

**MINUTES OF THE MEETING OF THE BARRINGTON COUNTRYSIDE FIRE  
PROTECTION DISTRICT  
MARCH 16, 2015**

The regular meeting of the Board of Trustees of the Barrington Countryside Fire Protection District (BCFPD) was held on Monday, March 16, 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

**3) CORRESPONDENCE**

**3A) THANK YOU LETTER – WAUCONDA FIRE DISTRICT** – Trustee Long stated a thank you letter was received from the Wauconda Fire District.

**3B) THANK YOU CARD – ROBERT BUHS**– Trustee Long stated Bob Buhs thanked the District for attending his retirement dinner and providing the shadow box.

**4) MINUTES**

**4A) READING AND APPROVAL OF THE SPECIAL MEETING MINUTES FOR THE DECEMBER 11, 2014 MEETING** – Trustee Rowan moved to approve the amended December 11, 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

**4B) READING AND APPROVAL OF THE SPECIAL MEETING MINUTES FOR JANUARY 12, 2015** – Trustee Rowan moved to approve the amended January 12, 2015 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

**4C) READING AND APPROVAL OF THE MEETING MINUTES FOR FEBRUARY 16, 2015** - Trustee Rowan moved to approve the February 16, 2015 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

**4D) READING AND APPROVAL OF THE EXECUTIVE SESSION MEETING MINUTES FOR FEBRUARY 16, 2015.** Trustee Rowan moved to approve and keep closed the February 16, 2015 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.

**4E) READING AND APPROVAL OF THE SPECIAL MEETING MINUTES FOR MARCH 5,**

**2015** – Trustee Rowan moved to approve the amended March 5, 2015 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

**4F) 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** –John Cowlin will be filling in for Rich Curran.

**7) FINANCIAL REPORT**

**7A) - PURCHASE REQUISITIONS FROM 2/10/2015-3/10/2015** - Trustee Heinze moved to approve the purchase requisitions from 2/10/2015–3/10/2015. Trustee Hill second. Upon roll call the following answered:

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

Nays: None

**7B) TREASURERS REPORT AND FUND TRANSFER**– Trustee Hill stated total receipts were \$1,259,383.81, with disbursements of \$409,704.93, leaving a balance of \$810,348.52 in the checking account. 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 \$409,704.93. Trustee Heinze second. Upon roll call the following answered:

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

Nays: None

Trustee Rowan moved to transfer \$825,000 to the money market account from the checking account. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

Trustee Heinze requested a 5 month past and future operating expense summary. Trustee Hill stated the checks will be available for review and signature starting on the Friday before the meeting.

Denise Gentile stated they have been keeping between \$20,000 and \$40,000 in the checking account to cover payroll, liability payment, retirement plans, as well as a cushion for any unexpected payments that might be needed.

Trustee Struck moved to transfer \$54,700 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

Trustee Hill suggested moving some money into a CD for a higher interest rate. The Trustees discussed interest rates. Trustee Long asked John Haniotes to send each Trustee interest rates for the money market and various CD's before the next meeting. Trustee Hill will provide suggestions for transferring funds before the next meeting.

**7C) REPORT FROM THE FINANCE DIRECTOR-** Kim Mueller provided a written report.

#### **8) DIVISION REPORTS**

**8A) ILLINOIS FIRE CHIEFS ASSOCIATION (IFCA)** – John Feit provided an immediate goals list. Trustee Long suggested these goals be put on the agenda for the next meeting.

**8B) PUBLIC INFORMATION REPORT** – Mr. McKeon provided a written report. Trustee Rowan stated the website press release is going out this week.

**8C) REPORT BY CHIEF SWANSON/DEPUTY CHIEF WENSCHHOF** –Chief Swanson stated the fire investigation report of the structure fire at 21207 N. 21<sup>st</sup> Street is complete and provided to the Trustees. The origin and cause of this fire will remain undetermined. Trustee Rowan would like a synopsis of the internal meeting as well as a report on the Village of Barrington (VOB) Public Works Fire Hydrants. Chief Swanson and Deputy Chief Wenschhof will be meeting this week to establish a list of points to create a draft response to the VOB Public Works, identifying the root cause of how the failure occurred. Chief Swanson stated the failure did occur while operating the water hydrant fighting that fire. Chief Swanson stated the VOB Public Works indicated that the Hydrant was closed too quickly and a water hammer occurred and broke the main. Trustee Heinze asked for inspection reports on the various hydrants systems. Chief Swanson stated they are working on operational changes when the VOB hydrants are used. Chief Swanson stated the IDPH Emergency Medical Services Assistant Grant is still open and they will submit for 3 AEDs. Chief Swanson stated the Alliance Chiefs met last week and they are currently working on the Fire Prevention Education Program so the grant writer can submit an application for the AFG Grant which requires a 5% match. Trustee Rowan asked about the grant writer. Chief Swanson stated this will maximize the possibility of receiving the grant. Chief Swanson stated the grant writer fee is \$500.00 and that fee goes into the grant amount.

Deputy Chief Wenschhof stated the StarCom radio is in use at CenCom and they are working on methodology for use in their operations. Deputy Chief Wenschhof stated the South Barrington Rapid Response Vehicle will be put in place shortly and will communicate with Ryan McKeon for a press release.

Asst. Chief Kreher provided a training and PSI report. Asst. Chief Kreher is working with PSI for additional training for Fire Fighters. Trustee Rowan stated a PSI benefits meeting will be on 3-25, Trustee Heinze and Trustee Long will attend.

Asst. Chief Asta stated the modification to the brush truck humvee has begun. Trustee Long asked about uniforms from Todays Uniforms and Unique Apparel. Asst. Chief Asta stated Unique Apparel is used for full-time employees and Todays Uniforms is used for the administrative staff and part-timers. Trustee Long feels the Board needs to make a decision on whether the District or PSI should purchase uniforms in the future. Trustee Long stated the District does not pay sales tax on purchases but it costs the District manpower time. Trustee Heinze requested a history of expenditures for uniforms.

#### **9) UNFINISHED BUSINESS**

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

**9B) STRATEGIC PLANNING** – Trustee Long stated strategic planning meetings continue and updates are provided to the Trustees. Trustee Long stated a completed plan will be provided in a couple of months, but the goals will be on going.

**9C) MANAGEMENT CONSULTANT** – Trustee Long stated Lew Bender would like to meet on June 17, 2015 and meet with the officers on the morning of June 18. Trustee Struck requested other possible meeting dates. Trustee Long will get back to the Board.

**9D) TUITION/TRAINING REIMBURSEMENT PROGRAM** – No updates at this time. Trustee Rowan stated the Trustees need to get together and talk about parameters. Trustee Heinze asked for a framework of a plan. Trustee Rowan will work with staff on this.

**9E) WEBSITE UPDATE / APPARATUS UPDATE**– Trustee Rowan stated the website is up and running and at 9:00 am tomorrow our web hosting company will be giving a demonstration, Trustee Rowan, Deputy Chief Wenschhof and Kim Mueller will attend. Trustee Rowan asked for any suggestions, corrections or additions to the website.

**9F) DISTRICT POLICY MANUAL** – Trustee Rowan stated the entire policy manual needs to be reviewed and corrected, because there are format discrepancies, factual discrepancies, errors, as well as misinformation that needs to be corrected. Trustee Rowan feels the policy manual needs to be looked at as a whole from beginning to end and needs to be recalled, redone and submitted for approval once it is finished. Trustee Rowan and Trustee Heinze feel it needs to be redone by staff and the completed revision be presented to the Board and to the attorney. Mr. Cowlin stated policy manuals come from staff and he will bring it back to Mr. Curran.

**9G) FEDERAL LEGISLATIVE DAY** – Trustee Hill booked a flight which will leave on 3-14 and return on 3-17, he will send out the agenda and a report on the meeting once he returns. Trustee Heinze has a problem with the District paying for the cost of this trip. Trustee Long stated it might be beneficial and unless someone goes we don't know the true value.

**9H) ILLINOIS LEGISLATIVE DAY** – Trustee Long will not be able to attend. Trustee Hill has made appointments to meet with representatives and feels it is important to be involved.

**9I) CUBA TOWNSHIP WARNING SIRENS** - Chief Swanson met with Cuba Township and the contractor for the installation of the equipment. Chief Swanson stated there are 9 sirens in the system and is waiting for the draft IGA from Cuba Township. Trustee Rowan asked what is involved, what kind of agreement they had with the VOB and what is required for the District. Chief Swanson stated the Sirens are operated by CenCom and they send the signal, the equipment is located in a small area. Chief Swanson stated the District would be authorized to set the sirens off, but typically it would be set off by CenCom. Trustee Rowan asked for something in writing and what will be required of the District or the District personnel. Trustee Heinze asked about liability. Chief Swanson will look into the liability.

**9J) PART-TIME ADMINISTRATIVE ASSISTANT** – Discussed in closed session

**9K) MEMORANDUM OF UNDERSTANDING (MOU) – BCFPD AND VILLAGE OF SOUTH BARRINGTON** – Chief Swanson stated the MOU with South Barrington is complete. The MOU with Hoffman Estates is pending. Trustee Hill asked when will this be operational. Chief Swanson stated everything is ready, they are just waiting for Hoffman Estates to sign the MOU.

**9L) SEARCH FOR AUDITOR** – Trustee Hill and Kim Mueller have talked to 3 auditors and will have a proposal at the next meeting. Kim Mueller stated the audit deadline is October.

**10) NEW BUSINESS**

**10A) PARAMEDIC SERVICES INC. CONTRACT ADDENDUM** – To be reviewed next month.

**10B) OTHER BUSINESS DESIGNATED BY PRESIDING OFFICER**– No other business.

**11)-EXECUTIVE SESSION-** Trustee Hill moved to recess to closed session at 7:43 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, Mr. Cowlin, and Chief Swanson attend the closed session. Second by Trustee Struck. Upon roll call the following answered:

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

Nays: None

The meeting resumed at 8:50 pm. In attendance: Trustees: Long, Hill, Rowan, Struck and Heinze

**12) POSSIBLE ACTION REGARDING MATTERS DISCUSSED IN EXECUTIVE SESSION**

- Trustee Rowan moved to approve the hiring of Cathy Altenburg for the part time position of Administrative Assistant not to exceed 975 hours per year at a salary rate of \$18.00 per hour and will report to the Chief for a start date as soon as possible. Trustee Long stated she can help with the Policy Manual. Trustee Hill second. Upon roll call the following answered:

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

Nays: None

Trustee Rowan moved to approve the expense of flights for \$428.25 for attendance at the CFSI Federal Legislative day. Trustee Heinze second. Upon roll call the following answered:

Ayes: Trustees: Long, Heinze, Rowan, Struck

Nays: None

Abstain: Trustee Hill

**13) 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 8:51 pm

Respectfully submitted

  
Secretary  
Trustee Struck