

**MINUTES OF THE MEETING OF THE BARRINGTON COUNTRYSIDE FIRE
PROTECTION DISTRICT
JULY 20, 2015**

The regular meeting of the Board of Trustees of the Barrington Countryside Fire Protection District (BCFPD) was held on Monday, July 20, 2015 at 6:30 pm at Station #1, 22222 N Pepper Rd., Lake Barrington, Illinois.

1) PLEDGE OF ALLEGIANCE

2) PUBLIC HEARING 2015/2016 PROPOSED COMBINED BUDGET & APPROPRIATION-

Trustee Hill moved to open the Public Hearing on the Budget and Appropriation for 2015-2016. Trustee Struck second and was approved unanimously by a voice call of all Trustees present.

Ayes: Trustees: Long, Hanson, Hill, Struck

Absent: Trustee Heinze

Nays: None.

Mr. Curran stated this is an authorization to spend and has to be passed in the 1st quarter of the fiscal year. The District is required to have a public hearing. Mr. Curran stated the draft was posted for public inspection for more than 30 days.

No public comment

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

Ayes: Trustees: Long, Hanson, Hill, Struck

Absent: Trustee Heinze

Nays: None.

3) 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: Hanson, Long, Hill, Struck

Absent: Trustee Heinze

4) CORRESPONDENCE

4A) LEGISLATIVE UPDATE - Trustee Hill stated the Illinois Association of the Fire Protection District passed 5 out of the six bills presented and will provide copies to the District.

4B) LETTER – VILLAGE OF CARPENTERSVILLE - Thanking the District for their service.

5) MINUTES

5A) READING AND APPROVAL OF THE EXECUTIVE SESSION MEETING MINUTES FOR MAY 27, 2015 Trustee Hill moved to approve and keep closed the May 27, 2015 executive session meeting minutes, second by Trustee Hanson and approved by a voice call of all Trustees present.

Ayes: Trustees: Long, Hill, Struck, Hanson

Nays: None.

5B) READING AND APPROVAL OF THE MEETING MINUTES FOR JUNE 15, 2015 -Trustee Hill moved to approve the June 15, 2015 meeting minutes, second by Trustee Struck and approved by a voice call of all Trustees present.

Ayes: Trustees: Long, Hill, Hanson, Struck

Nays: None

5C) READING AND APPROVAL OF THE EXECUTIVE SESSION MEETING MINUTES OF JUNE 15, 2015. Trustee Hill moved to approve and keep closed the June 15, 2015 executive session meeting minutes, second by Trustee Struck and approved by a voice call of all Trustees present.

Ayes: Trustees: Long, Hill, Struck, Hanson

Nays: None.

5D) REPORT FROM RECORDING SECRETARY- Carol Sellner stated there are no other open items other than what is listed on the agenda.

6) PUBLIC COMMENT – No Public Comment

7) ATTORNEY REPORT - Mr. Curran provided a written report, is working on the hydrant issue, working with Chief Swanson on the policy manual and the various recent FOIA requests. Rich Curran has been in contact with Larry Moelmann on the pension issues. Trustee Hill asked the attorney's report be sent earlier.

8) FINANCIAL REPORT

8A) - PURCHASE REQUISITIONS FROM 6/11/2015-7/10/2015 - Trustee Hill moved to approve the purchase requisitions from 6/11/2015–7/10/2015. Trustee Struck second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Struck, Hanson

Nays: None

Trustee Hill moved to authorize the Treasurer and Vice President signing authority for purchase requisitions with the President being the alternate. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

8B) TREASURERS REPORT AND FUND TRANSFER– Trustee Hill stated total receipts were \$451,116.77, with disbursements of \$407,193.01, leaving a balance of \$55,088.71 in the checking account. Trustee Hill moved to approve the Treasurers Report. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

Trustee Hill stated Andres distributes checks twice a month which is then deposited into the ambulance fund account, then transferred into the checking account. Trustee Hill suggests the ambulance fund be transferred directly into the money market account instead of the checking account. Trustee Struck moved to change the procedure for the ambulance funds to be transferred directly into the now account. Trustee Hill second. Upon roll call the following answered:

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

Nays: None

Trustee Struck moved to approve the disbursements of \$407,193.01. Trustee Hanson second. Upon roll call the following answered:
Ayes: Trustees: Long, Hill, Hanson, Struck
Nays: None

Trustee Hill moved to roll over cd #34875, for \$256,566.78 on July 23, 2015 for 12 months. Trustee Hanson second. Upon roll call the following answered:
Ayes: Trustees: Long, Hill, Hanson, Struck
Nays: None

Trustee Hanson suggested a shorter term due to possible rising rates.

Trustee Hill moved to amend the prior motion to change cd #34871, for \$520,277.00 on July 16, 2015 from an 18 month to 12 months. Trustee Struck second. Upon roll call the following answered:
Ayes: Trustees: Long, Hill, Hanson, Struck
Nays: None

Trustee Hill moved to transfer \$60,000 from the checking account to the money market account. Trustee Struck second. Upon roll call the following answered:
Ayes: Trustees: Long, Hill, Hanson, Struck
Nays: None

Trustee Hill moved to transfer \$23,200 from the ambulance fund to the money market account. Trustee Struck second. Upon roll call the following answered:
Ayes: Trustees: Long, Hill, Hanson, Struck
Nays: None

8C) REPORT FROM THE FINANCE DIRECTOR- Kim Mueller stated she found her original e-mail in regards the hand scripted comments on the PO discussed at last month's meeting and the PO requisitions were submitted to Trustee Hill and Trustee Heinze with comments attached.

9) DIVISION REPORTS

9A) ILLINOIS FIRE CHIEFS ASSOCIATION (IFCA) – John Feit stated he is looking for direction from the Board in regards to the Water Supply Study project. Trustee Struck asked what triggered this project. Deputy Chief Wenschhof stated the discussion started with the Village of Barrington (VOB) water system failures. Mr. Hanson will work with staff to evaluate the water supply issue and report back to the Board.

9B) PUBLIC INFORMATION REPORT – Mr. McKeon provided his written report. Mr. McKeon stated a Tribune Reporter talked with Mr. Hanson regarding his appointment.

9C) REPORT BY CHIEF SWANSON/DEPUTY CHIEF WENSCHHOF – Chief Swanson provided a written report. Chief Swanson stated the District was recognized by the Northern Illinois Fire Sprinkler Advisory Board at the NFPA Conference on June 26, the plaque is displayed at Station 2 and the plaque for NIFSAB is at Station 1. Deputy Chief Wenschhof stated July 4th went well and there was good participation from staff. The integration with VOB went well and there was good dialog and planning. The District attended a total of 3 parades. Chief Kreher stated the Illinois Fire Service Institute has put together a pilot program on Officer Development to be introduced this fall. Trustee Hill asked about the question from the South

Barrington resident regarding dry hydrants. Chief Swanson stated the dry hydrant was at 10 Old Coach Road with a flow of 800 gallons per minute. Battalion Chief Goodwin stated the dry hydrant was tested this year.

10) UNFINISHED BUSINESS

10A) FACILITY PLANNING & PLACEMENT - To be discussed in closed session.

10B) STRATEGIC PLANNING – Trustee Hill moved to approve the strategic planning document as distributed. Trustee Struck second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Hanson, Struck

Nays: None

10C) TUITION/TRAINING REIMBURSEMENT PROGRAM– Deputy Chief Wenschhof is waiting for changes from Trustee Heinze.

10D) POLICY MANUAL –Trustee Hill moved to approve the Policy Manual subject to minor edits with core content remaining the same. Trustee Struck second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Hanson, Struck

Nays: None

10E) PURCHASE REQUISITIONS AND CREDIT CARD POLICY – Trustee Hill provided two proposals and recommends the Barrington Bank proposal. Trustee Hill moved to accept the Barrington Bank credit card program. Trustee Struck second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Hanson, Struck

Nays: None

Trustee Hill stated staff has worked out the purchase requisition requirements.

10F) EFFECTIVE USE OF INFORMATIONAL SCREENS- Deputy Chief Wenschhof stated the August set will be sent to the Board next week for approval and will be ready August 1, 2015.

10G) CERTIFICATE OF DEPOSIT - Covered above

11) NEW BUSINESS

11A) 2015/2016 FINAL BUDGET & APPROPRIATIONS ORDINANCE – Kim Mueller stated the proposed budget and appropriation that was posted has several changes. Kim Mueller stated there was changes in contractual services for a new total of \$4,817,220, maintenance and repairs was increased for an amount of \$31,000, and personnel services new total was \$8,457,107, the ambulance fund has a new total of \$3,988,905. Kim stated the estimated expenditures contemplated for fiscal year May 1, 2015 thru April 30, 2016 for the general corporate fund for a total of \$8,457,107 and the ambulance service fund \$3,988,905 for a total of \$12,446,012. The document was reviewed by Rich Curran and Doug Taveirne. Trustee Hill moved to approve the 2015/2016 budget and appropriation ordinance. Trustee Struck second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Hanson, Struck

Nays: None

Rich Curran asked Doug Taveirne to provide an engagement letter.

11B) RESOLUTION – DES PLAINES OFFICE EQUIPMENT COPIER AGREEMENT – Trustee Hill moved to approve the Des Plaines Office Equipment Copier Agreement Resolution. Trustee Struck second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Hanson, Struck

Nays: None

11C) RESOLUTION ZOLL MEDICAL CORP MAINTENANCE CONTRACT – Trustee Hill moved to approve the Zoll Medical Corporation Maintenance Contract Resolution. Trustee Struck second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Hanson, Struck

Nays: None

11D) RESOLUTION – TRUSTEE AND PERSONNEL CODE OF CONDUCT - deferred to next month

11E) PSI ADDENDUM – Chief Swanson met with PSI and provided a draft addendum agreement which includes the shifting of uniforms to the ownership of the Fire District and taking over the turnout gear and expenses. Trustee Hill moved to approve the PSI addendum agreement and resolution to authorize the President to sign the agreement. Trustee Struck second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Hanson, Struck

Nays: None

11F) TRUSTEE RECOGNITION – Trustee Long stated Trustee Rowan provided many hours of fantastic service and feels it is appropriate to recognize him for his service. Rich Curran suggested an honorary resolution. Trustee Hanson moved to direct Rich Curran to draft a resolution, approve the District to provide a recognition window box and invite Trustee Rowan to the next meeting. Trustee Hill second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Hanson, Struck

Nays: None

11G) PERSONNEL/CONTRACTORS – Covered above.

11H) PENSION BOARD – Trustee Long stated the Board has decided not to renew Chief Swanson's contract. The District will need to set up a Pension Board and investigate if the current 401a can be rolled over into the pension fund. Trustee Long suggests the Board retain an attorney for the Pension Board. Rich Curran stated the District will need to pass an ordinance creating the pension fund. Trustee Hill moved to direct Rich Curran to draft an ordinance to establish a pension Board for next month's meeting. Trustee Long second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Hanson

Nays: Trustee Struck

Rich Curran stated that according to the Illinois Department of Insurance once you have a full time firefighter you are required to establish a pension fund.

11I) ACCOUNTING FOR REVIEW OF TAX LEVY/B&A ORDINANCE/OTHER FINANCIAL MATTERS NOT RELATED TO AUDIT - Kim Mueller stated she talked with the auditor and they will attend a future meeting to answer questions regarding the audit.

11J) GENERATOR PROJECT – Trustee Long stated the yearly maintenance on the Generator has been done and the generator at Station 2 has outlived its life. Trustee Struck moved to approve the bid request for a new generator at Station 2. Trustee Hill second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Hanson, Struck

Nays: None

11K) –OTHER BUSINESS DESIGNATED BY PRESIDING OFFICER–No other business.

12)EXECUTIVE SESSION- Trustee Hill moved to recess to closed session at 7:50 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, Chief Swanson, and John Feit attend the closed session. Second by Trustee Struck. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Hanson, Struck

Nays: None

The meeting resumed at 9:10 pm. In attendance: Trustees: Long, Hill, Hanson, and Struck

13) POSSIBLE ACTION REGARDING MATTERS DISCUSSED IN EXECUTIVE SESSION –

Trustee Hill moved to request that John Feit attend the September meeting as discussed in closed session and authorize his expenses for attending the meeting. Second by Trustee Struck. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Hanson, Struck

Nays: None

Trustee Hill move to approve the retaining of Hinshaw & Culbertson, LLC with a retainer of \$5000.00. Second by Trustee Struck. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Hanson, Struck

Nays: None

Chief Swanson stated the dates on the bid documents for the generator provided to the Trustees was incorrect. Chief Swanson stated the bid opening would be August 17, 2015. Trustee Hanson moved to approve the dates as submitted by Chief Swanson. Second by Trustee Struck. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Hanson, Struck

Nays: None

14) 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 9:13 pm

Respectfully submitted

Secretary
Trustee Struck