

**Glen Carbon Fire Protection District
199 North Main Street
Glen Carbon, Illinois 62034**

12 May 2020 – Minutes of District Board Special Meeting

****This meeting was held during the COVID-19 pandemic and during Governor Pritzker’s Illinois Disaster Proclamation declared in Executive Order No. 2020-04 (COVID-19 Executive Order No. 2). While some Trustees were physically present at this meeting and the meeting room open to the public, the District afforded the public an additional opportunity to attend the meeting by calling into the meeting via conference call. Instructions for calling into the meeting were included on the District’s agenda for the meeting.**

Trustees present: President Harris, Treasurer Schaake, Trustee Humes, Trustee Williams, Secretary Otto

Trustees absent: None

Firefighters/EMS/Management Present: Chief Well, EMS Director Wilson, District Administrator Hood, Tom Bowles, Alex Barnes, David Budwell, Ben Bullock, Mike DeConcini, Greg DeSutter, Rachel Firorini, Tony Hargis, Jason Whittaker, Mark Knowles, Russell Kopesky, Dan Picarella, Gary Presswood, Doug Schultz, Jay Steinhauer, Sharon Heuiser, Camaron Overholtz, Amanda Sutphin, Kiko Perez, Alex Campbell, Jason Reaka, Chad VanRyn, Zack Napoli, Cheryl Wilson

Other: David Livingstone (Stobbs, Sinclair, Livingstone)

The meeting commenced at 7:00 pm.

Public Input – None.

Discussion of the McGrath Study:

President Harris: I would like to make an opening statement about the McGrath Study

- For the past year or so the Trustees have had some concerns and questions with different aspects of the Fire and EMS departments since the building was underway and then completed. We started to focus from the building to the District in its entirety and we had many questions come up:
 - Questions about what is the Fire District authority and what are the department’s responsibility
 - Questions about how we decide who is to be on the department/district
 - Questions about how we keep personnel and training records
 - Questions about apparatus – what needs to be purchased, what doesn’t
 - Questions about how we operate as a district since there were many different factions it never seemed like we were a team.
 - Questions about safety of our personnel, are we doing enough to maintain safety
- We have talked with our departments and members, went to State training to better understand what is expected, talked with other fire experts and we sought council to help direct us. We, as

trustees, have many strengths and the members of the district have many strengths but we needed someone with a clear set of glasses to look at our district in total and give us a good evaluation.

- This led us to McGrath Consulting Group. They are seasoned consultants with many years running Fire and EMS departments that focus on operations, equipment, human resources, compensation and compliance. Their independent audit also included staffing, apparatus, response times, training, future needs and human resources.
- As we heard last week, they performed many interviews, site visits and went through our reports to come to their conclusions in this study. I am satisfied that their study is very accurate and reflects how our District is operating no matter how difficult it was to hear.
- Based on the Top Priorities outlined in our recommendation summary from McGrath, it was apparent that the board needed to act quickly to make some of these changes. The changes will be the foundation for reviewing the other recommendations of the study and future changes.
- That is why I commissioned David Livingstone to draft a new set of bylaws for the District which will be the foundation on how the District (both EMS and Fire) will operate. I have passed out these bylaws to each trustee yesterday for your review and discussion tonight. These bylaws cover some of the most important elements in the recommendations:
 - Establishing bylaws for the District that oversees both the Fire and EMS
 - Recommend the Fire Corporation adjust their bylaws to become a fund raising group. The Fire Corporation has done many great things for the Fire District over the years and the District looks forward to continuing this great relationship in the future.
 - Realign the District structure to have one person over EMS and Fire while still maintaining separate structures and personnel in each division
 - Bring all HR functions under one district umbrella for recruitment, hiring, firing, training and maintaining of records.

Secretary Otto – The McGrath Study provides a blueprint for Glen Carbon Fire Protection District operations going forward with valuable recommendations in organization, training, inspections, and human resources. The bylaws will help us put the recommendations into effect.

Trustee Humes – The Study seems reasonable but we will necessarily have to pace ourselves. All of these recommendations cannot be done at once though much of the HR might be implemented right away.

Treasurer Schaake – Supports much of the Study’s recommendations but questioned why we have authorized the attorneys to draft new District Bylaws without consulting the membership first. He believes that if the Board votes to designate an individual to run the joint Fire/EMS then this person should be involved in the execution of the recommendations. Safety and minimizing risk should be our first priority. HR recommendations should be knocked out fairly easily.

President Harris responded that it is impractical to have a workgroup with more than two trustees and that the draft bylaws are a starting point based on standard guidance.

Atty Livingstone said this was a standard bylaw template that complies with state laws and could be modified as necessary before a final version is voted on.

Trustee Williams – His main concern is liability and the policy of 2 in 2 out. He thinks small committees of firefighters and emts should meet to negotiate and resolve response issues.

Motion by President Harris seconded by Secretary Otto to Adjourn Meeting to go into Closed Session. Session to discuss personnel matters pursuant to Section 2(c)(1) of the Illinois Open Meetings Act. Motion passed unanimously. Meeting adjourned at 7:49 pm,

Meeting reconvened at 8:25 pm by unanimous consent.

ADJOURNMENT: Upon motion to adjourn the meeting by Treasurer Schaake, seconded by Trustee Humes and unanimously approved by the Trustees present, the meeting was adjourned at 8:25 pm.

Submitted by:

Christopher P. Otto
Recording Secretary