

**MINUTES OF THE MEETING OF THE BARRINGOTN COUNTRYSIDE FIRE
PROTECTION DISTRICT
APRIL 21, 2014**

The regular meeting of the Board of Trustees of the Barrington Countryside Fire Protection District was held on Monday, April 21, 2014 at 6:30pm at Station #1, 22222 N Pepper Rd., Lake Barrington, Illinois.

1) CALL TO ORDER BY PRESIDING OFFICER. Trustee Rowan called the meeting to order at 6:30pm, upon roll call the following answered:
Present Trustees: Rowan, Long, Heinze, Hill, Struck
Absent: None

PLEDGE OF ALLEGIANCE

2) SPECIAL PRESENTATION- Chief Swanson presented Mr. Frank Cantafio with a certificate and plaque of recognition for acting above and beyond by properly identifying and reporting the house fire on Grove Ave on April 9, 2014. His expeditious actions exemplified the Districts principles of courage commitment and compassion. Chief Swanson stated his actions made it easier for the Fire Department personnel to fight this fire. Chief Swanson stated when the fire call came in there was a report of 2 children missing, Mr. Cantafio actions helped the Fire Department determine that no one was in the fire and allowed to Fire Fighters to concentrate on fighting the fire.

3A) READING AND APPROVAL OF THE MINUTES FOR THE MARCH 17, 2014 MEETING. Trustee Hill moved to approve the March 17, 2014 meeting minutes, second by Trustee Heinze and approved by a voice call of all Trustees present.
Ayes: Trustees: Long, Heinze, Hill, Rowan, Struck
Nays: None

3B) READING AND APPROVAL OF THE EXECUTIVE SESSION MINUTES FOR MARCH 17, 2014. Trustee Hill moved to approve the March 17, 2014 meeting minutes, second by Trustee Long and approved by a voice call of all Trustees present.
Ayes: Trustees: Long, Heinze, Hill, Rowan, Struck
Nays: None

Trustee Hill moved to keep the Executive Session Minutes closed, second by Trustee Struck and approved by a voice call of all Trustees present.
Ayes: Trustees: Long, Heinze, Hill, Rowan, Struck
Nays: None

4) CORRESPONDENCE- Trustee Rowan read a thank you letter from the Woodstock Fire Rescue District thanking Scott Motisi for attending a memorial service for Michael Wurtz. Trustee Rowan read a thank you letter from the Feit Family thanking the District for honoring and dedicating the facility to Deputy Chief John Feit.

5) ATTORNEY'S REPORT -Mr. Curran stated the statements of economic interest will need to be completed electronically by May 1, 2014.

6) FINANCIAL REPORT

6A) - PURCHASE REQUISITIONS FROM 3/11/2014-4/10/2014. Trustee Heinze moved to approve the purchase requisitions from 3/11/2014 – 4/10/2014. Trustee Hill second. Upon roll call the following answered:
Ayes: Trustees: Long, Hill, Heinze, Rowan, Struck

Nays: None

6B) TREASURERS REPORT – Trustee Long stated receipts totaled \$1,430,497.29 which included interest on the checking account, Cook County receipts and ambulance receipts from the Village of Barrington (VOB). Trustee Long stated there were disbursements of \$585,885.43. There was also a disbursement not listed for John Feit for expenses of \$685.83. Trustee Hill moved to approve the Treasurers report. Trustee Heinze second. Upon roll call the following answered

Ayes: Trustees: Long, Hill, Heinze, Rowan, Struck

Nays: None

Trustee Rowan asked about the Foreign Fire tax check. Kim Mueller and Brett Kinnamon have not received this check yet.

Trustee Hill moved to approve the disbursements, Trustee Struck second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan, Struck

Nays: None

Trustee Rowan asked why there are 3 Comcast bills. Kim Mueller stated there is the bill that covers between the 2 stations, a bill for Station 1 and 2. Trustee Rowan asked about AH Coffee Service. Kim Mueller stated these are past bills that have not been paid and these should be the last bills from them.

Trustee Long stated CD #34899 came due on Friday and 2 more will come due in August and September. Trustee Hill moved to roll over CD #34899 for a period of 6 months. Trustee Struck second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan, Struck

Nays: None

Trustee Hill moved to transfer \$300,000 from the checking account to the Money Market account.

Trustee Struck second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan, Struck

Nays: None

Trustee Long stated he reviewed all the transactions in the Barrington Bank account and credit card statement finding no discrepancies.

7) DIVISION REPORTS.

7A) ILLINOIS FIRE CHIEF ASSOCIATION – John Feit stated they will be doing the final inspection on the new tender on Monday and it should be at the District by Tuesday evening.

7B) PUBLIC INFORMATION REPORT – As Reported.

7C) REPORT BY CHIEF SWANSON – Chief Swanson stated in March the activity totaled 131 emergency responses which included 67 EMS calls, 13 motor vehicle accidents, which produced 64 transported patients, 7 carbon monoxide calls, 1 grass fire, 2 lock outs, 5 mutual aid requests, 4 gas calls, 2 order investigations, 6 service call, 2 transformer fires, 1 trouble alarm, 5 residential fire alarms, 5 full fire alarms, 2 wires down, 1 water rescue, 1 appliance fire and 4 automatic aid engine calls. Chief Swanson stated Fire House software is up and running, and in May there will be updated and in depth information on the calls. Chief Swanson stated on April 9, 2014 at 1024 S. Grove, the District responded to a report of a structure fire, upon arrival there was heavy fire from the garage. Trustee Rowan asked about the confusion at the box level and if the VOB is on the District box cards. Chief Swanson stated the box cards are initiated to solicit a response from neighboring jurisdictions, and the box alarm was called early on because of potential victims in the fire. Chief Swanson stated the VOB was called at the box alarm level however the tones went out on the Antioch/Round Lake channel and

the MABAS channel. Chief Swanson stated to his understanding they did not dispatch the tones on the quad 3 channel. Chief Swanson stated Cencom stated there is a procedure for Cemcon to replace a unit that is called by the general alarm or box alarm if they don't respond, furthermore the director stated it is typical for Cemcon to call the Chief Officer to find out if they are responding. Chief Swanson stated this was not done, however it will be done in the future and the VOB is on the Districts Box cards. Chief Swanson estimated the District saved the owners \$200,000 in property damage.

Chief Swanson gave an overview of the Legislative Day and feels it was very productive. Chief Swanson participated in a follow up meeting with Representative McSweeney and will be setting up follow up meetings with the other representatives to build relationships. Trustee Hill has tried to reach Representative Sullivan and will stay in communication with him.

8) UNFINISHED BUSINESS

8A) LONG-TERM PLANNING/THIRD STATION FOR DISTRICT - Trustee Heinze stated the District will be hosting informational meetings with the Townships in the District for the purposes of updating the officials on the 100 days of the Fire District.

8B) REPLACEMENT SIGNAGE FOR STATION'S 1 AND 2. Trustee Rowan stated all the signage at both stations are now complete.

8C) WEBSITE UPDATE – Trustee Rowan stated he is working with Fox River Grove to update both Websites to hopefully negotiate a savings.

8D) POLICY MANUAL/VEHICLE USE/JOB DESCRIPTION – Chief Swanson provided 3 policy manual updates, and 2 job descriptions. Trustee Long moved to approve the 3 policy updates, 2.16 – Vehicle use, 1.18 Visitor Policy, and 5.10 District Work Out Facilities pending the attorney's approval. Trustee Hill Second. Upon roll call the following answered:
Ayes: Trustees: Long, Hill, Heinze, Rowan, Struck
Nays: None

Chief Swanson provided a part-time and volunteer application for the Chaplaincy and Photographer. Trustee Long moved to approve the volunteer/part time application policy for the District. Trustee Hill Second. Upon roll call the following answered:
Ayes: Trustees: Long, Hill, Heinze, Rowan, Struck
Nays: None

8E) DESIGNATED AUDIT– Deferred till later in the meeting.

9) NEW BUSINESS

9A) TRUSTEE JOB DESCRIPTION/OFFICER JOB DESCRIPTION DISCUSSION. – Trustee Heinze recommends the District develop Trustee Job Description/Titles. Trustee Heinze suggests defining the areas of the District and then assigning those areas to the Trustees, and overlay it with the organizational chart of the Fire Department. Trustee Heinze requests the Administration and Trustees provide areas of responsibilities that require Trustee attention on a monthly or quarterly basis. Trustee Heinze will work with Chief Swanson to develop Trustee/Officer job descriptions.

9B) ORDINANCE FOR FIRE RECOVERY/ANCILLARY SERVICES – Kim Mueller worked with Andres on an ordinance where the District can charge for ancillary services for emergency and non-emergency services, for example extrication and the horse shows. Kim Mueller provided a basic ordinance which charges only what the state statute allows and no more. Trustee Hill asked if the District will be able to waive the charges if needed. Rich Curran stated these charges are done on a case by case basis. Trustee Hill moved to approve Resolution 2014-7 for fire recovery/ancillary services. Trustee Hill Second. Upon roll call the following answered:
Ayes: Trustees: Long, Hill, Heinze, Rowan, Struck

Nays: None

9C) RESOLUTION ON SURPLUS EQUIPMENT – Kim Mueller stated there are several length of hose that are no longer usable and request approval for disposal. Kim Mueller stated this hose is owned by the District. Trustee Hill moved to approve Resolution 2014-8 regarding surplus equipment. Trustee Long second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan, Struck

Nays: None

9D) RESOLUTION – EXECUTION OF AGREED UPON PROCEDURE PROPOSAL WITH EDER, CASELLA AND CO. Mr. Curran reviewed the proposal by Eder, Casella, and Co. and prepared a resolution. Trustee Long stated this does not commit the District to anything but just agrees to use them should something need to be reviewed/audited. Trustee Long moved to approve Resolution 2014-9 approving and authorizing the execution of the agreed upon procedures with Eder, Casella and Co. Trustee Heinze second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan, Struck

Nays: None

Trustee Struck asked if a retainer was required. Trustee Long stated this just sets up an initial relationship with the specifics to be determined by the District.

9E) RESOLUTION – TRANSFER OF APPROPRIATIONS – Rich Curran stated this is to prepare for the audit and is allocating the salaries for the Chief and Administrative Assistant. Mr. Curran stated this just allocates what has been done nothing is being increased or decreased. Trustee Long moved to approve Resolution 2014-10 for the transfer of appropriations. Trustee Hill second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan, Struck

Nays: None

9F)- INVESTMENT MANAGEMENT SERVICES – Trustee Long has met with Sawyer Faludo and Wintrust in regards to the Districts Investments. Trustee Long does not feel Wintrust would be a good fit for the District at this time and prefers Sawyer Faludo because there are no fees, however recommends waiting until the fall to determine investments strategies. Trustee Heinze asked for results from these companies. Trustee Long stated Sawyer Faludo was about 1% and Wintrust was 1% minus fees. Trustee Rowan does not feel a decision should be made until the District can determine the best financial aspects for the 3rd station.

9G)- FIRE PREVENTION CODE– Chief Swanson stated Joe Buenrostro started full time as Director of Fire Prevention today. Chief Swanson provided first draft amendments to the 2009 international fire code. This code only allows the Fire District to enforce this code in the unincorporated areas, but does allow the District to work with the other communities in the District. Trustee Heinze requested a comparative dual set of columns to highlight the differences.

9H) OTHER BUSINESS DESIGNATED BY THE PRESIDING OFFICER. – Trustee Rowan stated next month is election of officers and you can make your nominations to Kim Mueller. Trustee Rowan thanked the Fire Fighters for their hard work and dedication. Trustee Rowan received an e-mail from Chief Arie regarding the Foreign Fire Tax Check. On April 14 the VOB approved an ordinance stating they would accept the \$8000.00 check to cover the cost of the equipment. Trustee Long moved to reaffirm the approval to acquire the property from the VOB for \$8000.00 which was previously approved to purchase from the Foreign Fire Tax Board. Trustee Hill second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan, Struck

Nays: None

Trustee Heinze would like to focus on the HR management and review process. Trustee Heinze will survey, compare and act in areas that need action. Trustee Heinze stated there is the issue of a 401k, pension, a referendum and other benefits that need to be investigated and reviewed. Trustee Heinze feels the entire area of HR, compensation and benefits needs to be reviewed and is an ongoing issue.

Kim Mueller provided a copy of a draft budget, Kim asked this be reviewed, comments and suggestions are welcome.

10) PUBLIC COMMENT – Bill Hartman, 1200 S. Hough St., Barrington. Mr. Hartman read the mission of the District and asked the District to consider a mutual aid agreement with the VOB. Mr. Hartman stated the fire on Grove is very close to the VOB fire station. Mr. Hartman stated if the VOB would have responded to this fire they could have arrived 2 minutes earlier. Mr. Hartman stated this fire was in the garage, but the house is gutted. If the VOB would have gotten their 2 minutes earlier less damage might have occurred. Mr. Hartman is begging the District to make an agreement with the VOB and overcome all issues. Mr. Hartman stated because the District cannot deal with the VOB, the District has failed in their mission.

11)-EXECUTIVE SESSION- Trustee Hill moved to recess to closed session at 7:57pm for the purposes of lease, sale, trade and/or purchase of District properties pursuant to 5ILCS 120/2 © (6) l(lease or sale), (c) (5) purchase of real property, (c) (11) litigation and (c) (1) personnel issues requesting John Feit, Chief Swanson, Kim Mueller, Carol Sellner, Don Wenschhof and Rich Curran attend the close session. Second by Trustee Struck. Upon roll call the following answered:
Ayes: Trustees: Long, Hill, Heinze, Rowan, Struck
Nays: None

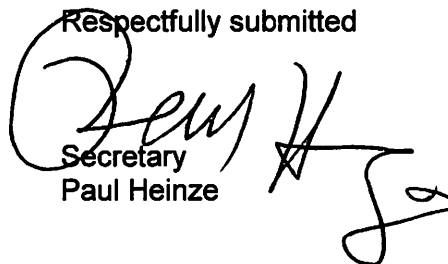
The meeting resumed at 8:50pm

In attendance: Trustees: Long, Hill, Heinze, Rowan, Struck

12) POSSIBLE ACTION- No action needed.

13)-ADJOURNMENT – Upon the motion by Trustee Long, second by Trustee Hill and approved unanimously by a voice call of all Trustees present the meeting was adjourned at 8:51pm

Respectfully submitted


Secretary
Paul Heinze