

**MINUTES OF THE MEETING OF THE BARRINGTON COUNTRYSIDE FIRE
PROTECTION DISTRICT
NOVEMBER 17, 2014**

The regular meeting of the Board of Trustees of the Barrington Countryside Fire Protection District was held on Monday, November 17, 2014 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 6:37 pm, upon roll call the following answered:

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

Absent: None

3A) THANK YOU CARD – BARBARA B. ROSE PTO – Trustee Long stated a thank you card was received from the Barbara Rose PTO for helping with the silent auction and lunch with the fireman.

3B) VILLAGE OF STREAMWOOD THANK YOU- Trustee Long stated a thank you card was received from the Village of Streamwood for participation in their training.

4A) READING AND APPROVAL OF THE REGULAR MEETING MINUTES FOR THE OCTOBER 20, 2014 MEETING -Trustee Rowan moved to approve the October 20, 2014 regular 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 EXECUTIVE SESSION REGULAR MEETING MINUTES FOR OCTOBER 20, 2014. Trustee Rowan moved to approve and keep closed the October 20, 2014 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

4C) READING AND APPROVAL OF THE SPECIAL MEETING MINUTES FOR THE NOVEMBER 3, 2014 -Trustee Rowan moved to approve the November 3, 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

4D) READING AND APPROVAL OF THE EXECUTIVE SESSION SPECIAL MEETING MINUTES FOR NOVEMBER 3, 2014. Trustee Rowan moved to approve and keep closed the November 3, 2014 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) REPORT FROM RECORDING SECRETARY- Carol Sellner stated there are no other open items other than what is listed on the agenda.

5) ATTORNEY REPORT – Mr. Curran stated the District has paid the Village of Barrington (VOB) a total of \$389,551.54 and there is still \$19,286.95 for bills the District does not feel are part of the IGA. Rich Curran sent a letter to the VOB stating the Districts position regarding the Pension and PSEBA and is waiting for the VOB to respond in writing regarding a possible meeting.

6) FINANCIAL REPORT

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

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

Nays: None

6B) TREASURERS REPORT AND FUND TRANSFER– Trustee Hill stated total receipts were \$597,121.51, with disbursements of \$474,855.75, leaving a negative balance of \$339,847.34 in the checking account. A transfer of \$50,000 was made to the checking account leaving a negative balance of \$289,847.34. 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 \$474,855.75. Trustee Heinze second. Upon roll call the following answered:

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

Nays: None

Trustee Hill asked about the Fire Services Inc. bill. Kim Mueller stated this was for the refurbishment of the engine, tools and equipment. Kim Mueller stated the refurbishment was \$15,800. Trustee Hill asked about the AirOne bill. Kim Mueller stated this was for air packs and various tools, she will get the details to Trustee Hill.

Trustee Rowan moved to transfer \$325,000 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 stated he will have the new signature cards, which are required for BMO Harris Bank within the next week.

6C) REPORT FROM THE FINANCE DIRECTOR –Kim Mueller met with 4 insurance companies regarding general liability coverage and due to jurisdictional boundaries one company has withdrew its bid. Kim Mueller received a request for a reduction of fees for an ambulance transport from a non-resident. The Trustees discussed the request and requested Kim Mueller acquire more information. Kim Mueller provided a synopsis of revenue to expense report, which stated the District received 61.95% of projected property tax revenue for the fiscal year and received \$6000 of unanticipated revenue. Kim Mueller stated the District has realized 77.55% in revenue this fiscal year for ambulance user fees, which equates to \$33,600 per month, which is more than anticipated. Kim Mueller stated the District had a record breaking ambulance

transport month, in which the District transported 80 patients. Kim Mueller stated the District has utilized 71.44% of the office supply budget and 87.76% of the Maintenance and Grounds budget. Kim Mueller stated they will be utilizing the Foreign Fire Tax Fund to purchase necessary uniform items for the personnel. Trustee Hill asked for the projection from Cook County. Kim Mueller responded an estimated \$3,871,622 is projected from Cook County.

7) DIVISION REPORTS

7A) ILLINOIS FIRE CHIEFS ASSOCIATION (IFCA) – no report

7B) PUBLIC INFORMATION REPORT – Mr. McKeon stated he will be providing a draft of the year-end newsletter in the next couple of weeks.

7C) REPORT BY CHIEF SWANSON –Chief Swanson stated the Trustee and Fire Chiefs Joint Meeting with Cary and Fox River Grove will be on Dec 10 at Cary Country Club at 6 pm. Trustee Long and Trustee Hill will attend. Chief Swanson is requesting a partnership with Cuba Township pending the Deputy and Asst. Chiefs report. Trustee Rowan is in favor of this partnership and would like to be notified of the outcome of the report before the results are communicated to Cuba Township. Chief Swanson stated the MESS Canteen is requesting a \$600 donation and additional space for storage racks, the Deputy and Asst. Chiefs are looking at the viability of this. Chief Swanson stated the South Barrington Police Department will be removing the stored furniture once their facility is complete. Trustee Rowan is concerned about what MESS will be storing at the Station. Chief Swanson stated the items would be prepackaged products, like bottled water. Trustee Rowan is concerned that the items can be easily stolen. The Trustees agree to donate the \$600.00 but would like a report on the storage issues. Chief Swanson stated Battalion Chief Motisi did a fantastic job training the staff to handle any potential Ebola emergency. Chief Swanson stated the District is responsible for the costs of uniforms and badges for all the part time employees. To date all the Districts full time vacancies have been filled by the part time staff which minimizes the amount of uniforms PSI is required to provide. Rich Curran recommends PSI credits the District back for the cost of the uniforms. Chief Swanson will explore the credit back option with PSI for a possible proposal for the Boards approval. Chief Swanson submitted a breakout of the Assistance to Firefighters Grant which is due on December 5. Chief Swanson is requesting approval to submit a grant for a total not to exceed ½ of a million dollars of which the District would be responsible for \$50,000. Trustee Heinze asked if there are any Opticom that are not working at this time. Deputy Chief Wenschhof stated the Opticom at Palatine and Barrington Roads is not working at this time. Deputy Chief Wenschhof stated the Opticom are tested monthly and then reported to Battalion Chief Goodwin, who contacts the contractor for repair. Trustee Rowan stated the Opticom at Kelsey Road and Route 22 is malfunctioning. Deputy Chief Wenschhof will have this checked. Asst. Chief Kreher stated PSI will pay for flu shots for all part and full time employees. Battalion Chief Motisi and Captain Grandgeorge are working with LifeSource to finalize possible dates for blood drives at the District. Asst. Chief Kreher stated LifeSource provides posters and handouts. Trustee Rowan asked for an update on Training. Asst. Chief Kreher stated mapping is to be drilled every day and will provide a report on mapping and the use of cell phones.

8) UNFINISHED BUSINESS

8A) FACILITY PLANNING & PLACEMENT - To be discussed in closed session.

8B) BENEFITS EVALUATION, COMPARISON AND RANKING – Trustee Heinze met with Trustee Rowan, Deputy Chief Feit and Larry Robbins, PSI. Trustee Heinze stated the display screens have been ordered and will be placed in each station displaying a PSI benefit

PowerPoint presentation. Trustee Heinze stated the additional life insurance and improved benefits from PSI will be announced and implemented in January. Trustee Heinze stated he is working with John Feit on additional benefits but will wait for the PSI changes before submitting a proposal to the Board. Trustee Rowan stated Larry Robbins offered to share the PowerPoint presentation and schedule sessions with the Trustees to give an overview of the benefits PSI is providing.

8C) DISTRICT EMPLOYEE PERFORMANCE EVALUATION – Trustee Long stated these are 95% complete.

8D) STRATEGIC PLANNING – Trustee Long stated a summary of the meetings will be distributed to the Trustees next week.

8E) MANAGEMENT CONSULTANT – Trustee Long stated Lewis Bender will be setting up small group sessions on December 11.

8F) PARTNERSHIP WITH COLUMBIA UNIVERSITY – Chief Swanson provided information on Columbia University and found no negative feedback on this partnership. Trustee Heinze requested information on tuition aid policies and reimbursement plans. Trustee Heinze moved to approve the Memorandum of Understanding with Columbia University. Trustee Rowan second. Upon roll call the following answered:

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

Nays: None

8G) LITIGATION ATTORNEY – Trustee Hill recommended this be tabled for a later meeting.

8H) STATION 1 GROUNDWORK & PARKING LOT IMPROVEMENTS – Trustee Struck stated the curbing is complete, with only the final walk thru to be scheduled and will follow up with Randy Marx regarding completion.

8I) WEBSITE UPDATE – Trustee Rowan will be contacting the web provider on the status of the questionnaire.

8J) APPARATUS UPDATE – Trustee Rowan stated the estimated cost from Jake the striper for Engine 383 is approximately \$3000.00.

8K) DESIGNATED AUDIT – To be table till the next meeting

8L) ORDINANCE – 2014 TAX LEVY- Rich Curran and Doug Taveirne recommends approval of a 4.9% increase. Trustee Heinze asked for a quarterly report on the number of building permits. Trustee Hill moved to approve the 2014 tax levy ordinance, Trustee Rowan second. Upon roll call the following answered:

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

Nays: None

8M) STAFFING/PART-TIME ADMINISTRATIVE ASSISTANT – Trustee Rowan sent a questionnaire to the Department heads to assess the needs for an Administrative Assistant. Trustee Rowan stated the questionnaires were all returned and the only need was in the Fire Prevention Bureau. Trustee Rowan is working with Asst. Chief Kreher researching other department's administrative staff for a possible sharing of responsibilities.

8N) DENTAL INSURANCE PROPOSAL - Kim Mueller stated currently Chief Swanson and Kim Mueller have dental insurance thru Blue Cross and Blue Shield with the District paying the premium on both families. Kim Mueller stated the dental coverage has gone down in price per family and is approximately \$1000.00 less per month than the current policy. Kim Mueller stated the monthly premium for both families is \$2400 as opposed to the District doing the self-insurance which is currently done for the vision coverage. Kim Mueller looked into the employment contract and it specifically states that the District will provide PPO coverage for health, dental, life and vision insurance. Rich Curran stated this needs to be discussed in closed session.

9) NEW BUSINESS

9A) DISTRICT POLICY MANUAL/ORGANIZATIONAL CHART UPDATE – Trustee Long stated the policy manual needs to be reviewed on a regular basis and suggests reviewing one section at each meeting. Trustee Heinze suggested the most important sections be handled first. Trustee Hill suggested each section be reviewed by the Trustees, Chief Swanson, Kim Mueller and Rich Curran. Rich Curran stated the policy manual should be reviewed on a regular basis. Trustee Long stated the previous organizational chart had a dotted line between the Fire Chief and the Finance Director and Trustee Long feels it should be put back, indicating there is collaboration between them. The Trustees discussed the organizational chart. Trustee Struck suggests a legend indicating the meaning of the lines. Kim Mueller does not agree with keeping the dotted line between the Chief and the Finance Director. Trustee Struck suggested an oval around the Trustees, Chief Swanson and the Finance Director, showing they are all working as a leadership team in a collaborative effort. Rich Curran suggests the changes be made for approval at the next meeting.

9B) ENGAGEMENT LETTER- DAM, SNELL & TAVEIRNE, LTD– Trustee Heinze moved to approve the engagement letter with Dam, Snell & Taveirne. Second by Trustee Hill.
Ayes: Trustees: Long, Hill, Heinze, Rowan, Struck
Nays: None

Trustee Heinze asked for an explanation of the significant jump in the proposed fee. Mr. Taveirne stated the transaction volume has increased, as well as the new staffing contract. Trustee Heinze suggested another competitive bid for the audit in the future.

9C) REQUEST FOR REDUCTION TO AMBULANCE USER FEE – Discussed above.

9D) INTEREST FREE LOANS – Trustee Heinze talked with Rich Curran but the District is not in a position to do anything at this time.

9E) OTHER BUSINESS DESIGNATED BY PRESIDING OFFICER–Trustee Long will provide information to Trustee Rowan on the Information Technology consultant.

Trustee Rowan suggested moving the public comment section right after the approval of the meeting minutes. The Trustees agreed to move the public comment section after the approval of the meeting minutes.

10) PUBLIC COMMENT – No Public Comment.

11)-EXECUTIVE SESSION- Trustee Hill moved to recess to closed session at 8:24 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, Kim Mueller, and Deputy Chief Wenschhof 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 9:12 pm. In attendance: Trustees: Long, Hill, Rowan, Struck and Heinze

12) POSSIBLE ACTION REGARDING MATTERS DISCUSSED IN EXECUTIVE SESSION

Trustee Heinze moved to approve the medical and dental insurance proposal submitted by Finance Director Mueller. Trustee Hill second. Upon roll call the following answered:

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

Nays: None

Trustee Hill moved to approve the \$35.00 an hour stipend for non-fire related special skills as discussed in closed session. Trustee Rowan second. Upon roll call the following answered:

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

Nays: None

Trustee Heinze moved to approve the Finance Director salary be increased at an annual rate of 4.5% retroactive back to her 1 year anniversary date. Trustee Rowan second. Upon roll call the following answered:

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

Nays: None

Trustee Hill moved to modify the recording secretary salary to \$350 per meeting. Trustee Rowan second. Upon roll call the following answered:

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

Nays: None

13) ADJOURNMENT – Upon the motion by Trustee Rowan, second by Trustee Struck and approved unanimously by a voice call of all Trustees present, the meeting was adjourned at 9:17 pm

Respectfully submitted


Secretary
Trustee Struck