

**MINUTES OF THE MEETING OF THE BARRINGTON COUNTRYSIDE FIRE
PROTECTION DISTRICT
AUGUST 18, 2014**

The regular meeting of the Board of Trustees of the Barrington Countryside Fire Protection District was held on Monday, August 18, 2014 at 6:30pm at Station #1, 22222 N Pepper Rd., Lake Barrington, Illinois.

1) CALL TO ORDER BY PRESIDING OFFICER. Trustee Long 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) CORRESPONDENCE- Trustee Long stated there was a letter from the Illinois Public Risk Fund and a thank you letter from the Woodstock Fire Rescue District.

3A) READING AND APPROVAL OF THE MINUTES FOR THE JULY 21, 2014 MEETING. Trustee Hill moved to approve the July 21, 2014 meeting minutes, second by Trustee Rowan 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 JUNE 9, 2014. To be discussed in closed session.

3C) READING AND APPROVAL OF THE EXECUTIVE SESSION MINUTES FOR JULY 21, 2014. To be discussed in closed session.

4) ATTORNEY REPORT –Rich Curran stated there was an Illinois Statutory change in competitive bidding for any purchases over \$20,000 and this takes effect January 1, 2015.

5) FINANCIAL REPORT

5A) - PURCHASE REQUISITIONS FROM 7/11/2014-8/10/2014. Trustee Heinze moved to approve the purchase requisitions from 7/11/2014–8/10/2014. Trustee Hill second. Upon roll call the following answered
Ayes: Trustees: Long, Hill, Heinze, Rowan, Struck
Nays: None

Trustee Rowan asked about the retesting purchase orders. Don Wenschhof stated there were 2 sets at separate points in time.

5B) TREASURERS REPORT – Trustee Hill stated total receipts were \$813,353.52, disbursements of \$441,097.50, leaving \$381,903.32 in the checking account. Trustee Hill stated there is an unrecorded deposit of 648,163.77, leaving a balance of \$1,030,067.09. Trustee Heinze moved to approve the Treasurers Report, Trustee Rowan second. Upon roll call the following answered:
Ayes: Trustees: Long, Hill, Heinze, Rowan, Struck
Nays: None

Trustee Rowan moved to approve the disbursements of \$441,097.50. Trustee Struck second. Upon roll call the following answered:
Ayes: Trustees: Long, Hill, Heinze, Rowan, Struck

Nays: None

Trustee Hill recommended transferring \$965,000 to the Money Market account. Trustee Rowan moved to transfer \$965,000 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 a CD is coming due on Friday. Trustee Hill recommends this be put into the Money Market account. Trustee Rowan moved to transfer \$262,585.78 from CD # 33179 to the money market account upon maturity of 8/22/2014. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

Trustee Hill reviewed the checking accounts and all checks.

5C) REVIEW OF PURCHASES AND PURCHASE REQUISITIONS – Kim Mueller stated she will be providing a monthly log in the Trustee review folder, comparing purchases, invoices, and dollar amounts. Trustee Heinze complimented Kim Mueller for her insight and this provides the Trustees with an overview of expenditures and income.

6) DIVISION REPORTS.

6A) ILLINOIS FIRE CHIEF ASSOCIATION (IFCA) – John Feit stated they will be doing the final inspection for the new engine on September 7, 2014. John Feit stated they are still gathering information on the 3rd Station, as well as benefit packages. Trustee Rowan stated payment for the truck will be due upon delivery.

6B) PUBLIC INFORMATION REPORT – Mr. McKeon provided a written report.

6C) REPORT BY CHIEF SWANSON – Chief Swanson stated he communicated the Boards thanks to the department for the work on the ISO review. All the items requested have been completed and submitted to ISO. Chief Swanson will meet with Chief Arie (VOB) on Friday to talk about the automatic aid agreement. Chief Swanson provided letters to be sent to business owners regarding false alarms. Trustee Rowan suggested removing the Bold Face Warning on the letters. There was a consensus of the Board to remove the bold face warning and approve the letters presented.

Chief Wenschhof stated the Firehouse program is up and running. Chief Wenschhof reported there were 139 total calls, of which 67% were EMS calls, 9% were service calls, 15% were false alarms and 104 people were transported. Chief Wenschhof stated they are keeping track of the VOB responses to the District and the District responses to the VOB. Chief Wenschhof stated the District is running on a 6.8 minute response effort to hit the 90 percentile on average. Chief Wenschhof stated the District had 23 different responses into the District and the District went out of the District 12 times. Chief Wenschhof presented a call response report between District 1 and District 2. Chief Wenschhof stated the average is 6.28 minutes for the entire District with District 1 running just over 5 minutes on average and District 2 is around 7 minutes. Chief Wenschhof stated they are working with Chief Goodwin on getting a review and plan for all the grid signs in the District on an annual or semiannual basis. Chief Wenschhof stated they have a tentative opticom plan which they have been testing in August, and they will be able to test monthly. Chief Wenschhof stated a report on dry hydrants was sent to Trustee Hill today. Chief Wenschhof stated Chief Motisi has been working on the safety committee, verifying participation and there will be meetings in the near future. Trustee Long stated he has his phone set up so his phone vibrates when a call comes into the District and felt this feature was very helpful. Chief Wenschhof stated the Trustees numbers can be entered into the CAD system so they will be notified when there is a call in the District. Trustee Long asked if there should be a public relations education

piece in regards to grid signs and the status on the problem with the grid sign on a residents property. Chief Wenschhof stated there has always been a need to balance between what the home owner wants to see on their property and getting the sign installed, and there is always a middle ground, but sometimes a little creativity is needed. Chief Wenschhof stated there was a misunderstanding on the Districts part on where the sign could be, so education in this instance would be best and they will be following up with a meeting Tuesday with Barrington Hills. Mr. McKeon will do a public relations piece over the winter. Trustee Hill asked if there was an update on the opticom on Route 68. Jim Kreher stated the opticom near Willow Creek has the latest version and Prairie Middle School opticom is now working. Jim Kreher provided a draft training plan and has been working with the surrounding departments on auto aid training. Jim Kreher stated Pastor Schalk will be doing training on Thursday, and there has been on-line training with Illinois Public Risk Fund where our District had the most hits on this website in the state. Jim Kreher stated Lt. Brouillette received his Fire Fighter 3 certificate. Jim Kreher stated they are planning more classes with FSI and they were very happy with the turnout at our facility. Jim Kreher will be providing a hours of training report at the next meeting. Trustee Rowan asked for a schedule for CPR and AED training for the Trustees. Trustee Hill stated in the past he mentioned that Illinois Association of Fire Protection District (IAFPD) had money for scholarship training, which in fact was not the case, because the money was given to the Illinois Fire Chief Association (IFCA). The applications that were sent to the IAFPD will be forwarded to the IFCA for consideration. Chief Swanson requested permission from the Board for Chief Kreher to use a response vehicle after hours. The Board did not have a problem with him using a vehicle while he was on call. Trustee Struck asked about response times in District 1 and 2, does ISO go down to that level. Don Wenschhof stated that ISO uses a 17/10 analysis and they are looking for making the 17/10 at a 90 percentile, which the District was not able to achieve.

7) UNFINISHED BUSINESS

7A) LONG-TERM PLANNING/THIRD STATION FOR DISTRICT - Trustee Heinze stated progress is being made in regards to potential sites for a 3rd station.

7B) BENEFITS EVALUATION, COMPARISON AND RANKING – Trustee Heinze stated they are looking at the comparisons with other Districts and are soliciting opinions from the employees of the District.

7C) DISTRICT EMPLOYEE PERFORMANCE EVALUATION CRITERIA– Trustee Long stated he received the evaluations and Karla Dobbeck has provided a summary. Trustee Long will go over the summary with Ms. Dobbeck, and then will present them to the Trustees.

7D) WEBSITE UPDATE – Trustee Rowan has contacted 4 companies for proposals and will have proposals and recommendations at the next meeting.

7E) DESIGNATED AUDIT– Trustee Long stated there will be a meeting tomorrow with Trustee Hill and they are moving ahead. Trustee Long stated they met with the Actuary and he suggested the District hire a lawyer, because he feels there are issues with the bills from the Village of Barrington(VOB).

7F) INVESTMENT MANAGEMENT SERVICES – Trustee Hill has reviewed the investment policies and compared it with what was already in place and this will be discussed later in the meeting

7G) VIDEO CONFERENCE EQUIPMENT - Trustee Hill stated he has requested Advanced Visual come out to do training with all the Trustees and is waiting for a response. Trustee Hill stated they will make the final payment once the training is complete. Don Wenschhof stated they will implement the new video conferencing system in late September or beginning of October.

8) NEW BUSINESS

8A) STRATEGIC PLANNING – Trustee Long stated the District needs to review the current strategic plan, and Chief Buhs has offered to help the District. Trustee Heinze has provided profiles for 4 possible facilitators.

8B) INVESTMENT POLICIES – Trustee Hill stated in 2009 the Board voted on the investment policy that was in conjunction with the statue from the general assembly. In 2013 the Board voted on the policy manual which had a different investment policy and the District needs to have one policy. Trustee Hill stated the one voted on in 2009 is the one that should be in place and not the one from 2013. Trustee Hill stated the difference in the policy is in 2009 the Trustees are responsible for the finances and investments, and in the 2013 policy it stated that the Chief and Finance Director are responsible. Trustee Hill stated it needs to be stated that the Board is responsible for the finances and investments. Trustee Long stated currently the District is collateralized at 110% with Barrington Bank and Trust, and in the 2013 policy it stated 102% collateralized. Trustee Long did not feel comfortable with that margin. Trustee Long stated the 2009 policy was from the Illinois Municipal League. Trustee Rowan moved to approve and reinstate the 2009 investment policy. Trustee Heinze second. Upon roll call the following answered

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

Nays: None

8C) CREDIT CARD PURCHASES – Trustee Hill stated the District has 2 credit cards and found that employees have been using their personal credit cards and he does not feel a personal credit card should be used. Trustee Hill stated business expenses should be put on the District Credit Card so it can be tracked. Trustee Hill also does not think that employees should use their personal credit card and then have to wait for reimbursement. Trustee Long stated the Finance Director should have a separate credit card. Trustee Rowan does not feel each of the Trustees need a credit card. Trustee Long stated he has a credit card and it hardly gets used. Trustee Heinze stated the Finance Director's card needs to be a separate number on a separate statement. Kim Mueller suggested a limit be set on the credit card and \$750 is her spending authority. Trustee Hill moved to adopt a credit card policy to be reviewed by counsel and the District will issue a credit card to the Finance Director with a spending limit of \$750.00 and that credit card will be used for all expenditures unless there is an emergency.

Trustee Rowan second. Upon roll call the following answered

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

Nays: None

8D) FINANCE DIRECTOR RESPONSIBILITIES – Trustee Hill stated the Finance Director needs to be part of the management team and does not feel the Finance Director should report to the Trustees but should report to the Chief. Trustee Rowan and Trustee Heinze do not agree. Trustee Heinze stated all the Trustees are responsibility for the tax payer's funds, Kim should report to the Trustees in regards to the Finances. Trustee Rowan stated she reports to the Board of Trustees in regards to financial matters and is an administrative assistant to the Chief. Trustee Hill feels reporting to two different people is confusing and can cause problems. Trustee Rowan suggested tabling this until more research can be done and is not comfortable with making any changes right now. Trustee Heinze feels this needs to be voted on and have the matter behind us. Trustee Hill requested this be tabled until a later date.

8E) LITIGATION ATTORNEY – This will be tabled until after executive session.

8F) STATION 1 GROUNDWORK AND PARKING LOT IMPROVMENTS. – Trustee Struck spoke with Randy Marks, Cuba Highway Township Commissioner to discuss the upgrades, curbs, repairs that need to be made at Station 1 and they will meet later this week. Some of the work has been started and some falls outside the original agreement. They will do a walk thru and possibly put together a new contract by the next meeting.

8G) RESOLUTION – ORGANIZATION CHART REVISIONS. – Trustee Long recommended consultants not be placed on the organizational chart. Trustee Heinze stated Kim Mueller's reporting should be a solid line to the Trustees and a dotted line to the Chief. Trustee Rowan moved to approve the organization charts with the revisions discussed. Trustee Heinze second. Upon roll call the following answered

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

Nays: None

8H) RESOLUTION ESTABLISHING A 401A PLAN AGREEMENT WITH IPPFA. – Kim Mueller stated the 401a plan has been discussed in meetings with Dr. Long, Rich Curran, Chief Swanson, Doug Taveirne and Kim Mueller. Recently they met with Joel Babbitt from IPPFA which is the organization which handles the 457 plan. Doug Taveirne stated there have been no significant changes and is consistent with what was in the meeting. Rich Curran stated Doug and Rich are both comfortable with this plan. Trustee Hill moved to approve the resolution establishing a 401a plan agreement with IPPFA. Trustee Struck second. Upon roll call the following answered

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

Nays: None

8I) RESOLUTION –AGREEMENT WITH UNIVERISTY OF ILLINOIS. – Don Wenschhof stated the University of Illinois conducts free classes with a contract where the District will provide the facility and a minimum of 15 people in the class otherwise the District will be charged for the class. Don Wenschhof stated they participated with Fox River Grove in the past and there was a very nice turn out. Don Wenschhof stated this agreement is done for each class that we participate in. Trustee Rowan moved to approve the resolution agreement with the University of Illinois. Trustee Hill second. Upon roll call the following answered

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

Nays: None

8J) RESOLUTION –MABAS CONTRACT ADDENDUM. – Chief Swanson stated the MABAS agreement we entered into allows for mutual aid but there is no provision to recoup any of the costs. This addendum addresses this and is being circulated among all the departments and then will be sent to Division 4 Chief Dato and then forwarded to MABAS. Rich Curran has reviewed the addendum. Trustee Rowan moved to approve the resolution of MABAS contract addendum as presented. Trustee Hill second. Upon roll call the following answered

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

Nays: None

8K) WATER SUPPLY SYSTEM. – Chief Swanson stated the water supply system was discussed with the VOB. Trustee Rowan stated their needs to be clarification from the VOB that hydrants are in good working order versus hydrants that might fail. Trustee Rowan asked if there is an agreement with the VOB to use their hydrants. Chief Swanson stated from the letter he inferred that anytime we need to use their hydrants we need to ask permission, in which Chief Swanson response was absolutely for a training session, but at a fire our notification would be thru CenCom. Trustee Rowan asked for clarification from the VOB what hydrants are safe and effective for the District to use. Rich Curran stated it would be incumbent on the VOB to tell us what hydrants to use. Chief Swanson will talk with Chief Arie and Public Works for preferences, sections, and hydrants to avoid for future planning.

8L) RESOLUTION –ILLINOIS DEPARTMENT OF NATURAL RESOURCES. – Chief Swanson stated this is a requirement for the grant in which the District has made application. Chief Swanson stated Rich Curran has reviewed the resolution. Chief Swanson stated this needs to be on file should the District be awarded the Grant. Trustee Rowan moved to approve the resolution with the Illinois Department of Natural Resources Memorandum of Understanding as presented. Trustee Hill second. Upon roll call the following answered.

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

Nays: None

8M) OTHER BUSINESS – No additional business at this time.

9) PUBLIC COMMENT – Bill Hartman, 1200 S. Barrington Road, stated across from his home there is a fire hydrant, and feels it is important that it works and that the departments know where the hydrants are located.

10)-EXECUTIVE SESSION- Trustee Hill moved to recess to closed session at 8:06pm for the purposes of lease, sale, trade and/or purchase of District properties pursuant to 5ILCS 120/2 © (6) (lease or sale), (c) (5) purchase of real property, (c) (11) litigation and (c) (1) personnel issues requesting Carol Sellner, Rich Curran, Chief Swanson, John Feit, Deputy Chief Wenschhof attend the closed session. Second by Trustee Struck. Upon roll call the following answered:

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

Nays: None

The meeting resumed at 9:04pm. In attendance: Trustees: Long, Hill, Rowan, Heinze and Struck
Absent: None

11) POSSIBLE ACTION- Trustee Rowan moved to authorize Rich Curran to enlist the aid of the actuary chosen, and provide a written proposal to provide an opinion after reviewing the agreement and bills. Second by Trustee Heinze. Upon roll call the following answered:

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

Nays: None

3B) READING AND APPROVAL OF THE EXECUTIVE SESSION MINUTES FOR JUNE 9, 2014.

Trustee Hill moved to approve and keep closed the June 9, 2014 executive meeting minutes, second by Trustee Rowan and approved by a voice call of all Trustees present.

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

Nays: None

3C) READING AND APPROVAL OF THE EXECUTIVE SESSION MINUTES FOR JULY 21, 2014.

Trustee Hill moved to approve and keep closed the July 21, 2014 executive meeting minutes, second by Trustee Rowan and approved by a voice call of all Trustees present.

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

Nays: None

12)-ADJOURNMENT – Upon the motion by Trustee Hill, second by Trustee Rowan and approved unanimously by a voice call of all Trustees present the meeting was adjourned at 9:08pm

Respectfully submitted


Secretary
Trustee Struck