

MINUTES OF THE MEETING OF THE BARRINGTON COUNTRYSIDE FIRE
PROTECTION DISTRICT
DECEMBER 15, 2014

The regular meeting of the Board of Trustees of the Barrington Countryside Fire Protection District (BCFPD) was held on Monday, December 15, 2014 at 6:30 pm at Station #1, 22222 N Pepper Rd., Lake Barrington, Illinois.

A) PLEDGE OF ALLEGIANCE

B) CALL TO ORDER BY PRESIDING OFFICER -Trustee Long called the meeting to order at 6:30 pm, upon roll call the following answered:

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

Absent: None

C) THANK YOU CARD – OFFICER HIMMELMANN – Trustee Long stated a thank you card was received from retired Barrington Hills Officer Himmelman, thanking the District for the flag which was flown on the day he retired.

DA) READING AND APPROVAL OF THE REGULAR MEETING MINUTES FOR THE NOVEMBER 17, 2014 MEETING -Trustee Rowan moved to approve the November 17, 2014 regular meeting minutes, second by Trustee Hill and approved by a voice call of all Trustees present.

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

Nays: None

DB) READING AND APPROVAL OF THE EXECUTIVE SESSION REGULAR MEETING MINUTES FOR NOVEMBER 17, 2014. Trustee Heinze moved to approve and keep closed the November 17, 2014 executive session meeting minutes, second by Trustee Hill and approved by a voice call of all Trustees present.

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

Nays: None

DC) READING AND APPROVAL OF THE SPECIAL MEETING MINUTES FOR THE DECEMBER 9, 2014 -Trustee Rowan moved to approve the December 9, 2014 special meeting minutes, second by Trustee Hill and approved by a voice call of all Trustees present.

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

Nays: None

DD) READING AND APPROVAL OF THE EXECUTIVE SESSION SPECIAL MEETING MINUTES FOR DECEMBER 9, 2014. Trustee Rowan moved to approve and keep closed the December 9, 2014 executive session 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.

DE) REPORT FROM RECORDING SECRETARY- Carol Sellner stated there are no other open items other than what is listed on the agenda.

E) PUBLIC COMMENT – No Public Comment.

F) ATTORNEY REPORT – Mr. James Hess will be filling in for Rich Curran. Mr. Curran provided a report.

G) FINANCIAL REPORT

GA) - PURCHASE REQUISITIONS FROM 11/11/2014-12/8/2014 - Trustee Heinze moved to approve the purchase requisitions from 11/11/2014–12/8/2014. Trustee Hill second. Upon roll call the following answered:

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

Nays: None

GB) TREASURERS REPORT AND FUND TRANSFER– Trustee Hill stated total receipts were \$84,145.66, with disbursements of \$493,444.24, leaving a negative balance of \$417,897.28 in the checking account. Trustee Rowan 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 moved to approve the disbursements of \$493,444.24. Trustee Heinze second. Upon roll call the following answered:

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

Nays: None

Trustee Hill stated the \$66,000 for Amalgamated Bank is for the upcoming bond. Trustee Hill stated we have been receiving more ambulance funds than we ever have in the past. Trustee Long asked if there was any reason that the District is receiving more ambulance fees now that we are no longer with the Village of Barrington (VOB). Deputy Chief Wenschhof stated the agreement with the VOB was where the transport was from. Trustee Heinze requested an annualized snapshot report of the calls that were eligible for ambulance fee charges and compare them to the previous 12 months when shared with the VOB. Trustee Heinze suggested if the count is different go to the next layer to see where the transport was from, if there is a difference, then it should be looked at closer.

Trustee Rowan moved to transfer \$425,000 from the money market account to the checking account to cover the deficit. Trustee Heinze second. Upon roll call the following answered:

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

Nays: None

Trustee Hill asked Carol Sellner to provide a copy of a resolution back in 2007 regarding impact fees from South Barrington because the District has not received any impact fees.

GC) REPORT FROM THE FINANCE DIRECTOR- Kim Mueller was not in attendance, but provided a report to the Trustees.

H) DIVISION REPORTS

HA) ILLINOIS FIRE CHIEFS ASSOCIATION (IFCA) – John Feit has been working on Station 3 and the Benefit packages which will be discussed later in the meeting.

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

HC) REPORT BY CHIEF SWANSON/DEPUTY CHIEF WENSCHHOF –Chief Swanson stated it was a pleasure to serve the District this year and thanked the Board for their support and is

looking forward to building on the achievements as well as improving on the problems. Chief Swanson will assemble an annual report for review which will be a compilation of all the staff members. Chief Swanson stated 2015 will be the 2nd year of operation as well as the 75th year of existence for the BCFPD. Chief Swanson would like to assemble a committee to work on this celebration of this 75th year of service. Chief Swanson stated the ISO rating will be effective on 3/1/15, the District will review the detailed report to make sure credit was given in all areas and identify opportunities to improve. Chief Swanson maintains a relationship with the Palatine Rural Fire Protection District, and indicated to Palatine Rural and Palatine City Fire Department, that the District has a strong desire to work more closely with the Palatine Rural, Palatine City and Rolling Meadows Alliance. Chief Swanson stated their meeting schedule is more focused on the development of their policies and they agreed and recognized the need to open that meeting with the neighbors after the 1st of the year. Chief Swanson had the opportunity today to attend the Northwest Community wall dedication, where he spoke with Deputy Chief, Terry Valentino from Rolling Meadows, about how to partner with them when they are occupying Palatine Rural quarters. Chief Swanson stated they are continuing to evaluate dispatch, their ability to provide the level of service and will begin to look at other opportunities.

Deputy Chief Wenschhof stated there was an accident on Ela Road close to Hillside where a driver was pinned into his vehicle, he was critical in nature, the crews worked well with Barrington, and the individual went to a level 1 trauma center but did not survive. Asst. Chief Kreher provided his report and a sample of the mapping training as requested. The Trustees agreed the mapping sample was very informative. Trustee Rowan stated the Opticom on Kelsey Road is still not working. Asst. Chief Asta will have it tested. Trustee Rowan asked about the bills from Wickstrom Ford. Asst. Chief Asta stated the only bills to Wickstrom Ford would have been for the excursion and preventive maintenance on the Deputy, Training Officers and Battalion Chief's cars. Director Joe Buenrostro provided analysis of his duties. Trustee Rowan asked about the Speedway in Lake Barrington. Trustee Struck stated it was approved and should be breaking ground in March. Trustee Schaller, Village of Lake Barrington stated the canopy is about 100 ft. less than what was proposed and there will be over 250 plantings and shrubs. Trustee Hill asked about the dry hydrants. Deputy Chief Wenschhof stated the majority of the ones listed in the report are in South Barrington which had problems before. Deputy Chief Wenschhof stated once the report was completed and provided to the Village Presidents, the Villages would take care of the repairs and communication aspects. Deputy Chief Wenschhof stated in the past the Fire Department would do minor repairs to the dry hydrants, but major repair costs were incurred by the Villages or Home Owner Associations. Trustee Hill suggested documentation on how repairs should be handled. Chief Swanson stated when they met with South Barrington they never indicated any type of policy but indicated ownership. Trustee Rowan does not believe the hydrants are owned by the District so it is not the Districts responsibility. Trustee Heinze stated the Hill and Dale fire was handled professionally and wanted to congratulate everyone involved for a job well done. Trustee Heinze thanked Battalion Chief Motisi and Captain Grandgeorge for the planning preparation of the Christmas Party on Sunday.

I) UNFINISHED BUSINESS

IA) FACILITY PLANNING & PLACEMENT - To be discussed in closed session.

IB) BENEFITS EVALUATION, COMPARISON AND RANKING – To be discussed in closed session

IC) STRATEGIC PLANNING – Trustee Long stated the 3rd meeting is scheduled for tomorrow and is moving along very well.

ID) MANAGEMENT CONSULTANT – Trustee Long stated the Trustees met with Lew Bender last Thursday and felt the meeting was productive. The next step is for the Trustees, Finance Director, Chief and Deputy Chief to meet with Lew Bender and there may be an expanded meeting at a later date.

IE) TUITION/TRAINING REIMBURSEMENT PROGRAM – Chief Swanson provided a series of sample policies from surrounding departments and assembled the first draft of a spreadsheet. Chief Swanson would like to assemble a committee to provide recommendations. Trustee Heinze requested a draft policy be provided to the Trustees within a couple of weeks for possible approval at the next meeting. Trustee Heinze stated this policy should include reimbursement to be coupled with achievement and completion for undergraduate as well as graduate level courses.

IF) STATION 1 GROUNDWORK & PARKING LOT IMPROVEMENTS – Trustee Struck stated this was finalized and can be removed from the agenda.

IG) WEBSITE UPDATE / APPARATUS UPDATE– Trustee Rowan stated apparatus will be handled later in the meeting. Trustee Rowan sent out a website redesign layout to the Trustees today and will move along if there are no objections.

IH) DISTRICT POLICY MANUAL/ORGANIZATIONAL CHART UPDATE – Trustee Long stated starting in January they will begin to review portions of the District's policy manual.

J) NEW BUSINESS

JA) REVIEW / POSSIBLE APPROVAL OF DRAFT AUDIT 2013/ 2014 F.Y. – Mr. Taveirne provided a draft and summary of the audit. Trustee Rowan moved to approve the draft audit for the 2013/2014 fiscal year. Trustee Hill second. Upon roll call the following answered:

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

Nays: None

Trustee Heinze asked when the audit will be completed. Mr. Taveirne stated it should be completed in less than 2 weeks. Mr. Taveirne suggested providing lenders a prospective projection to accompany the audit. Trustee Heinze stated the Finance Director would work on the budget and the projections and he will work with Kim and Trustee Hill on this process.

JB) AUDITOR PROPOSALS–Trustee Hill stated Kim Mueller has identified several audit proposals for a comparison and will have it for the next meeting.

JC) METROPOLITAN EMERGENCY SUPPORT SERVICES STORAGE SPACE – Chief Swanson stated this should have been removed.

JD) DISCUSSION AND POSSIBLE APPROVAL TO PURCHASE HUMVEES THROUGH CMS – Trustee Long stated there were surplus Humvees thru CMS and the District is in need of off road vehicles. Chief Swanson stated the initial concept was to acquire 3 vehicles 2 for operation and 1 for parts. Deputy Chief Wenschhof and Asst. Chief Asta went to Fort McCoy and looked at approximately 60 Humvees, they were all the same age with different mileage, in decent shape and decently maintained. Asst. Chief Asta stated they only had an hour to look at them and were interested in 4, the cost is \$2000 per vehicle. Deputy Chief Wenschhof stated out of the 4 only 1 was available at this time. Deputy Chief Wenschhof stated he received a message that one vehicle can be purchased by the District. The other 2 vehicles were not on

the list at this time but will get more information back in the next couple of days, as well as other available items.

JE) RESOLUTION STATE OF ILLINOIS FEDERAL SURPLUS PROPERTY PROGRAM –

Trustee Rowan moved to approve the Resolution 2014-35 to participate in the State of Illinois Federal Surplus Property Program. Trustee Hill second. Upon roll call the following answered:

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

Nays: None

JF) RESOLUTION ANNUAL MAINTENANCE AGREEMENT TELCOM INNOVATIONS –

Trustee Rowan moved to approve Resolution 2014-36 for the annual maintenance agreement with Telcom Innovations. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

JG) RESOLUTION – GENERATOR MAINTENANCE AGREEMENT 2014-15 - Trustee Hill

moved to approve Resolution 2014-37 for generator maintenance agreement with Alternate Power. Trustee Heinze second. Upon roll call the following answered:

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

Nays: None

Asst. Chief Asta stated the Station 2 generator is having problems, but Station 1 is fine. The decision was made to go ahead with this agreement for both stations but will get pricing on a new generator for Station 2.

JH) RESOLUTION – PREVENTATIVE MAINTENANCE AGREEMENT FOX VALLEY FIRE

– Trustee Rowan moved to approve the Resolution 2014-38 for preventative maintenance with Fox Valley Fire. Trustee Hill second. Upon roll call the following answered:

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

Nays: None

JI) 2015 BCFPD REGULAR BOARD MEETING DATES – Trustee Heinze moved to approve

the 2015 BCFPD Regular Board Meeting Dates for the 3rd Monday of each month starting at 6:30 pm at Station 1, Trustee Hill second. Upon roll call the following answered:

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

Nays: None

Trustee Hill would like the Martin Luther King Holiday be acknowledged at the next meeting.

JJ) PROPERTY & CASUALTY INSURANCE COVERAGE PROPOSAL – Trustee Hill stated

Kim Mueller sent out a proposal regarding the property & casualty insurance coverage and a decision needs to be made before January. Trustee Heinze moved to accept the proposal provided by VFIS insurance for comprehensive coverage as outlined. Trustee Hill second.

Upon roll call the following answered:

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

Nays: None

JK) NORTHERN ILLINOIS ASSOCIATION FIRE PROTECTION DISTRICT TRAINING

SESSIONS – Trustee Long stated this is the annual conference in February. Trustee Hill stated the Trustees need to pick their dates and send their registration to Kim Mueller, so approval for payment can be put on the agenda next month.

JL) RECOGNITION OF ROBERT BUHS – Trustee Long stated Bob Buhs is being recognized by the IFCA on January 30. Trustee Hill recommends the District do something to recognize his contributions to the District. Trustee Hill will work with Chief Swanson on a recognition for approval at the next meeting.

JM) OTHER BUSINESS DESIGNATED BY PRESIDING OFFICER– Trustee Rowan wanted to thank everyone for operation North Pole and the wonderful Christmas party. Trustee Rowan stated the article on the updated fleet was very well done.

N)-EXECUTIVE SESSION- Trustee Hill moved to recess to closed session at 7:40 pm 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 Carol Sellner, Attorney James Hess, John Feit, Chief Swanson, and Deputy Chief Wenschhof attend the closed session. Second by Trustee Rowan. Upon roll call the following answered:

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

Nays: None

The meeting resumed at 9:00 pm. In attendance: Trustees: Long, Hill, Rowan, Struck and Heinze

O) POSSIBLE ACTION REGARDING MATTERS DISCUSSED IN EXECUTIVE SESSION

Trustee Hill moved to approve the District Organizational Chart discussed at the November meeting. Trustee Rowan second. Upon roll call the following answered:

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

Nays: None

Trustee Rowan moved to have Rich Curran prepare the letter of intent regarding the issues discussed in executive session. Trustee Hill second. Upon roll call the following answered:

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

Nays: None

P) 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 9:05 pm

Respectfully submitted


Secretary
Trustee Struck