

MINUTES OF THE MEETING OF THE BARRINGTON COUNTRYSIDE FIRE
PROTECTION DISTRICT
JULY 18, 2016

The regular meeting of the Board of Trustees of the Barrington Countryside Fire Protection District (BCFPD) was held on Monday, July 18, 2016 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 Hanson called the meeting to order at 6:30 pm, upon roll call the following answered:

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

Absent: None

10B) PUBLIC HEARING 2016/2017 PROPOSED COMBINED BUDGET & APPROPRIATION-

Trustee Hill moved to open the Public Hearing on the Budget and Appropriation for 2016-2017.

Trustee Long second and was approved unanimously by a voice call of all Trustees present.

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

Nays: None

No public comment

Trustee Hill moved to close the public hearing. Trustee Long second and was approved unanimously by a voice call of all Trustees present.

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

Nays: None.

7) FINANCIAL REPORT

7A) - PURCHASE REQUISITIONS FROM 6/20/2016-7/18/2016 - Trustee Long moved to approve the purchase requisitions from 6/20/2016-7/18/2016. Trustee Hill second. Upon roll call the following answered:

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

Nays: None

7B) TREASURERS REPORT AND FUND TRANSFER– Trustee Hill stated total receipts were \$575,301.63, with disbursements of \$474,151.72, leaving a balance of \$60,030.77 in the checking account. Trustee Hill moved to approve the Treasurers Report. Trustee Long second. Upon roll call the following answered:

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

Nays: None

Trustee Hill moved to approve the disbursements of \$474,151.72. Trustee Long second. Upon roll call the following answered:

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

Nays: None

Trustee Hill moved to transfer \$50,000 to the money market account, and \$38,410 from the ambulance fund to the Money Market account. Trustee Long second. Upon roll call the following answered:

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

Trustee Long stated the utilities from natural gas and electric over the past couple years are trending downward.

Trustee Hill stated he met with John Haniotes and Trustee Long, regarding the cd's coming due on July 21 and 24th which total \$776,934.09. Barrington Bank and Trust provided a quote of .25 for 12 months and .30 for 18 months. Trustee Hill recommends the .30 for 18 months. Trustee Hill moved to roll over both cd's at a rate of .30 for 18 months. Trustee Heinze asked for a projection on rates. John Haniotes stated the rates are flat. Trustee Long second. Upon roll call the following answered:

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

Trustee Hill stated in the past there was an employee spot checking the invoices from PSI, and currently there is no one doing that. Trustee Hill will be requesting a quote from Brett Kinnamon on reviewing the PSI bills. Trustee Heinze asked if there was checks and balances in place now. Chief Kreher stated PSI sends a monthly report to verify their invoice, which is reviewed by Katheryn and Chief Kreher checking it against the spreadsheets and overtime slips, which are filled out by the Battalion Chiefs. Starting today Asst. Chief Asta will be doing payroll on-line. Asst. Chief Asta stated he will be utilizing the fire manager software to review scheduling and daily staffing forms. Asst. Chief Asta will be reviewing with the Battalion Chiefs the daily staffing, PSI spreadsheet and fire manager, so there are no discrepancies, Asst. Chief Asta will then provide that information to PSI on-line on a daily basis. Trustee Heinze requested a proposal on what Brett Kinnamon will be doing, how often and the cost. Trustee Hill stated the McHenry County Trustee meeting will be on July 25 at a cost of \$25 per person. Trustee Long, Trustee Hill and Chief Kreher will attend. Trustee Hill moved to approve the cost of \$75 for attendance of Trustee Hill, Trustee Long and Chief Kreher at the McHenry County Trustee Meeting. Trustee Long second. Upon roll call the following answered:

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

3) CORRESPONDENCE

3A) CONTACT CARDS – Trustee Long stated there was only one card with a rating of 4 the rest all had a rating of 5. Trustee Long asked about the contact card that had a rating of 4 instead of 5, stating that the response time was excessive and there was a comment on appearance. Chief Kreher stated they have checked with staff to see if they were dressed properly and the dress code has been reviewed. Deputy Chief Wenschhof stated the card with the 4 rating was at Pepper Road and Northwest Highway, with the engine and Battalion Chief on scene in 1 min and 59 seconds, the ambulance took 7 minutes

3B) LEGISLATIVE UPDATE- Trustee Hill stated Public Act 99-256 went into effect in January 2016 which amends the criminal code act. Trustee Hill stated bills 5610, 5611 and 6041 went to the governor but are still waiting to be signed. Trustee Hill stated the Cornerstone Training Program is now being funded.

4) MINUTES

4A) READING AND APPROVAL OF THE MEETING MINUTES FOR JUNE 20, 2016. Trustee Hill moved to approve the June 20, 2016 meeting minutes, second by Trustee Struck and approved by a voice call of all Trustees present.

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

4B) READING AND APPROVAL OF THE EXECUTIVE SESSION MEETING MINUTES OF JUNE 20, 2016. - Trustee Long moved to approve and keep closed the June 20, 2016 executive session meeting minutes. Second by Trustee Hill and approved by a voice call of all Trustees present.

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

Trustee Hanson stated there was a subscriber error on the Agenda. The meeting minutes approved for tonight were for June 20, 2016 not May 20, 2016 as listed on the Agenda.

4C) REPORT FROM RECORDING SECRETARY- Carol Sellner stated there is nothing in addition to what is on the agenda.

5) PUBLIC COMMENT – No public comment.

6) ATTORNEY REPORT – Mr. Curran provided a written report, stating the prevailing wage was filed. Mr. Curran stated he is working with South Barrington to get the impact fees agreement signed which was approved in 2008. Trustee Heinze asked about the Insurance on the Building in Barrington Hills. Rich Curran stated the bill was paid last month. Rich Curran stated there may be some duplication of insurance coverage and there may be a possibility to reduce the amount being paid. Trustee Hanson would like to look at the insurance coverage. Rich Curran will send a copy of the lease to Trustee Hanson.

8) DIVISION REPORTS

8A) PUBLIC INFORMATION REPORT – Mr. McKeon provided his written report and sent copies of the Daily Herald article announcing Chief Kreher as Acting Chief.

8B) REPORT BY DEPUTY CHIEFS/ASST. CHIEFS – Chief Kreher provided a written report, stating Lieutenant testing is complete and will try to promote this week. Chief Kreher stated the District applied for 3rd party testing for the Class B Non-CDL Drivers License, so the testing can be done on-site. Chief Kreher stated everyone was here on the 4th of July and worked well with the Village of Barrington(VOB) Public Works, Fire department and the Lions Club. Chief Kreher stated Larry Matkaitis, State Fire Marshall passed away. Deputy Chief Wenschhof provided a written report, stating the radio licensing has been completed and Brett Haller was promoted to Battalion Chief and is doing well. Asst. Chief Asta provided a written report stating the 2nd Humvee was delivered tonight and is an excellent addition. Asst. Chief Asta stated the building and grounds are staying within budget. Asst. Chief Motisi provided a written report, stating the annual audit was conducted on training and all paramedics have met the required training hours for the 2015/2016 cycle. Asst. Chief Motisi stated Matt Ziegler and Mike DeLillo created and administered a PowerPoint training on drug administration, Asst. Chief Motisi commended them on the hard work that was put into this project. Asst. Chief Motisi stated Lake County College held their hazmat class at the District. Asst. Chief Motisi stated on June 28 thru June 30 a ComEd substation training was conducted with the VOB. Trustee Hill asked if there was any special training in regards to opiates abuse. Asst. Chief Motisi stated the District is trained on what to look for in regards to Opiate abuse, which is treated with Narcan. Asst. Chief Motisi stated we do work with police and follow the Northwest policies on treatment. Deputy Chief

Wenschhof stated there has been training and they are in contact with the police if Narcan is dispensed by the police but they do not restock their medication. Deputy Chief Wenschhof stated our department is trained annually on this medication and how to deal with officers on the scene. Trustee Heinze asked about the information screens at the 2 stations. Chief Kreher stated the screens are current, monitored and updated monthly. Trustee Hill asked about the update on the memorial brick. Chief Kreher stated they are working on the lettering and wording. Trustee Hill asked about the policy manual. Chief Kreher stated the policy manual will be reviewed and updated as things change.

9) UNFINISHED BUSINESS

9A) FACILITY PLANNING & PLACEMENT – Deferred to closed session

10) NEW BUSINESS

10A) –OTHER BUSINESS DESIGNATED BY PRESIDING OFFICER– Nothing

10C) –CONSIDERATION AND POSSIBLE APPROVAL OF 2016-2017 ANNUAL BUDGET AND APPROPRIATION ORDINANCE–

Rich Curran stated the Annual Budget and Appropriation Ordinance has been posted for over 30 days. Rich Curran stated this is the Districts authorization to spend during the fiscal year, with appropriations in the amount of \$14,672,953 covering the period of May 1, 2016 thru April 30, 2017. Trustee Hill moved to approve the 2016-2017 annual budget and appropriation ordinance. Second by Trustee Struck and approved by a voice call of all Trustees present.

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

Nays: None

10D) –CREDIT CARD ISSUES– Trustee Hill stated he met with John Haniotes and Trustee Long regarding the Credit Cards. Chief Swanson has been deactivated and Chief Kreher's card has been activated, and suggests his card be the department card with a limit of \$10,000. Trustee Hill moved to increase the departments spending on this credit card to \$10,000. Trustee Long stated he and Trustee Hill are administrators, and Kathryn has access to the account as a viewer only. Trustee Hill stated the Treasurer would always be an administrator. Kathryn stated she reviews and codes the statements. Second by Trustee Long and approved by a voice call of all Trustees present.

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

Nays: None

10E) –CONSIDERATION AND POSSIBLE APPROVAL OF DISPOSAL OF SURPLUS HOSE–

Asst. Chief Motisi stated this is old 4 inch hose which is now stored on the hose rack. Asst. Chief Motisi is requesting this hose be surplus so it can be disposed of or donated. Trustee Heinze is concerned about someone getting hurt and getting a release from any organization in which a hose donation was made. Deputy Chief Wenschhof stated the hose is reaching its final service life and is failing at a rapid rate. Trustee Hill suggested checking with IFSI. Trustee Hill moved to approve the disposal of the surplus hose as discussed. Trustee Long second and approved by a voice call of all Trustees present.

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

Nays: None

11) EXECUTIVE SESSION- Trustee Hill moved to recess to closed session at 7:42pm 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 Chief Kreher, Carol Sellner and Rich Curran attend the closed session.
Second by Trustee Struck. Upon roll call the following answered:
Ayes: Trustees: Long, Hill, Hanson, Struck, Heinze
Nays: None

The meeting resumed at 8:23 pm. In attendance: Trustees: Long, Hill, Hanson and Struck.

12) POSSIBLE ACTION REGARDING MATTERS DISCUSSED IN EXECUTIVE SESSION –

Trustee Hill talked with Deputy Chief Wenschhof and the District will be getting new computers next year. Trustee Hanson stated the Board is pleased to hear that there is cooperation among the team and with the VOB.

13) ADJOURNMENT – Upon the motion by Trustee Hill, second by Trustee Long and approved unanimously by a voice call of all Trustees present, the meeting was adjourned at 8:25 pm

Respectfully submitted

Trustee Struck
Secretary