

**MINUTES OF THE MEETING OF THE BARRINGTON COUNTRYSIDE FIRE
PROTECTION DISTRICT
MAY 19, 2014**

The regular meeting of the Board of Trustees of the Barrington Countryside Fire Protection District was held on Monday, May 19, 2014 at 6:30pm at Station #1, 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, Hill, Struck
Absent: None

PLEDGE OF ALLEGIANCE

2) ELECTION OF OFFICERS - Trustee Rowan stated Kim Mueller collected nominations from the Trustees last month. Trustee Rowan stated the nominations were Trustee Struck-Secretary, Trustee Long-President, Trustee Heinze-Vice President, and Trustee Hill-Treasurer. Trustee Hill moved to close the nominations, Trustee Heinze second. Upon roll call the following answered:
Ayes: Rowan, Long, Heinze, Hill, Struck
Nays: None

Trustee Hill moved to approve the nominations of officers as listed. Trustee Struck second. Upon roll call the following answered:
Ayes: Rowan, Long, Heinze, Hill, Struck
Nays: None

Trustee Long thanked and congratulated Trustee Rowan for the last 3 years as the District transitioned from a paper District to an actual Fire Department. Trustee Long stated he has done an amazing job, put in a lot of time, and the District owes him a great deal of gratitude. All the Trustees agreed. Trustee Rowan thanked everyone for their support and stated he enjoyed doing it. Trustee Rowan stated it has been a challenge but the support from the administration and the Trustees made it easier.

3) CORRESPONDENCE - Trustee Long stated there was a thank you letter from Midwest Palliative & Hospice Care, and thank you cards from the Tress family and CenCom.

4A) READING AND APPROVAL OF THE MINUTES FOR THE APRIL 21, 2014 MEETING. Trustee Rowan moved to approve the April 21, 2014 meeting minutes, second by Trustee Heinze 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 EXECUTIVE SESSION MINUTES FOR APRIL 21, 2014. Trustee Long suggested this be discussed in the executive session.

5A) APPOINTMENT OF ATTORNEY – Trustee Heinze moved to approve the annual appointment of Rich Curran as Attorney for the District. Trustee Hill second. Upon roll call the following answered:
Ayes: Trustees: Long, Hill, Heinze, Rowan, Struck
Nays: None

5B) APPOINTMENT OF AUDITOR - Trustee Hill moved to approve the annual appointment of Doug Taveirne, Dam Snell and Taveirne as Auditor for the District. Trustee Struck second. Upon roll call the following answered:

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

6) FINANCIAL REPORT

6A) - PURCHASE REQUISITIONS FROM 4/11/2014-5/10/2014. Trustee Rowan moved to approve the purchase requisitions from 4/11/2014 – 5/10/2014. Trustee Heinze second. Upon roll call the following answered:

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

6B) TREASURERS REPORT – Trustee Long stated there are 2 Treasures Reports because the District is now paying closer attention to what was on the 2013-2014 budget and the 2014-2015 budget. Trustee Long stated thru the end of April for the 2013-2014 budget there were total receipts of \$78,772.62, previously approved expenses of \$147,112.45, disbursements approved tonight of \$467,135.35, which would leave a deficit in the checking account of \$375,465.48. Trustee Hill moved to approve this Treasurers Report. Trustee Rowan second. Upon roll call the following answered

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

Trustee Hill moved to approve the disbursements thru the end of April 2014 of \$467,135.35. Trustee Struck second. Upon roll call the following answered:

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

Trustee Rowan asked about Advanced Visuals Inc. Trustee Hill stated this is for a portion of the final payment of the infrastructure of this conference room. Trustee Hill stated there is still money that is owed because the cameras are still an issue and this room is not complete at this time. Trustee Hill stated the District will not pay for items not completed or that the District is not going to use. Trustee Hill stated the \$25,000 already paid is just a portion of the original bill, but because it has not been completed, money has been held back and this is a payment on the original quote. Trustee Rowan asked about the Village of Barrington (VOB) bill. Trustee Long stated two VOB bills were received last week, the true-up bill and the pension bill. The VOB demanded payment in 30 days, but this is the only meeting in the 30 day period and there was not enough time before the meeting for the Trustees to review the bill, therefore no check was cut for those bills tonight. Trustee Hill asked about check #7311 for \$12,220.00 to Haiges Machinery. Kim Mueller stated this is for the extractor.

Trustee Long stated for the 2014/2015 budget for May 1 thru May 19 there were total receipts of \$163.00, previously approved expenses of \$2411.08, disbursements for approval of \$38,702.71, which would leave a total deficit in the checking account of \$416,416.27. Trustee Heinze moved to approve the Treasurers report for May 1 thru May 19. Trustee Hill second. Upon roll call the following answered

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

Trustee Heinze stated it is important to point out the fiscal report will remain the same. Trustee Long stated this is just a change over from the prior year.

Trustee Hill moved to approve the disbursements for 2014-2015 of \$38,702.71. Trustee Rowan second. Upon roll call the following answered:

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

Trustee Struck moved to transfer \$450,000 from the Money Market to the checking account. Trustee Hill second. Upon roll call the following answered:

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

Trustee Long stated he reviewed all the transactions in all 3 Barrington Bank accounts finding no discrepancies. Trustee Long stated the District has not committed the District to the reserves listed but has segregated those out in a spreadsheet set aside for vehicles, equipment and paying off the bonds. Trustee Long recommends the District continue this policy of setting aside funds whenever possible. Trustee Rowan moved to continue with the current policy for setting aside funds in the Treasurers Report. Trustee Heinze second. Upon roll call the following answered:

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

Trustee Long stated a check was received from the VOB for ambulance billing in the amount \$5345.72, for ambulance runs prior to January 1, 2013.

Trustee Rowan thanked Trustee Long, Kim Mueller and Brett Kinnamon for working on and explaining this month's Treasures report.

7) DIVISION REPORTS.

7A) ILLINOIS FIRE CHIEF ASSOCIATION – John Feit stated the new engine/squad arrived this afternoon. Captain Asta and his team will continue to install the new equipment on this vehicle and hopefully have it in service in 2 weeks. John Feit stated the new engine will be here in mid-September. Trustee Long asked about the wire transfer for the new squad. Kim Mueller stated it is complete and will be processed tomorrow. Trustee Heinze thanked Captain Asta and Scott Motisi and everyone else who worked to bring this high level of equipment and service to the residents in the District.

7B) PUBLIC INFORMATION REPORT – Trustee Heinze stated the 100 day report was well received by the municipalities.

7C) REPORT BY CHIEF SWANSON – Chief Wenschhof reported there were 138 calls, of which 62 patients were transported. Chief Wenschhof stated yesterday afternoon 8 people were transported to area hospitals. This box alarm had a number of different departments responding, of which the VOB was contacted and they provided an Assistant Chief and an ambulance to the scene. Their response time was approximately 9 minutes and they transported one patient to Good Shepard Hospital. Trustee Long was at church when a person took ill yesterday and the crew did a fine job taking care of him and asked that a thank you be passed along to Chief Eilken and his crew. Chief Swanson stated he is exploring the opportunity to apply for the Illinois Department of Natural Resources Grant which is due in July and we would most likely complete next month. Chief Swanson stated they have deployed the contact, get well and condolence card program. Chief Swanson stated they will be distributing the policy manual to all employees on a flash drive, there will be a mandatory meeting on June 10, and the topics will include current state of affairs, visions and goals of the next 100 days and will collect a signed receipt stating the policy manual has been reviewed by each employee. Chief Swanson stated on May 22, there is a mandatory officers meeting and immediately following this meeting PSI will explain all the benefits that PSI extends to all the BCFPD employees and then the officers will disseminate the information to all the employees in the District. Chief Swanson stated the District has joined the McHenry Fire Chiefs Association. Chief Swanson stated ISO requires the District to pump test the fire apparatus and Lake Zurich Fire Protection District (LZFPD) has a test pit and the District can also get some training credit for utilization showing there is an agreement with their training tower. Chief Swanson spoke with Chief Wheelock, LZFPD and he is fine with a Memorandum of Understanding and for the District to provide the hold harmless agreement thru the insurance carrier listing them as an additional insurer. Chief Swanson is requesting the board authorize him to work with Rich Curran to prepare a Memorandum of Understanding for the LZFPD, to have an agreement to use the test pit and training tower, and use it for the ISO evaluation. Trustee Hill moved to authorize Chief

Swanson to prepare a Memorandum of Understanding with the LZFPD. Trustee Heinze second. Upon roll call the following answered:

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

Nays: None

Chief Swanson is working with Trustee Heinze assembling a list of salary and benefit comparables with other Fire Departments and Districts, which include insurance benefits, the annual budget, and the EAV to see how the District matches up with other Fire Departments and Districts in the area. Chief Swanson and Trustee Heinze would like to form a team of District employees, PSI employees and representative from each rank, to evaluate this comparative study and provide feedback to the Board. Trustee Heinze stated the employees of the District are the most valuable assets and this study is a work in process. Trustee Heinze stated this should be a collaborative effort so everyone understands the pension, insurance and budget issues.

8) UNFINISHED BUSINESS

8A) LONG-TERM PLANNING/THIRD STATION FOR DISTRICT - Trustee Heinze stated the District is evaluating 3 possible locations for a 3rd station. Trustee Heinze stated they are continuing to meet with all of the owners of the properties. Trustee Heinze will team up with Trustee Hill for the purposes of neighbor relations and consolidation.

8B) WEBSITE UPDATE – Trustee Rowan will be talking with Asst. Chief Kreher on the website.

8C) DESIGNATED AUDIT– Trustee Long stated the VOB bill was just received last week and it is his recommendation that a special meeting be set for review of the VOB bills. Trustee Long feels some of the bills should be paid but others should not be paid and their needs to be a discussion on what items the accounting firm should review. Trustee Long talked with Ms. Casella, from Eder, Casella, and Co last week and they will be in touch when the District decides what needs to be done. Trustee Long feels this should be reviewed at a special meeting. Trustee Long stated this meeting would decide which VOB bills would be paid and which would be reviewed. Trustee Long asked when the VOB bill was received and asked Rich Curran to draft a letter to the VOB stating the District will review the bill and pay the items within 30 days that are not under review. Kim Mueller stated the VOB bill was received by the District on May 12, 2014. Trustee Long asked Doug Taveirne to attend this meeting. Trustee Hill moved to approve a special meeting on June 9, at 6:30 pm. Second by Trustee Heinze. Upon roll call the following answered:

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

Nays: None

8D) TRUSTEE JOB DESCRIPTION/OFFICER JOB DESCRIPTION DISCUSSION. – Trustee Heinze met with Chief Swanson on the review process and procedures. Trustee Heinze stated they will be meeting with HR Techniques on Thursday, for the purposes of a balanced review process so the development, critiquing, praise and criticism are evaluated, and standards set.

8E) - INVESTMENT MANAGEMENT SERVICES – Trustee Long stated at this time there is nothing to invest because the District does not want to cash in CD's early and the CD's are coming due in August, September and October. In addition the District is still looking at the purchase/finance of a new station. Trustee Long suggested this stay on the agenda until the District has more information.

8F) - FIRE PREVENTION CODE– Chief Swanson stated Joe Buenrostro provided updates on the proposed code. Trustee Heinze stated the District code applies to the unincorporated areas of the District and the Village codes supersedes our code in the areas that we service. Joe Buenrostro stated this code includes the plan review process to get sprinkler systems in the buildings to keep them maintained, as well as fire alarm systems and other fire protection features for new and existing buildings. Joe Buenrostro stated this is the 2009 International Fire Code. Rich Curran stated when the District is adopting a national code it has to be on file and available for inspection for 30 days. The

proposed Fire Code was presented to the Board and will be on file and available for review for the next 30 days and then presented for approval at the next regular board meeting in June. Rich Curran stated he has reviewed it and it is in a position for approval. Trustee Heinze suggested the District offer a fire safety walk thru for residents, provide suggestions on fire prevention in homes, access to properties and other fire prevention areas. Chief Swanson stated Lt. Grandgeorge is working with Joe Buenrostro to develop a release to be able to offer by quadrant an opportunity to check the access, tree growth and survey exteriors which will allow the District to measure the distance from the street to the house and then they are working on methodology to mark a tree or a reflector to identify for the fire officer how far they are from the building so they know where to drop hose, this would also be in the map book. Chief Swanson stated this is a project that will take years and will improve the operations. Trustee Hill stated there is a body in the general assembly that wants to take away powers of the State Fire Marshal and the District has to be vigilant in fighting to keep the authority with the Fire Marshall. Joe Buenrostro stated this is being handled thru the Illinois Fire Chiefs Association. Trustee Hill suggested informing the residents thru the newsletter that the District has an open burn policy. The Trustees thanked Joe Buenrostro for his work on the Fire Code.

9) NEW BUSINESS

9A) 2014/2015 BUDGET/APPROPRIATION ORDINANCE – Kim Mueller provided a draft of the 2014/2015 budget and appropriation ordinance.

9B) SET THE DATE FOR THE PUBLIC HEARING FOR 2014/2015 BUDGET/APPROPRIATION ORDINANCE – Rich Curran provided Resolution 2014-11 setting the date for the public hearing for the 2014/2015 budget and appropriation ordinance. Trustee Hill moved to approve Resolution 2014-11 setting the date for the public hearing for the budget and appropriation ordinance for July, 21, 2014 at 6:30pm. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

9C) IAFPD ANNUAL MEETING – Trustee Long stated the Illinois Association Fire Protection District annual meeting will be June 18, 19, & 20th. Chief Swanson reserved accommodations for each of the Board members. Trustee Hill stated Trustee training will be available but preregistration is required. Trustee Hill stated credentials will need to be signed tonight.

9D) ALLOCATED RESERVES AND AMOUNTS – Covered in the Treasures Report

9E) ISO RATING FOR VOB – Trustee Heinze congratulated the VOB for the ISO rating of 2.

9F) VIDEO CONFERENCING EQUIPMENT – Trustee Hill stated half of the final bill has been paid. Trustee Hill is working with Asst. Chief Wenschhof and reviewing all the aspects of this room and would like it to be put on the agenda for next month. The cameras have not been installed and there are other items that need to be done. Trustee Long requested a final accounting of what has been paid. Trustee Struck stated he is working with Asst. Chief Wenschhof on a plan for training of equipment in this room.

9G) RESOLUTION- FILLING OF ANNUAL BUDGET/APPROPRIATION ORDINANCE – Covered above.

9H) RESOLUTION – EXECUTION OF FIRE RECOVERY USA AGREEMENT – Rich Curran has reviewed the agreement. Trustee Rowan moved to approve Resolution 2014-12 the execution of Fire Recovery USA Agreement. Trustee Hill second. Upon roll call the following answered:

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

Nays: None

9I) RESOLUTION – EXECUTION OF AGREEMENT FOR TREASURY MANAGEMENT SERVICES WITH BARRINGTON BANK AND TRUST - Kim Mueller stated this is an annual Barrington Bank requirement for on-line banking. Kim Mueller stated a signature from Trustee Long is required. Trustee Hill moved to approve resolution 2014-13 execution of the agreement for Treasury Management Services with Barrington Bank and Trust. Trustee Rowan second. Upon roll call the following answered:

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

Nays: None

9J) ORDINANCE – ANCILLARY COST RECOVERY PROGRAM – Rich Curran stated this was recommended by the Chief for standby services for an ambulance. Chief Swanson stated this allows the District to bill at a non-resident rate. Chief Swanson stated this also allows for the charging of CPR classes so the District can begin to offer CPR classes and there is a significantly reduced rate for residents. Trustee Hill asked about using Defibrillator (AED) and if anyone is liable when using them. Scott Motisi stated using the AED is part of the CPR training course and with this class you are covered under the State of Illinois Good Samaritan Act. Trustee Hill moved to approve ordinance 2014 -14 for Ancillary Cost Recovery Program. Trustee Rowan second. Upon roll call the following answered:

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

Nays: None

9K) ORDINANCE RATIFY THE SALE/TRADE-IN OF SURPLUS VEHICLES – Rich Curran stated this agreement was done at the last meeting as part of the trade-in for the new vehicle, but Rich feels an ordinance should be approved. Trustee Rowan moved to approve Ordinance 2014-15 to ratify the sale/trade-in of surplus vehicles. Trustee Hill second. Upon roll call the following answered:

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

Nays: None

9L) RESOLUTION – UNERWRITERS LABRATORY (UL) CONTRACTING PARTIES GLOBAL SERVICES AGREEMENT – Chief Swanson stated this is a contract for UL to do the ladder testing and other fire apparatus testing for ISO. Captain Asta will coordinate this component for the ISO testing. Trustee Hill moved to approve Resolution 2014-16 authorizing Chief Swanson to sign the Contract and enter into an agreement with UL. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

9M) AUTO AID AGREEMENT – VOB FIRE DEPARTMENT - Chief Swanson received correspondence from Chief Arie, VOB, and he continues to talk with him in regards to District needs in the areas immediately surrounding the VOB. Chief Swanson stated the VOB has expressed their needs to us and a balanced agreement is the Districts position. Chief Swanson stated he reduced the request on what is needed to a select group of map pages and they provide assistance with a non-transport ALS vehicle. Asst. Chief Wenschhof looked at the past 3 years of call data and on average the map pages that the District is asking for assistance totaled about 69 calls per year on average. Chief Swanson stated the VOB is asking for automatic fire alarms, motor vehicle accident responses and a transport vehicle for emergency medical calls. Chief Swanson and Chief Wenschhof discussed being able to provide them in trade for the auto aid agreement, our engine or the squad engine out of Station 2, to respond to any type of call to a number not to exceed the balanced agreement. Chief Swanson stated they would monitor this on a monthly basis. Chief Arie had questions as to whether the District would continue to use existing auto aid agreements in the areas, this seems to be in conflict with the map pages that were provided. Chief Swanson communicated back to Chief Arie that the District would not have the current auto aid instead would have the VOB respond to those areas because they are closer. Chief Arie was most concerned about a map page not being referenced, and Chief Swanson provided an answer. Chief Swanson stated he answered all questions from Chief Arie and the VOB, and is now awaiting a response. Trustee Long stated mutual aid agreements usually even out and no one ever expected an exact 50/50 split and the Trustees have a responsibility to the District tax payers so that

the District is not subsidizing the tax payers of a different entity. Trustee Long compliments Chief Swanson and the VOB for moving forward on this agreement. Trustee Hill asked if the District is responsible for the VOB change of quarters. Chief Wenschhof responded the District is not responsible for the VOB change of quarters. Chief Swanson stated the response to structure fires in the District and the VOB is in agreement today. Chief Swanson stated the notice was issued that if there is a structure fire in the District the VOB would come to the District and they are not going to look for a balanced structure fire agreement because that can change from year to year, also added was technical rescue and hazards material calls.

9N) OTHER BUSINESS DESIGNATED BY THE PRESIDING OFFICER. – Trustee Rowan stated the VOB issued a recall of fire fighters that were previously with them and Lt. Vince Murphy and Captain Nick Asta were called and both decided to stay with the District instead. Trustee Rowan thanked each of them and wanted to let them know how much the Trustees appreciate it.

10) PUBLIC COMMENT – Larry Lincoln, resident VOB, thanked the District for a Job well done. Larry Lincoln stated he met with the Ethics Board and they found the VOB and staff behaved ethically in the last two years because they did not make any monetary or political gain. Mr. Lincoln stated he is pleased with what the District has done to make it a first class fire department. Larry Lincoln stated his and Jack Pickup term with the fire and police commission was not renewed.

11)-EXECUTIVE SESSION- Trustee Hill moved to recess to closed session at 8:09pm for the purposes of lease, sale, trade and/or purchase of District properties pursuant to 5ILCS 120/2 © (6) (lease or sale), (c) (5) purchase of real property, (c) (11) litigation and (c) (1) personnel issues requesting John Feit, Chief Swanson, Kim Mueller, Carol Sellner, Don Wenschhof, Jim Kreher and Rich Curran attend the close session. Second by Trustee Rowan. Upon roll call the following answered:
Ayes: Trustees: Long, Hill, Heinze, Rowan, Struck
Nays: None

The meeting resumed at 9:12pm. In attendance: Trustees: Long, Hill, Heinze, Rowan, Struck

12) POSSIBLE ACTION- Trustee Hill moved to acquire proposals for a certified building inspector to view, analyzes, assess and report the condition of one of the proposed sites. Second by Trustee Rowan. Upon roll call the following answered:
Ayes: Trustees: Long, Hill, Heinze, Rowan, Struck
Nays: None

READING AND APPROVAL OF THE EXECUTIVE SESSION MINUTES FOR APRIL 21, 2014.

Trustee Rowan moved to approve the April 21, 2014 executive meeting minutes as amended and keep them closed, second by Trustee Hill and approved by a voice call of all Trustees present.
Ayes: Trustees: Long, Heinze, Hill, Rowan, Struck
Nays: None

13)-ADJOURNMENT – Upon the motion by Trustee Rowan, second by Trustee Hill and approved unanimously by a voice call of all Trustees present the meeting was adjourned at 9:14pm

Respectfully submitted



Secretary
Paul Struck