacement radios in 2 fire trucks.

I will be glad to answer any questions from the Board.

## LT. BYRNES

Assistant Training Coordinator

### NB3 Explorers / Tactical Gear

No Report Provided

News to report: N/A

### RTF Tactical Gear

No Report Provided

RTF Special Operating Guideline will be developed.

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

I will be glad to answer any questions from the Board.

## Lt. Morraill

Assistant Training Coordinator

### SCBA Inventory Control / Purchasing

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 is projected to begin with First Due in May 2024.

I will be glad to answer any questions from the Board.

## LT. DAL PRA

### Fire Records EMS Operations

We will begin transitioning from ESO to First Due ePCR's with a tentative hard start date of May 01, 2024.  
We are also beginning implementation of First Due Assets and Inventory programs in May.

### EMS Scheduling / Ops Report

Scheduling has been much better on the second ambulance and we will continue to fine tune our program.

We have begun work on establishing an internal Ambulance Response Special Operating Guideline.

Future major initiatives such as Fire Staffing and Fire EMS First Response will play a large part in these guidelines.

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

This is important as we need to create a more uniform look to our personnel and provide temporary uniforms to those from Metro who are filling in.

I will be glad to answer any questions from the Board.

**FF / EMT B**

**RICK BOYLE**

Associate Fire / EMS Coordinator

Continuing efforts to manage the oversight of ambulance stock and restocking.

Fire EMS First Response Bags are complete.

2 existing soft side bags were repurposed to add to the response capabilities without adding expense.

AED's have arrived in April.

I will be glad to answer any questions from the Board.

**FF Dale Worley, Jr.**

Radio and Pager Inventory and Assessment

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!

All radio licensing information is now at Bandt Communications to get everything current and to set to all Licensing on the same cycle if possible.

I will be glad to answer any questions from the Board.

**Katie Kriebs, EMT Paramedic**

MABAS RESPONSE INFORMATION

Katie has volunteered to take on the responsibility of monitoring NB3 and Mabas #8 Mutual Aid / Auto Aid responses and updating all binders for stations and vehicles.

Katie will be added to the NB3 MABAS Committee to guarantee a continued flow of information and will attend meetings as necessary when available.

Thank you Katie for taking on this very important work and for getting us current!

I will be glad to answer any questions from the Board.

## FF / EMR

## Wyatt Schober

### Fire Extinguisher Inventory Control

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

All Fire Extinguishers are centrally located at Station #2.

Extinguishers as of the first week in April have been evaluated, inspected and tagged.

Fox Valley has identified that the size of the kitchen hood at Station #1 does not meet specifications for the size of cooking area it is covering. Quotes will be coming soon.

All fire extinguishers as well as service dates will begin to be tracked in First Due Assets and Inventory.

I will be glad to answer any questions from the Board.

## TAMMY JACOBSON

### EMS Billing Manager

We are in the process of moving all billing from Andres to PBS.

Once the move is complete and practices established we will update the board.

We will be glad to answer any questions from the Board.

## CONNIE SCOTT

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

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.

Worked with President to close out the Open Grants from previous administration.

Fire Extinguisher inspections coordinated and completed.

Still working with the IPRF providing information for annual audit.

Finalizing on boarding to PBS billing with Tammy.

## CONNIE SCOTT AOM

### 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.

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

Connie

### Public Relations

Press Release None this month.

### Social Media

Continual monitoring and responding as required.

### Website

On going efforts to remain current.

## NB3 ASSOCIATION PRESIDENT COLIN PERRY

### NB3 ASSOCIATION

News to report: 1. Election of New 2024 Officers

President Colin Perry

Vice President Wyatt Schober

Secretary Riley Rankin

Treasurer Julie Nelson

2. Palm Sunday Pancake Breakfast was a great success.

3. Pictures with the Easter Bunny was well received by all. Thanks to Wyatt.

4. Chicken BBQ announced at the breakfast, Save the Date? July 28, 2024.

5. Riley Rankin has been added to the Association Hiring Pool for future available positions with NB3.

I will be glad to answer any questions from the Board.

# CRAIG WILCOX

## Inspectors Report

No Report.

Report will be provided to Secretary by the Inspector when complete.

## FF EMT B JOE BARACONI

### Security

Still working on equipment and pricing for electronic locks at Station #2.

Working on pricing for NB3 signage on Station #2.

I will be glad to answer any questions from the Board.

### Additional Items:

We will begin implementation of:

1. First Due Electronic Patient Care Report
2. First Due Assets and Inventory.

Air Packs	Lt. Morrall
Fire Extinguishers	FF Wyatt Schober
Radios and Pagers	FF Dale Worley
Quartermaster	Lt. Dan Dal Pra
EMS Equipment	Rick Boyle, EMT B
3. Schedule IDPH Inspection and training for Fire EMS First Response now that the AED's have arrived.
4. Vector, Target Solutions.
5. Implementation of Lexipol Policy and Procedure Program.
6. We will be establishing a Safety Committee that will meet monthly.
7. The Board has 2 ordinances to consider tonight to begin our PBS billing.

Fire Billing
EMS Billing with adjusted rates
8. Continuing discussion on Fire Fighter Staffing and response.  
Average of 2021, 2022, 2023 for Snow Removal and Mowing was \$9,929.08 annually.



THANK YOU FROM YOUR **NB3**  
COMMAND STAFF