

Agenda

Meeting of the Board of Trustees

Martinsville Fire Protection District

Martinsville, Illinois

Date: February 3, 2026; Last Meeting Date: January 6, 2026

Time: 6:00 P.M.

1. Place: Martinsville Fire Hall (office)
2. Call to Order Time:
3. Roll Call: Joe , Tim , John T , Bob , Mark , Chris , Troy , Anissa
4. Agenda Accepted, Approval of Minutes, read and approve (1st ____, 2nd ____, A ____)
5. Public Comment , Vicki Kinyon, President Martinsville on the Move. Lipscomb property?
6. Fire Chief Report
 - 6.1. Current updates from officers, including training
 - 6.1.1. Review Maintenance of Buildings, list of proposed projects for 2026
 - 6.1.2. Review Maintenance of Equipment
 - 6.1.2.1. Various apparatus maintenance issues
 - 6.2. Training and proof of training, 60 hours documented. Can the required training be done online using the training app the district uses? What can be, and no?
 - 6.3. Employee review.
 - 6.4. OSHA status and updates
 - 6.5. Grants, review new and any old
7. Old Business
 - 7.1. Martinsville City Hydrants status to be reviewed monthly until a plan is accepted.
 - 7.1.1. Review information provided by the city from the Council Meetings.
 - 7.2. Consider the purchase of an outdoor bulletin board for posting required documents.
 - 7.3. Contract cleaning review
 - 7.3.1. What is the scope of work for this job?
 - 7.3.2. Consider ways to clean the floor in the fire hall
 - 7.4. See list of improvements, Remove the hung heater. Record removal, office, bathroom and kitchen update, radio batteries, grants, etc.
 - 7.5. Update regarding the City's reservation application to schedule the fire hall. 2026
 - 7.5.1. The calendar is up and running and is the only method to reserve the hall as of January 1, 2026. If something is added to the calendar in the office it will be considered after the online data. If a date has been approved by the online calendar app, the other request will be denied.
 - 7.5.2. Modify the cost structure to add a Commercial cost of \$500.00
8. New Business
 - 8.1. Review options for the removal of the house at 210 West Cumberland.
 - 8.1.1. Look at quotes and vote to accept the best one with an expectation of a February tear down. Includes all brush and debris to be cleaned up.
 - 8.1.2. Not to exceed \$17,500.00?
 - 8.2. Review Standard Operating Procedures (SOP), update and add what is needed

- 8.3. Review, comments, any open items in general including support for the Fire Districts web page on the City site. Quoted at \$600.00 to set up the page for our use. Legal posting, agenda, minutes and important notices.
9. Other business that needs to be considered by the Board of Trustees
 - 9.1. Calendar & Checklist of Annual Responsibilities,
 - 9.1.1. Review insurance issues, changes, audits, **workmans comp**, apparatus, personal injury.
10. Treasurer Report/Payment of Bills
 - 10.1. Review current accounting of the district, budget, monthly and annual reports.
 - 10.1.1. Sign checks for unpaid expenditures, review banking statements and complete board approval of the monthly Bill List Report.
 - 10.1.2. Determine the login and password to utilize the QuickBooks application
 - 10.1.2.1. Reports
 - 10.1.2.1.1. Bill payment with cost to vendor initialed and filed
 - 10.1.2.1.2. Amount paid to each Vendor over time
 - 10.1.2.1.2.1. summary & monthly running totals
 - 10.1.2.1.3. Vendor list, required for Crime Prevention
 - 10.1.2.1.4. Balance Sheet
 - 10.1.2.1.5. Income Statement
 - 10.1.2.1.6. General Ledger
 - 10.1.2.1.7. Bank Statements need to be initialed for Crime Prevention monthly and filed
 - 10.1.2.1.8. Expenditures to allocations
11. Next scheduled meeting/Agenda items
12. Adjournment Time: