

**MINUTES OF THE MEETING OF THE BARRINGOTN COUNTRYSIDE FIRE
PROTECTION DISTRICT
DECEMBER 16, 2013**

The regular meeting of the Board of Trustees of the Barrington Countryside Fire Protection District was held on Monday, December 16, 2013 at 6:30pm at Station #3, 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, Struck
Absent: Hill

PLEDGE OF ALLEGIANCE

2A) READING AND APPROVAL OF THE MINUTES FOR THE NOVEMBER 18, 2013 MEETING.
Trustee Long moved to approve the November 18, 2013 meeting minutes, second by Trustee Heinze and approved by a voice call of all Trustees present.
Ayes: Trustees: Long, Heinze, Struck, Rowan
Nays: None

2B) READING AND APPROVAL OF THE MINUTES FOR THE DECEMBER 11, 2013 SPECIAL MEETING. Trustee Long moved to approve the December 11, 2013 special meeting minutes, second by Trustee Heinze and approved by a voice call of all Trustees present.
Ayes: Trustees: Long, Heinze, Struck, Rowan
Nays: None

Trustee Hill is now in attendance

3) ATTORNEY'S REPORT

3A) 2014 BOARD MEETING DATES AND TIMES. Trustee Long moved to set the 2014 meeting dates and times for the 3rd Monday of every month at 6:30pm at 22222 N. Pepper Road, Lake Barrington, IL, Second by Trustee Hill and approved by a voice call of all Trustees present.
Ayes: Trustees: Long, Heinze, Struck, Rowan, Hill
Nays: None

3B) RESOLUTION FOR BREACH OF PATIENT PROTECTED HEALTH INFORMATION POLICY.
Mr. Curran stated this is a resolution to amend the District policy on how breach is handled and brings the District into compliance with the law. Trustee Long moved to approve the resolution for breach of patient protected health information policy. Second by Trustee Hill and approved by a voice call of all Trustees present.
Ayes: Trustees: Long, Heinze, Struck, Rowan, Hill
Nays: None

3C) RESOLUTION APPROVING EXECUTION OF INTERGOVERNMENTAL AGREEMENT – CUBA TOWNSHIP – Trustee Heinze moved to approve the resolution approving the execution of the Intergovernmental Agreement with Cuba Township Highway Department. Second by Trustee Hill and approved by a voice call of all Trustees present.
Ayes: Trustees: Long, Heinze, Struck, Rowan, Hill
Nays: None

Trustee Rowan stated that when the transfer of all the apparatus is done, all the fuel tanks should be full. Mr. Curran stated this would be reasonable.

3D) RESOLUTION COMMITTING FUNDS FOR FUTURE FIRE STATION CONSTRUCTION – Mr. Curran stated this is a resolution authorizing the District to move forward so that funds would be allocated for a 3rd station, there are no specific sites or funding amounts mentioned. Trustee Heinze moved to approve the resolution committing funds for a future fire station. Second by Trustee Long and approved by a voice call of all Trustees present.

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

Nays: None

Trustee Struck asked if there was a time deadline on this resolution. Mr. Curran stated there is no time deadline, however if nothing happened after 2 or 3 years, then the Board might want to repeal the resolution.

3E) INTERGOVERNMENTAL AGREEMENTS – HUNTLEY; FOX RIVER GROVE – Mr. Curran stated various members of the Fox River Grove Fire Protection District would be hired thru PSI to work shifts at the District on a part time basis and would be able to bring their gear when working at the District for a 6 month trial. This was approved by the Fox River Grove Fire Protection District Board. Trustee Hill moved to approve the resolution with Fox River Grove Fire Protection District in connection with the uniforms and gear. Second by Trustee Heinze and approved by a voice call of all Trustees present.

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

Nays: None

Rich Curran presented a draft agreement with the Huntley Fire Protection District for Vehicle service maintenance work. Mr. Curran stated there is no obligation by the District to utilize Huntley for vehicle maintenance, but this makes the service available. Chief Swanson stated he visited the Huntley facility and interviewed the mechanic. Trustee Long moved to approve the resolution to allow the District to use the Huntley Fire Protection District vehicle maintenance services. Second by Trustee Hill and approved by a voice call of all Trustees present.

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

Nays: None

4) FINANCIAL REPORT

4A) - PURCHASE REQUISITIONS FROM 11/14/2013-12/09/2013. Trustee Heinze moved to approve the purchase requisitions from 11/14/2013 – 12/09/2103. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

4B) TREASURERS REPORT – Trustee Long reported receipts of \$71,808.58. Disbursements of \$538,244.21, leaving a negative checking account balance of \$445,423.07. Trustee Hill moved to approve the Treasurers report. Trustee Heinze second. Upon roll call the following answered

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

Nays: None

Trustee Heinze asked about the Village of Barrington (VOB) bill and found 2 things that should not have been charged to the District and suggests paying a portion of it and then having an opportunity to look at it further and discuss it at the next meeting. Trustee Long suggested recouping any incorrect payments on the true-up bill. Trustee Hill moved to approve the disbursements of \$538,244.21. Trustee Heinze second. Upon roll call the following answered:

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

Nays: None

Trustee Long moved to transfer \$475,000 from the money market account to the checking account. Trustee Hill second. Upon roll call the following answered:
Ayes: Trustees: Long, Hill, Heinze, Struck, Rowan
Nays: None

Trustee Long stated a CD is coming due 2 days before the January 2014 meeting. Trustee Long moved to roll over for one year, CD 34871 due on January 16, 2014. Trustee Hill second. Upon roll call the following answered:
Ayes: Trustees: Long, Hill, Heinze, Struck, Rowan
Nays: None

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

Trustee Rowan stated the new 3000 gallon tender has arrived, and the District saved \$16,000 on this tender.

5) DIVISION REPORTS.

5A) REPORT BY THE BARRINGTON FIRE CHIEF –Trustee Rowan stated Mr. Curran is sending a letter to the Village of Barrington (VOB) about formalizing the switch of duty on January 1, 2014 to be at shift change rather than at midnight, which was agreed upon earlier. Trustee Rowan stated it was also agreed upon that apparatus would be moved to its permanent home 2 weeks before January 1, 2014. Chief Arie stated it will be done this week and the Quint has already been moved. Trustee Rowan stated the District has received information from Chief Arie and Attorney Bateman regarding VOB fire fighters working for other fire departments after January 1, 2014, but Trustee Rowan would like to know the logic not allowing the fire fighters on duty and being paid 2/3 of salary by the District not being allowed to do any work for the District other than their fire fighter paramedic duties. Trustee Rowan stated several fire fighters were told by Chief Arie that they cannot do any work for the District. Chief Arie stated he has told the staff there is nothing to be done on duty unless it is has been pre-approved and he has not had anything come to him for approval. Chief Arie stated there is a legal matter as far as conflict of interest based on the employer. Trustee Rowan stated until Jan 1, 2014 the District and the VOB have a common goal to protect the District and the VOB. Chief Arie stated there is a conflict because there are two employers. Trustee Rowan stated they are not being asked to jump out of buildings we are asking them to do paper work, so there should be no liability issues. Trustee Rowan stated he would like something in writing so that it can be referred to in the future. Trustee Heinze asked if there was a conflict of interest, why wasn't a notice sent to the District providing this information. Trustee Rowan stated if the policy states that you have to have prior approval and someone asked for prior approval then there is a possibility that you would allow them to do work for the District between now and the end of the year. Chief Arie stated his decision would be on a case by case basis. Trustee Rowan stated this is Chief Aries' last meeting with the District and wishes him good luck and God speed in his endeavors with the VOB.

5B) ILLINOIS FIRE CHIEF ASSOCIATION – No report

5C) ACCOUNTANTS REPORT – Mr. Taveirne stated he sent out the draft report of the audit. Mr. Taveirne stated the District does have very good audit controls and the report packet has good solid information. Trustee Heinze requested in 2014 a quarterly review of expenditures and their classifications. Mr. Taveirne stated Kim Mueller has set up a chart of accounts, so this should help with the tracking. Trustee Hill asked if the District has a prompt pay act. Mr. Curran stated it is statutory. Trustee Long moved to approve the April 30, 2013 Annual Audit and Other Reports. Trustee Hill second. Upon roll call the following answered:
Ayes: Trustees: Long, Hill, Heinze, Struck, Rowan
Nays: None

5D) PUBLIC INFORMATION REPORT – Mr. McKeon stated there was an inaccuracy in the public relations newsletter which has been corrected.

5E) REPORTS BY CHIEF SWANSON – Chief Swanson stated the new tender is in the bay and he is very pleased with this piece of apparatus. Chief Swanson stated the Districts provider service will be granted before the 1st of the year. Chief Swanson stated the box card process is complete and has been submitted with Division 4 and 5. Chief Swanson stated the new Starcom radios have been deployed to Station 2 and 3 and with Chief Aries' cooperation those radios are on and available for the duty crews to utilize to communicate with Palatine Rural. Chief Swanson stated of the 127 objectives, there are total of 9 items that are less than 90% complete and 7 of those items are awaiting for the VOB. Trustee Hill asked about the mission statement. Chief Swanson stated the mission statement was submitted by the officers and staff, the phrase would read excellence and service, and the slogan was commitment, compassion and courage. Chief Swanson asked for approval from the Board to formally change Station 3 to Station 1, as of Jan 1, 2014. Trustee Heinze moved to change Fire Station 3 to Fire Station 1. Trustee Long second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Struck, Rowan
Nays: None

Trustee Rowan thanked Chief Swanson, Kim Mueller and the consulting staff for all their hard work.

6) UNFINISHED BUSINESS

6A) LONG-TERM PLANNING/THIRD STATION FOR DISTRICT - Trustee Heinze stated they have looked at several parcels of land for a third station which will be discussed in closed session. Trustee Heinze stated Fox River Grove is very happy working with the District.

6B) TREE REMOVAL COMPLETION; TRIMMING, PRUNING, BUSH REMOVAL & ASH BORE INOCULATIONS STATION 3 – Trustee Struck stated the stump has been removed and everything was done exceptionally well.

6C) STATION MODIFICATIONS/VIDEO AND AUDIO EQUIPMENT FOR BOARDROOM AT STATION 3 – Trustee Hill provided a quote for the audio equipment. Trustee Hill moved to accept Advanced Visuals proposal for \$41,397.00. Trustee Heinze second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Struck
Abstain: Trustee Rowan
Nays: None

Trustee Heinze asked if this enhances our ability to communicate with our neighbors as well as Station 2. Trustee Hill stated the Boardroom is going to be used for training, District meetings and be able to broadcast, it does not have the ability to communicate with Station 2 or other departments.

6D) WEBSITE UPDATE – Trustee Rowan stated he will update the website with a complete redo in the first 6 months of the year.

6E) AUTO-AID AGREEMENTS/MEMORANDUM OF UNDERSTANDING AMBULANCE BILLING RATES – PALATINE RURAL FIRE (CHIEF SWANSON). Trustee Rowan introduced Deputy Chief May, Palatine Rural Fire Protection District. Chief Swanson met with John Feit, Chief Clemmensen and Chief May to create a fair and balanced automatic aid agreement with Palatine Rural Fire Protection District. Trustee Heinze moved to approve the auto-aid agreement and the memorandum of understanding covering ambulance billing rates with Palatine Rural Fire Protection District. Trustee Hill second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Struck, Rowan
Nays: None

Trustee Rowan stated this was a joint effort between the District and Palatine Rural Fire Protection District. Trustee Rowan stated a press release will be available after the meeting which details the agreement. Deputy Chief May stated there was great communication from both Chief Swanson and Chief Clemmensen.

Chief Swanson presented a one way automatic aid agreement with Buffalo Grove which will provide the District with one ALS ambulance. Trustee Heinze moved to approve the one way auto aid agreement with Buffalo Grove. Trustee Hill second. Upon roll call the following answered:

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

Nays: None

Chief Swanson presented an auto aid agreement with the Cary Fire Protection District, the BCFPD will provide them with a tender District wide in their non-hydrant areas and they will provide BCFPD with a squad truck District wide. Trustee Heinze moved to approve the auto aid agreement with Cary Fire Protection District. Trustee Hill second. Upon roll call the following answered:

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

Nays: None

Chief Swanson stated the Wauconda Fire Department does not require a written auto aid agreement but an understanding between the Chief Officers, to provide the BCFPD with a ladder truck District wide north of Lake Cook Road and their tender South of Lake Cook Road and the BCFPD will provide them a tender District wide. Trustee Long moved to approve the understanding with the Wauconda Fire Department as describe by Chief Swanson. Trustee Hill second. Upon roll call the following answered:

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

Nays: None

6F) POLICY MANUAL/MISSION STATEMENT – Chief Swanson provided the policy manual excluding the Boards Chapter 2. Trustee Heinze moved to approve the Policy manual as presented. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

7) NEW BUSINESS

7A) NORTHERN ILLINOIS ALLIANCE FIRE PROTECTION DISTRICTS -Trustee Hill provided information on the Northern Illinois Alliance Fire Protection District in February in Lombard and recommends the Trustees attend this meeting. Trustee Long, Trustee Rowan, and Trustee Hill will attend. Trustee Hill will talk with Trustee Struck and Trustee Heinze regarding their Trustee Training.

7B) VOLUNTEER FIRE INSURANCE SERVICE (VFIS) – ANNUAL RENEWAL -Chief Swanson stated he met with a Representative from VFIS and provided the policy to the Trustees. Mr. Curran stated this is a more inclusive policy to set the District up for operation on January 1, 2014. Mr. Curran has reviewed the policy and recommends approval by the Board for coverage on January 1, 2014 and copies of the policies will be provided via binder and CD form. Trustee Heinze moved to approve the annual renewal of the VFIS policy. Trustee Hill second. Upon roll call the following answered:

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

Nays: None

7C) JANUARY 1, 2014 DISTRICT BREAKFAST – Trustee Rowan, Trustee Heinze and Chief Swanson recommended a welcome breakfast for all the new employees and their spouses on January 1, 2014 to be held at both stations at 7am on January 1, 2014.

7D) REPLACEMENT SIGNAGE FOR STATION'S 2, 3 AND DISTRICT HEADQUARTERS -Trustee Rowan is requesting approval for the changes on the current signage at Station 2 to replace the signs

with the new logos, the signs would stay the same, only the metal inserts would change. Trustee Rowan provided an estimate of \$1,535.45. Trustee Long moved to approve authorization for Sign-A-Rama to do this work. Trustee Heinze second. Upon roll call the following answered:

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

Nays: None

7E- OTHER BUSINESS DESIGNATED BY PRESIDING OFFICER – Trustee Long stated he has changed the billing address for the Verizon accounts to Station 3. Trustee Long asked about the Comcast bills. Chief Swanson stated they just turned on the Comcast at Station 2 and 3 and Kim gave notification to Chief Arie to cancel the cable from the VOB for Station 2 and 3.

8) PUBLIC COMMENT – Larry Lincoln, 234 S. Glendale, Barrington stated he has been coming to meetings for 18 months and wishes the District the best in their new endeavors. Kathy Feingold, 1015 Ridgeview Dr., Inverness, provided copies of petitions with 200 names, but is very happy to hear the District and Palatine Rural have reached an agreement.

9)-EXECUTIVE SESSION- Trustee Long moved to recess to closed session at 7:47pm for the purposes of personnel requesting representatives from the Illinois Fire Chief Association, Chief Swanson, Kim Mueller, Carol Sellner and Rich Curran attend the close session. Second by Trustee Hill. Upon roll call the following answered:

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

Nays: None

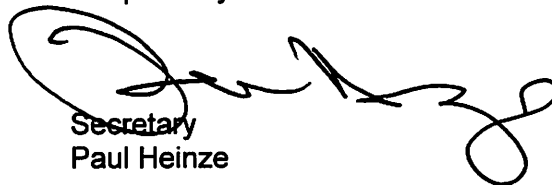
The meeting resumed at 8:40 pm

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

10) POSSIBLE ACTION- None needed

11)-ADJOURMENT – 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 8:41pm

Respectfully submitted



Secretary
Paul Heinze