

**MINUTES OF THE MEETING OF THE BARRINGTON COUNTRYSIDE FIRE  
PROTECTION DISTRICT  
SEPTEMBER 15, 2014**

The regular meeting of the Board of Trustees of the Barrington Countryside Fire Protection District was held on Monday, September 15, 2014 at 6:30pm 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 6:30pm, upon roll call the following answered:

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

Absent: None

**3) CORRESPONDENCE**- The District received thank you letters from the Illinois Public Risk Fund, Barrington Township and Mary Sneed.

**4A) READING AND APPROVAL OF THE MINUTES FOR THE AUGUST 18, 2014 MEETING** -Trustee Hill moved to approve the August 18, 2014 meeting minutes, second by Trustee Rowan 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 AUGUST 18, 2014.**

To be discussed in closed session.

**4C) REPORT FROM RECORDING SECRETARY**- Carol Sellner stated the only open items not listed on the agenda were the CPR Classes and the Village of Barrington (VOB) Hydrants which were reported to the Trustees prior to this meeting.

**5) ATTORNEY REPORT** –Rich Curran stated in October a memo will be needed for the tax levy. Doug Taveirne will put a memo together for the next meeting.

**6) FINANCIAL REPORT**

**6A) - PURCHASE REQUISITIONS FROM 8/11/2014-9/10/2014**-Trustee Heinze moved to approve the purchase requisitions from 8/11/2014–9/10/2014. Trustee Rowan second. Upon roll call the following answered:

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

Nays: None

**6B) TREASURERS REPORT** – Trustee Hill stated total receipts were \$1,719,614.28, disbursements of \$813,357.07, leaving \$27,790.95 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

Kim Mueller requested the Credit Card invoice be paid for \$83.91, which would bring the total expenses to \$813,440.98.

Trustee Hill moved to approve the disbursements of \$813,440.98. Trustee Heinze second. Upon roll call the following answered:

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

Nays: None

Trustee Rowan asked about the Advanced Visuals bill. Trustee Hill stated this was the training room sound system final payment and a representative from Advanced Visuals did a training of the equipment today.

Trustee Hill asked about Zoll Medical Equipment. Deputy Chief Wenschhof stated this was for the 2 defibrillators and associated equipment.

Trustee Rowan moved to transfer \$254,329.06 and \$254,964.30 from CD # 34482 and 34900 to the money market account upon maturity of 9/22/2014. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

Trustee Hill talked with Barrington Bank and Trust who informed him the District was over collateralized, the District returned 3 million collateral dollars but is still at 110% collateralized per the District's policy.

Trustee Long asked if a transfer from the ambulance account to the checking account should be automatic or should the Trustees vote on it monthly. Mr. Taveirne stated the transfer could be very transparent on the Treasures report showing a transfer from one account to the other. Kim Mueller stated Andres receives funds and automatically deposits the funds into the ambulance account. This account does not generate interest. Kim Mueller recommends transferring the money just before the Board meeting. John Haniotes stated this can be set up thru on-line banking giving Kim access to transfer the money to the checking account. Trustee Rowan moved to approve the set up and access for Kim Mueller to transfer funds from the ambulance account to the checking account. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

**6C) REPORT FROM THE FINANCE DIRECTOR** –Kim Mueller recommends decreasing the spending limits on 2 of the credit cards to \$1000.00 each, and the 3<sup>rd</sup> credit card has a spending limit of \$750.00. Kim Mueller stated purchases in the past have been used for hotel reservations, going forward each individual will pay for their own hotel and meals and then submit an expense report for reimbursement thru the regular bill payment process. Kim Mueller stated the travel policy has been modified and sent to the Trustees. Trustee Hill stated he does not feel people should be using their personal credit card and being reimbursed. Trustee Rowan stated the issue is there are only 3 District credit cards, so not everyone has access to a credit card when traveling, so rather than lumping everything onto one credit card bill everyone pays their own expenses. Trustees Long, Rowan and Struck feel the maximum on the meals is very low. Trustee Struck stated per diem rates range from \$56 to \$72 a day. Trustee Rowan suggested modifying the policy to say fair and reasonable, because there is already a District policy not allowing entertainment expenses. Trustee Heinze stated there has to be individual expense reports. Trustee Rowan moved to approve the changes to the existing travel and credit card policies as submitted by the Finance Director. Second by Trustee Heinze. Upon roll call the following answered:

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

Nays: None

## **7) DIVISION REPORTS**

**7A) ILLINOIS FIRE CHIEF ASSOCIATION (IFCA)** – John Feit will be meeting with the Morton Building organization and the final inspection on the new engine is complete.

**7B) PUBLIC INFORMATION REPORT** – Mr. McKeon stated the fall newsletter will be distributed tomorrow.

**7C) REPORT BY CHIEF SWANSON** –Chief Swanson stated they will be doing a beta test to further define whether or not a resource deployment would be a short term option to reduce response times. Chief Swanson and Trustee Heinze met with Chief Saletta, IFCA to identify cost savings. Chief Swanson stated the final audit from Cencom will be ready after next Tuesday's meeting. Chief Swanson communicated with Chief Arie on the hydrant system. Mr. Werksman from VOB indicated to Chief Arie that the water system was a good sound system. Chief Swanson stated they met with South Barrington regarding the water supply system and dry hydrants and the District is now aware of dry hydrant ownership. Chief Swanson stated he met with Police Chief Roman, South Barrington, regarding patients presenting with possible excited delirium and how to work with police officers on the scene. Chief Swanson stated they were invited to attend his staff meetings on a quarterly basis to continue communication and will extend the same invitation to his staff and other police agencies. Chief Swanson requests approval from the Board to accept a seat with the Lake County Fire Chiefs Association which is a 5 year commitment. Chief Swanson stated he will ask for changes in the amendments to the fire code, which will include fees, adjusting the fine schedule for apparatus and personnel costs and looking at the requirement for retrofitting of residential sprinklers. Trustee Heinze suggested education and community communications be done well in advance of implementation. Rich Curran will have an ordinance for no burning orders and associated fines. Trustee Hill asked about the staging unit. Chief Swanson stated the District would track a unit doing other duties and be available in a particular area to respond to calls to reduce response times. Trustee Hill asked if this idea was presented to ISO. Chief Swanson stated this is a concept and doesn't know if it is a viable option yet. Chief Swanson stated they will be submitting a \$26,000 small equipment grant application with the State Fire Marshall for portable radios.

Trustee Rowan moved to approve sending Chief Swanson and the personnel listed in his report to the Illinois Fire Chief Association Convention and Education Program in Peoria for an amount not to exceed \$4500. Trustee Hill second. Upon roll call the following answered:

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

Nays: None

Trustee Rowan moved to approve Chief Swanson accepting the position at the Lake County Fire Chiefs Association. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

Trustee Rowan moved to approve the Districts participation in the Fox River Grove Bureaucrats.

Trustee Hill second. Upon roll call the following answered:

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

Nays: None

Deputy Chief Wenschhof stated there is an average of 130 calls per month. Trustee Heinze asked how many calls have been logged pertaining to the VOB auto aid agreement. Deputy Chief Wenschhof stated the total calls have been 41 total calls, and 18 calls were west of 59. Trustee Rowan asked about the Opticom at 59 and Cuba, because it is still under warranty. Battalion Chief Goodwin stated it is being worked on. Trustee Rowan stated the fans in the workout room are special and only put in about a year ago. Deputy Chief Wenschhof stated the only things in the workout room that will be changed are the switches and LED's will be installed. Trustee Rowan stated several items have been upgraded in this building in the last 18 months and before any work is done or anything is replaced the Trustees should be notified. Asst. Chief Kreher stated there was a total of 2033 hours of training last month. Chief Swanson requests the Boards approval to allow Deputy Chief Wenschhof to serve as the Illinois Fire Chief Association Area 2 Representative.

Trustee Hill moved to endorse Deputy Chief Wenschhof as Area 2 Representative with the Illinois Fire Chiefs Association. Trustee Rowan second. Upon roll call the following answered:

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

## **8) UNFINISHED BUSINESS**

**8A) LONG-TERM PLANNING/THIRD STATION FOR DISTRICT** - Trustee Heinze requested changing this to facility planning and placement on the agenda. Trustee Heinze stated they have had measurable progress in regards to the 3<sup>rd</sup> station.

**8B) BENEFITS EVALUATION, COMPARISON AND RANKING** – Trustee Heinze stated John Feit did a great job interviewing and discussing with the employees their thoughts and concerns regarding employee benefits. Trustee Heinze stated PSI will be announcing additions and enhancements after the 1<sup>st</sup> of the year. John Feit stated during his evaluations with a random group of staff members, their top 4 concerns were salary, 401K contributions, health care costs, and increased paid time off. Trustee Heinze stated they will now be coordinating with PSI and then discussing with the Board the important items, measuring the cost implications and the implementation. Trustee Heinze stated the cost cutting of expenses means the redirection of those cost to the employees of the District.

**8C) DISTRICT EMPLOYEE PERFORMANCE EVALUATION CRITERIA**– Trustee Long stated he met with Karla Dobbeck to discuss the evaluations of Carol Sellner, Kim Mueller and Chief Swanson, these evaluations will be discussed in closed session. Trustee Long thanked everyone who participated in the evaluations, and the results will be discussed by the Board and they will continue to move forward with the suggestions.

**8D) WEBSITE UPDATE** – Trustee Rowan provided the Board with 4 proposals and will have recommendations at the next meeting. Trustee Rowan stated pictures of the new apparatus will be going on the website shortly.

**8E) APPARATUS UPDATE** – Trustee Rowan stated he traveled with John Feit, Captain Asta, and Deputy Chief Wenschhof for the final inspection on the new engine. Trustee Rowan talked with Shawn Junker from Fire Services Inc. and the engine will be delivered in approximately 2 weeks. Trustee Rowan stated Tender 362 is being retrofitted to become a Class A pumper, they are waiting for parts and should be back in service within 30-40 days. Trustee Rowan stated the District will have all the apparatus it needs even with an additional station. Trustee Rowan thanked everyone who went on the final inspection.

**8F) DESIGNATED AUDIT** – Trustee Long thanked Kim Mueller for reviewing the VOB bills. There has been approval for additional payments, so now there is less for the actuary to review.

**8G) VIDEO CONFERENCING**- Trustee Hill stated the audio is complete for the training room, they will now be working on getting the WebEx system installed for training. Deputy Chief Wenschhof stated they will implement the new video conferencing system in October.

**8H) VOB TRUE-UP INVOICE**- Kim Mueller reviewed the true-up bill, provided invoices for additional payments to the VOB, which were included in the Treasures Report. Rich Curran stated the total payment is \$357,269.55 and leaves \$44,215.97 still to be verified. Rich Curran suggested waiting until the meeting with the VOB in September to send the payment. Rich Curran stated he informed the VOB they took 7 months to provide the invoices, they should not expect the District to pay these in 30 days. Rich Curran also indicated the District did not agree with the lump sum on the PSEBA and pension. Rich Curran stated there was a second invoice and IRMA which still needs to be reviewed and clarified. Kim Mueller stated the \$44,215.97 does not include the 2<sup>nd</sup> true-up bill.

**8I) POLICY MANUAL – CHAPTER 7/CREDIT CARDS**- approved above.

## **9) NEW BUSINESS**

**9A) STRATEGIC PLANNING** – Chief Swanson stated a team of Battalion Chiefs, Trustee Hill, President Long, John Feit and Chief Buhs will meet in October to discuss strategic planning.

**9B) MANAGEMENT CONSULTANT**– Trustee Heinze and Trustee Long provided management consultant candidates to facilitate discussions among the officers. Trustee Long will have a recommendation for the next meeting.

**9C) LITIGATION ATTORNEY** – Rich Curran suggested waiting until after the meeting with the VOB before retaining an attorney. Trustee Heinze suggested providing an update to each of the possible attorneys and brief them on the situation. Trustee Hill feels a selection should be made.

**9D) STATION 1 GROUNDWORK AND PARKING LOT IMPROVEMENTS.** – Trustee Struck created a purchase order to get the work started on the curb repair. Trustee Struck stated after approval, they can start on the work in 2 weeks. Trustee Struck suggested waiting until next year to reseal and restripe the parking lot.

**9E) POLICY AND PROCEDURES ON PURCHASES** – Trustee Heinze stated the system has been working well and the corresponding of the goods and services are matching in close proximity. Trustee Heinze suggested if you are going to obligate the District in a transaction, ask yourself if you are authorized to do this and have the procedures been followed. Trustee Heinze stated if there isn't an approval for an item and an invoice comes in, the invoice will be given to the originator of the transaction to acquire the proper approval. Trustee Heinze stated invoices will not just automatically be paid.

**9F) USE OF DISTRICT COPIER** – Trustee Long stated it has been the Districts policy, if anyone wants to use the District equipment or facility, they need to send a written request, so it can be put on the agenda, discussed and a decision will be on a case by case basis.

**9G) POLICY MANUAL – TRAVEL POLICIES.** – Discussed above.

**9H) RESOLUTION –ANNUAL MAINTENANCE AGREEMENT WITH DES PLAINES OFFICE EQUIPMENT** – Kim Mueller presented a renewal proposal which increased to .01 cent for B&W and .063 cents for color copies. Kim Mueller stated the District has used above what is normally recognized in business. Trustee Rowan moved to approve the annual maintenance agreement with Des Plaines Office Equipment. Trustee Struck second. Upon roll call the following answered:  
Ayes: Trustees: Long, Hill, Heinze, Rowan, Struck  
Nays: None

**9I) RESOLUTION – ENGAGEMENT PROPOSAL BETWEEN BCFPD AND TEPFER CONSULTING** – Trustee Long stated he met with Trustee Hill and Art Tepfer. Trustee Long stated Mr. Tepfer has years of experience and comes highly recommended. Trustee Rowan moved to approve the resolution engaging Tepfer Consulting for the cost of \$450.00 per hour to review the VOB bills. Trustee Struck second. Upon roll call the following answered  
Ayes: Trustees: Long, Hill, Heinze, Rowan, Struck  
Nays: None

**9J) OTHER BUSINESS** –Trustee Rowan suggested a consent agenda, and suggested approving items for the consent agenda at the next meeting.

**10) PUBLIC COMMENT** – No Public Comment.

**11)-EXECUTIVE SESSION-** Trustee Rowan moved to recess to closed session at 8:21pm 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 Carol Sellner, Rich Curran, Chief Swanson, John Feit, and Deputy Chief Wenschhof attend the closed session. Second by Trustee Heinze. Upon roll call the following answered:

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

The meeting resumed at 9:47pm. In attendance: Trustees: Long, Hill, Rowan, Heinze and Struck  
Absent: None

**12) POSSIBLE ACTION- READING AND APPROVAL OF THE EXECUTIVE SESSION MINUTES FOR AUGUST 18, 2014** - Trustee Heinze moved to approve and keep closed the August 18, 2014 executive meeting minutes, second by Trustee Struck and approved by a voice call of all Trustees present.

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

Trustee Hill moved to authorize Chief Swanson to speak and work with PSI to promote the candidate discussed in executive session. Second by Trustee Heinze. Upon roll call the following answered:

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

Trustee Rowan moved to authorize Trustee Heinze and Trustee Long to meet with the 3 employees individually and provide them with feedback on the evaluations. Second by Trustee Struck and approved by a voice call of all Trustees present.

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

Trustee Rowan moved to remove the title and duties of Administrative Assistant from the Finance Directors title and authorize any necessary document or make any changes in the employee manual. Second by Trustee Heinze. Upon roll call the following answered:

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

**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 9:52pm

Respectfully submitted

  
Secretary  
Trustee Struck