

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

05 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 (via Zoom), Trustee Williams, Secretary Otto

Trustees absent: Trustee Humes

Firefighters/EMS/Management Present: Chief Well, EMS Director Wilson, District Administrator Hood, Tom Bowles, Alex Barnes, Ben Bullock, Mike DeConcini, Greg DeSutter, Victor Fazio, Mike Govreau, Jason Whittaker, Jalen Pryor, Doug Schultz, Jay Steinhauer, Carl Walton, Sharon Heuser, Camron Overholtz, Amanda Sutphin, Kiko Perez, Alex Campbell

Other: David Livingstone (Stobbs, Sinclair, Livingstone), Tim McGrath, Victoria McGrath, Gregg Cleveland (McGrath Consulting)

The meeting commenced at 7:00 pm.

Public Input – None.

Presentation of the McGrath Study by Tim McGrath, Victoria McGrath and Gregg Cleveland (McGrath and Associates).

Key findings emphasized:

1. Does the authority of the Fire District Corporation By-Laws supersede Illinois State Law concerning the governing of fire districts? No. Fire Districts are governed solely by the Board of Trustees by Illinois statute.
2. Should the Fire Department respond to EMS calls? Not to most. There must be a critical need: unresponsive, stroke, heart attack, etc. where additional manpower is required.
3. Is a replacement engine pumper needed? While noting the outstanding cleanliness of the stations and that the apparatus are extraordinarily well maintained, there is not a current need for a pumper truck with a capacity exceeding the 4Y ISO rating of 1250 gals per minute rate. The ample availability of mutual aid from surrounding departments and districts was also noted.
4. Recommended reorganization of command structure with a full time Director of Fire/EMS combined, part time fire chief and EMS Director.

Additional findings:

Data collection is inconsistent. “Good Data” is relevant, accurate and reliable. New World RMS must be modified to meet GCFPD needs. It is recommended that the reporting be modified to meet the needs of GCFPD.

Responses: GCFPD has a high EMS component at 82 percent compared to 64 percent nationally. The much lower by more than half false alarm rate is an indication of good community relations outreach.

GCFPD provides far more Mutual Aid to the surrounding area than it receives.

Human Resources: There were several recommendations for improvement

1. Revision of recruitment and hiring process.
2. Cease 90-day trial period which is not a recommended practice.
3. Documented interview process.
4. Formalized reference checks.
5. Incorporate required physicals and agility tests.
6. Formalize new member orientation.
7. Supervisory and Human Resources Management training.
8. Formalized compensation program for EMS to encourage tenure.
9. Competitive promotion process.
10. Performance evaluation system.
11. Policy and procedure manual with Standard Operating Procedures (SOPs).
12. Independent accounting firm for finance and payroll
13. Formalized Discipline process by Supervisors.
14. Establish standard personnel records keeping procedures.

Training: There are notable shortfalls in training in every relevant category: Firefighter, Officer, Supervisory, Apparatus, Driver, Incident Command, Harassment and Discrimination, Data Collection, Standard Operating Procedures. ISO training level is 48 percent. Quality training to NFPA and ISO standards is an effective recruiting and retention tool for the District. Casualty incidents will result in rigorous training reviews, investigations and potential legal liability.

Fire Prevention:

1. Inventory of inspectable buildings such as schools, gas stations, etc.
2. At least one inspection per year, re-inspections as required.
3. Adoption of 2015 Edition of the Life Safety Code
4. Contract with another department or 3rd party inspection company as needed.
5. Expand use of New World RMS mobile apps to FP.

The study concludes with a spreadsheet with recommendations prioritized from 1 Urgent, 2 Pressing, 3 Important, to 4 and 5 less important as a guide going forward for incorporation.

Questions:

Treasurer Schaake asked if pump capacity is the only consideration for replacing a pumper as opposed to technological advances in newer equipment? McGrath said that was a good point and that could be a factor for replacement as long as the oldest apparatus is disposed of.

The McGrath staff was thanked for their effort and indicated that they would be available for phone consults as needed in the future.

Motion by Trustee Williams seconded by President Harris to approve final payment of \$20,662.50 to McGrath Consulting for the study. Motion passed unanimously.

Motion by Trustee Williams, seconded by Treasurer Schaake to acknowledge receipt and accept \$12,035.42 from HHS CARES Act Provider Relief Fund. Motion passed unanimously. Treasurer Schaake directed that the District needs to maintain itemized documentation for funds separately from other funds as they are disbursed.

ADJOURNMENT: Upon motion to adjourn the meeting by President Harris, seconded by Trustee Williams and unanimously approved by the Trustees present, the meeting was adjourned at 8:45 pm.

Submitted by:

Christopher P. Otto
Recording Secretary