

# Agenda

## Meeting of the Board of Trustees

### Martinsville Fire Protection District

### Martinsville, Illinois

Date: January 6, 2026; Last Meeting Date: December 02, 2025

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
    - 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. Status of individual performance, actions or issues, this includes officers, review open issues from December
  - 6.4. OSHA status and updates
  - 6.5. Grants, review new and any old
7. Old Business 
  - 7.1. Consider the purchase of an outdoor bulletin board for posting required documents.
  - 7.2. Contract cleaning review
    - 7.2.1. What is the scope of work for this job?
    - 7.2.2. Consider ways to clean the floor in the fire hall
  - 7.3. Remove the hung heater.
  - 7.4. 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. Calendar App setup finished. The rental agreement and expectations of usage are online.
    - 7.5.2. The calendar has the dates and events from the physical calendar in the office through December.
    - 7.5.3. 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 on the online calendar app, the other request will be denied.
8. New Business 
  - 8.1. What is the agreement (Term and Conditions) with the Christian Church and why did they not use the online calendar app?
  - 8.2. Review, comments, any open items in general

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. February and March
    - 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. Updated 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: