

GALESBURG CHARLESTON FIRE DEPARTMENT MEETING MINUTES

DRAFT MARCH 22nd MEETING MINUTES

1. Meeting called to order at 7:05 pm by Chris Balkema, 2nd by Josh Balkema, all 4 in favor.

2. Attendance: Josh Balkema, Chris Balkema, Ann Nieuwenhuis, Roger Frazee and Chief Roomsburg with one guest Jim Nicolow.

3. Public Comment.

Welcome to Jim Nicolow. He has served on the Fire Board and City Council. WE greatly appreciate his input.

4. Approval of February Draft Minutes. Moved by Roger, Second by Chris, 4 Ayes Nyes , minutes approved. Motion passes. Approved minutes will be added to the website for public view.

5. Run Report Stats:

127 for the year up from 87 from last year.

8 hours during the ice storm; with 18 arching electric wires and 5 mutual aid calls.

6. Treasurers Report:

Beginning Balance: \$144,401.31

Ending Balance: \$144,646.26

Motion to accept by Chris Balkema, Second by Roger Frazee; 4 Ayes 0 Nyes; motion passes.

Motion to approve a check for \$17,608.00. Motion by Chris, second by Ann and motion passes 4 ayes, 0 nyes.

Please refer to Treasurer's report for more information.

7. Chief's Report: Chief reported that Seth Padgett has passed his physical and received his gear.

8 Old Business:

Questions regarding bonding and liability insurance will be addressed at a meeting with the insurance agent and the Fire Chief and Board Secretary. Our Insurance agent will come and explain the current coverage which includes bonding and liability. We just need to identify specific staff and board positions and confirm coverage amounts for both liability of theft and administrative coverage for board members..

Bank signatories have been made at the Fireboard's bank. Roger, Ann and Josh are able to sign checks.

Grant Update: No information currently available.

10. Firefighter Attraction and Retention Update

The Breakfast gatherings each month are going well. Board is interested in finding community sponsors to support the food for this important relationship building event. Board members and fire fighters have been funding the events. Board members will talk with community businesses and residents to see if they are interested in supporting one of the monthly events.

11. Building Update: Overhead door spring is still broken. Damaged OHD—the plan is to continue to find a way to remediate situation. Chris offered to work with Safe Build to find a solution to resolve the issue.

12. Galesburg City Counsel Briefing Update: Brief update by Roger Frazee.

13. Legal Update: A list of questions was reviewed with the attorney prior to the meeting by the secretary due to another commitment for our attorney. The attorney reviewed the steps necessary for cost recovery which requires each

municipality to have an ordinance. Both Galesburg and Charleston do have an ordinance in place. Copies were sent to the attorney for his review to ensure current language for both municipalities for proper enforcement purposes.

The Fireboard does have bonding and liability insurance and will confirm and update as needed on May 24th with our insurance agent.

Continue to investigate standards and practices with other fire departments regarding yearly business fire inspections. Working on performance review standards and implementation with the attorney.

Suggestions were discussed regarding job descriptions for both the fire chief and assistant fire chief position. Copies of other job descriptions will be available at the next meeting to initiate this process.

Have contacted our auditor to specify our bylaws as requested in pending new contract.

14. Sub-committee Update: another meeting is scheduled and great progress is being made.

15. Public Comment- 3 minutes per person

No comments were made

17. New Business:

Pride Care has requested permission to stage a staffed ambulance at the fire station. They are requesting access to the Fire Station meeting room and City Hall bathrooms. The Fireboard would like to see this happen if possible. Roger will bring this topic up at the April 3 Galesburg City meeting. He will bring back their comments for further discussion at our next meeting.

FOIA Policy: Chris offered to review Charleston's FOIA policy and bring to the next meeting.

18. Public Comment: none

Meeting adjourned at 9:32 pm.

Respectfully submitted by Ann Nieuwenhuis, Secretary of the Galesburg-Charleston Fire Board

GALESBURG-CHARLESTON FIRE DEPARTMENT

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Kevin Roomsburg
Chief

Assistant Chief

Proposed 2023-2024 Budget Expenses

	'22/'23 Budget	'23/'24 Budget
Payroll Taxes	5,800	5,800
Fire Wages	70,600	70,600
Insurance	11,000	11,000
Workers Comp. Ins.	5,000	5,000
Bank Charges	50	50
Fire & Operation Supplies	4,100	4,100
Pager Repair	2,000	2,000
Training	6,000	6,000
Accounting	2,500	2,500
Audit	4,500	4,500
Equipment Maintenance	6,000	6,000
Fuel and Oil	7,000	7,000
Utilities	3,600	3,600
Fire Truck Repairs	4,500	8,500
Fire Barn Rent	12,600	15,000
Misc. Expenses	2,000	5,000
Capital Outlay Equip.	36,000	36,000
Equipment Replacement	66,000	66,000
Legal Fees	5,000	5,000
Total Expenses	\$249,750	\$263,650

Capital Outlay Equipment '21/'22

4 sets of turnout gear @ \$5000 ea.	\$20,000
FEMA Grant Match	\$2,000
Equipment Replacement	<u>\$14,000</u>
	\$36,000

Mayor/ Supervisor Signature/ Date: _____