

**MINUTES OF THE MEETING OF THE BARRINGTON COUNTRYSIDE FIRE
PROTECTION DISTRICT
JANUARY 19, 2015**

The regular meeting of the Board of Trustees of the Barrington Countryside Fire Protection District (BCFPD) was held on Monday, January 19, 2015 at 6:30 pm at Station #1, 22222 N Pepper Rd., Lake Barrington, Illinois.

1) PLEDGE OF ALLEGIANCE

2) 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

Trustee Long recognized the Martin Luther King holiday, and the contributions Martin Luther King made to this country insuring equality of opportunity for all of us.

3) THANK YOU LETTER – HOFFMAN ESTATES FIRE DEPARTMENT – Trustee Long stated a thank you letter was received from Hoffman Estates for sending the brush truck and personnel on December 6, 2014.

4A) READING AND APPROVAL OF THE SPECIAL MEETING MINUTES FOR THE DECEMBER 11, 2014 MEETING - Minutes will be completed by the next meeting.

4B) READING AND APPROVAL OF THE EXECUTIVE SESSION MEETING MINUTES FOR DECEMBER 11, 2014. No executive session.

4C) READING AND APPROVAL OF THE MEETING MINUTES FOR THE DECEMBER 15, 2014 -Trustee Rowan moved to approve the December 15, 2014 meeting minutes, second by Trustee Struck and approved by a voice call of all Trustees present.

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

Nays: None

Trustee Rowan asked the word believe be added to the minutes regarding the ownership of the Fire Hydrants. Trustee Hill asked the minutes be changed to state his request to acknowledge Martin Luther King Day not change the meeting date.

4D) READING AND APPROVAL OF THE EXECUTIVE SESSION MEETING MINUTES FOR DECEMBER 15, 2014. Trustee Hill moved to approve and keep closed the December 15, 2014 executive session 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.

4E) REPORT FROM RECORDING SECRETARY- Carol Sellner stated there are no other open items other than what is listed on the agenda.

5) PUBLIC COMMENT – No Public Comment

6) ATTORNEY REPORT –Mr. Curran stated he is waiting for a response from the consultant on the pension issue so he can prepare a written response to the Village of Barrington (VOB). Rich Curran suggested Trustee Hill contact the South Barrington Finance Director or Village Manager regarding growth in South Barrington.

7) FINANCIAL REPORT

7A) - PURCHASE REQUISITIONS FROM 12/9/2014-1/10/2015 - Trustee Rowan moved to approve the purchase requisitions from 12/9/2014–1/10/2015. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

Trustee Long stated he looked over the Verizon requisitions and contacted a representative regarding savings, shared data plans and gave Chief Swanson and Deputy Chief Wenschhof the ability to make changes to the plan.

7B) TREASURERS REPORT AND FUND TRANSFER– Trustee Hill stated total receipts were \$84,640.82, with disbursements of \$436,077.25, leaving a negative balance of \$348,847.51 in the checking account. There are unrecorded deposits of \$17,900, which will leave a negative balance of \$330,947.51. Trustee Rowan moved to approve the Treasurers Report. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

Trustee Rowan moved to approve the disbursements of \$436,077.45. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

Trustee Hill asked about the Motorola Solutions check #7862, for \$5611.22. Deputy Chief Wenschhof stated this is for the Starcom radio that will go to CenCom and will have an asset tag and be documented before it leaves the building.

Trustee Rowan moved to transfer \$375,000 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 about the miscellaneous deposit of \$2700. Kim Mueller stated items categorized in miscellaneous receipts are plan review fees, reimbursement from Fox River Grove for the shared Fire Manager program, and the \$510 from Midwest Fire for reimbursement of warranty work for the valves on the tire stems. Kim Mueller will ask Brett Kinnamon to add an additional line item for plan review fees. Trustee Hill asked Kim Mueller to create a spreadsheet comparing monthly expenses from year to year. Kim Mueller stated it will be done thru QuickBooks online in April or May. Trustee Long asked for a plan regarding financial emergencies for the District. Trustee Hill and Kim Mueller will prepare a plan for these types of situations.

Trustee Long asked about the purchase requisition for the Ill OSFM Certified Chief Fire Officer Bridge course for Chief Swanson for \$375. Rich Curran stated in his contract there is a

requirement for him to maintain this certification. Trustee Heinze recommended this be handled using the Tuition Reimbursement program after successful completion of the course.

Trustee Rowan moved to transfer the \$17,900 from the ambulance fund account to the checking account. Trustee Hill second. Upon roll call the following answered:

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

Nays: None

7C) REPORT FROM THE FINANCE DIRECTOR- Kim Mueller stated the vehicle reserve balance was on the treasurer's report and she will set up a meeting with Doug Taveirne and Trustee Hill to look at the additional detailed amounts. Kim Mueller met with Trustee Hill and an auditor who presented a proposal. Trustee Heinze suggested instead of getting proposals from auditors try contacting other fire districts requesting the total costs of their accounting and auditing expenses. Trustee Rowan feels the District should be reviewing vendors once a year and there should be a plan in place to review each of the vendors. Trustee Rowan suggested looking at the top 25 vendors by dollars expended. Trustee Hill stated he will work with Kim Mueller on a policy for reviewing vendors for next month's meeting. Trustee Struck feels reviewing vendors on an annual basis is going to be too big an undertaking. Kim Mueller stated they evaluate every vendor and scrutinize every bill. Kim Mueller provided procedures on Fire Recovery disputes, write offs, a list of the 2015 approved holidays and a profit and loss report. Kim Mueller stated the District has maxed out the budget for Uniforms but will be taking out any additional funds needed from the Foreign Fire Fund, but the total expenses fiscal year to date are 63.57%.

8) DIVISION REPORTS

8A) ILLINOIS FIRE CHIEFS ASSOCIATION (IFCA) – John Feit has been working with Trustee Heinze on Station 3 which will be discussed later in closed session.

8B) PUBLIC INFORMATION REPORT – Mr. McKeon stated he has been working with Captain Grandgeorge regarding the antique fire truck show in May. Mr. McKeon is also working on a public safety article on the importance of signage for the Fire Department which he will submit to Lake Barrington.

8C) REPORT BY CHIEF SWANSON/DEPUTY CHIEF WENSCHHOF –Chief Swanson stated on Jan. 27 there will be a CenCom Executive Board Meeting. Chief Swanson stated February 16-18 is the annual MABAS Command and Control conference in Springfield and with the Boards approval he would like to send Deputy Chief Wenschhof. The Trustees agreed Deputy Chief Wenschhof should attend the conference. Chief Swanson stated Kyle Racina received his certification for advanced fire fighter and Lt. Eric Brouillette completed his Fire Officer 1 certification. The Board congratulated them on their achievement. Chief Swanson stated they are currently evaluating the dispatching services and he will provide a better idea of the costs and a complete explanation of services. Deputy Chief Wenschhof stated Battalion Chief Motisi is back at home and is doing well. Due to his absence we implemented a staffing model, Lt. Murphy is acting in that position and is being trained daily. Deputy Chief Wenschhof stated they are working on tuition reimbursement, have made some significant progress and will provide an outline in the next week. Deputy Chief Wenschhof stated there is an opportunity to look at 44 Humvees in Minnesota for evaluation. Deputy Chief Wenschhof stated Asst. Chief Asta will accompany him to Minnesota tomorrow and they will stop at the other military location on the way back. Trustee Rowan stated they are looking at using the current Humvee to make a brush truck and one for a rough terrain rescue, and the third would be used for parts. Trustee

Rowan moved to purchase up to 2 surplus Humvees thru the acquisition program. Trustee Hill second. Upon roll call the following answered:

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

Nays: None

Asst. Chief Kreher provided a report on training and a report from PSI. Asst. Chief Kreher stated there are two new full time employees, Justin Kenyon and Zach Major who just received their privileges to act as paramedics in our region. In addition, evaluations are beginning for all the personnel.

Asst. Chief Asta stated the Humvee purchased came back in good condition and fleet is running smoothly with constant maintenance on the vehicles. Trustee Rowan would like the reports earlier before the meeting. Chief Swanson stated in the future they will have the reports in the T-drive no later than Friday morning.

9) UNFINISHED BUSINESS

9A) FACILITY PLANNING & PLACEMENT - To be discussed in closed session.

9B) BENEFITS EVALUATION, COMPARISON & RANKING – To be discussed in closed session

9C) AUDITOR PROPOSALS – Discussed above

9D) STRATEGIC PLANNING – The next meeting is scheduled for January 29.

9E) MANAGEMENT CONSULTANT – The Trustees met with the management consultant and plan on meeting with the Chief, Deputy Chief and Finance Director and then moving forward meeting with the other Chiefs.

9F) TUITION/TRAINING REIMBURSEMENT PROGRAM – covered above

9G) WEBSITE UPDATE / APPARATUS UPDATE– Trustee Rowan provided tier down pages.

9H) DISTRICT POLICY MANUAL – The Trustees discussed the Holiday policy. Trustee Rowan moved to alter the holiday schedule to include the 9 days listed on the draft from the Finance Director plus the 1 Floating Holiday for the Finance Director and 2 Floating Holidays for Chief Swanson. Trustee Hill Second. Upon roll call the following answered:

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

Nays: None

10) NEW BUSINESS

10A) RELEASE OF COLLATERAL – BARRINGTON BANK & TRUST. – Trustee Long stated at this time of year our assets go down and we are well over 110% collateralized, the bank requests a release of the excess and there is no reason not to comply and recommends the release be signed.

10B) DISTRICT VEHICLE USE POLICY– Trustee Rowan submitted the approved Vehicle Use Policy.

10C) FEDERAL LEGISLATIVE DAY – Trustee Hill requested approval for his attendance at the Federal Legislative Day. Trustee Rowan moved to allow Trustee Hill to proceed with initial

planning for attendance at Federal Legislative Day in April 2015. Trustee Heinze second.

Upon roll call the following answered:

Ayes: Trustees: Long, Heinze, Rowan, Struck

Abstain: Trustee Hill

Nays: None

10D) OTHER BUSINESS DESIGNATED BY PRESIDING OFFICER– Trustee Long stated the security upgrades for surface need to be done. Trustee Long requested Mr. Taveirne attend next month's meeting to discuss his suggestions and recommendations.

11)-EXECUTIVE SESSION- Trustee Hill moved to recess to closed session at 8:03 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, Rich Curran, and Chief Swanson, 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 10:17 pm. In attendance: Trustees: Long, Hill, Rowan, Struck and Heinze

12) POSSIBLE ACTION REGARDING MATTERS DISCUSSED IN EXECUTIVE SESSION

- No Action required.

13) ADJOURNMENT – Upon the motion by Trustee Hill, second by Trustee Struck and approved unanimously by a voice call of all Trustees present, the meeting was adjourned at 10:17 pm

Respectfully submitted


Secretary
Trustee Struck