

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

The regular meeting of the Board of Trustees of the Barrington Countryside Fire Protection District (BCFPD) was held on Monday, November 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: Long, Hill, Struck, Heinze
Absent: Hanson

3) CORRESPONDENCE

3A) CONTACT CARDS – Trustee Long stated 6 contact cards were received all with a ratings of 5 and positive comments.

3C) NORTHERN ILLINOIS FIRE MUSEUM LETTER – Trustee Long stated the Northern Illinois Fire Museum sent a letter thanking the District for the donation and also complemented the District for the way they were treated during the Antique Fire Equipment show.

3D) LEGISLATIVE UPDATE- Trustee Hill provided information on understanding the Illinois Fire Service Association.

4) MINUTES

4A) READING AND APPROVAL OF THE MEETING MINUTES FOR OCTOBER 19, 2015.

Trustee Heinze moved to approve the October 19, 2015 meeting minutes, second by Trustee Hill and approved by a voice call of all Trustees present.

Ayes: Trustees: Long, Hill, Struck, Heinze

Nays: None

Trustee Hanson joined the meeting.

4C) READING AND APPROVAL OF THE EXECUTIVE SESSION MEETING MINUTES OF OCTOBER 19, 2015.

Trustee Hill moved to approve and keep closed the October 19, 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, Heinze

Nays: None

4D) REPORT FROM RECORDING SECRETARY- Carol Sellner stated there is nothing in addition to what is on the agenda.

5) PUBLIC COMMENT – No Public Comment

6) ATTORNEY REPORT - Mr. Curran provided a written report and provided a status on the subrogation stating nothing was ever filed, it was just a notice of subrogation.

7) FINANCIAL REPORT

7A) - PURCHASE REQUISITIONS FROM 10/16/2015-11/16/2015 - Trustee Hanson moved to approve the purchase requisitions from 10/16/2015–11/16/2015. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

Trustee Heinze feels there should be a more descriptive description other than office supplies and feels a fine tuning of the system would be beneficial to cutting operational costs

7B) TREASURERS REPORT AND FUND TRANSFER– Trustee Hill stated total receipts were \$154,802.95, with disbursements of \$509,195.53, leaving a negative balance of \$397,959.65 in the checking account. Trustee Struck moved to approve the Treasurers Report. Trustee Heinze second. Upon roll call the following answered:

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

Nays: None

Trustee Hill moved to approve the disbursements of \$509,195.53. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

Trustee Hill moved to transfer \$415,000 from the Money Market account to the checking account. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

Trustee Hill moved to transfer \$41,730 from the ambulance fund to the Money Market account. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

Trustee Hill suggests contacting Mr. Taveirne to look at the Districts liquid assets, reserves and depreciation. Trustee Heinze suggests Mr. Taveirne provide a letter of examination so it can be given to the auditor. Trustee Hill stated this has not been done since leaving the Village of Barrington (VOB). Trustee Heinze suggested a monthly report to authenticate and verify the accuracy of the records since the break from the VOB. Trustee Hanson suggested getting an estimate of cost from Mr. Taveirne.

8) DIVISION REPORTS

8A) ILLINOIS FIRE CHIEFS ASSOCIATION (IFCA) – No one in attendance.

8B) PUBLIC INFORMATION REPORT – Mr. McKeon provided his written report.

8C) REPORT BY CHIEF SWANSON/DEPUTY CHIEF WENSCHHOF – Chief Swanson stated he talked with senior staff regarding the Cuba Township siren program and they are going to work on drafting an IGA with Lake Zurich, and the Township. Chief Swanson is hoping to have a draft in December. Deputy Chief Wenschhof stated the generator project is complete and tested. Deputy Chief Wenschhof stated Asst. Chief Asta did a great job coordinating this project. Deputy Chief Kreher introduced new employee, Mike DeLillo. Asst. Chief Asta stated the Humvee should be delivered by Thanksgiving.

9) UNFINISHED BUSINESS

9A) FACILITY PLANNING & PLACEMENT – Discussed in closed session

9B) TUITION/TRAINING REIMBURSEMENT PROGRAM– Chief Swanson stated the document was in the Trustee drive and is ready for consideration. Trustee Heinze would like to see a presentation on this program on the agenda.

9C) ORDINANCE – ESTABLISHMENT OF PENSION FUND BOARD- Rich Curran is still waiting on information and will be deferred to next month

9D) CONSIDERATION AND POSSIBLE APPROVAL OF THE 2015 TAX LEVY ORDINANCE- Trustee Hill moved to approve the 2015 Tax Levy Ordinance. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

10) NEW BUSINESS

10A) POLICY MANUAL/FIRE CODE AMENDMENTS/ORG CHART – Chief Swanson stated the change in the organizational chart was the adding of the Administrative Assistant and Deputy Chief of Administration. Trustee Long stated the line to the paid on call part time should go to the Lieutenant not a Firefighter. Trustee Long stated the Administrative Asst. should be working with senior staff. Trustee Heinze suggested the Transition team work on this organization chart. Trustee Hanson suggested each Trustee share suggestions with the President and the President will send suggestions to the transition team to make changes by December 1, 2015.

Trustee Hill moved to change the Fire Code amendments to \$70 per man hour for open burn without a permit. Trustee Hanson second. Trustee Heinze suggested providing information to the residents of the District. Trustee Long stated the first violation is a warning letter with all the information for subsequent violations. Upon roll call the following answered:

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

Nays: None

Trustee Long went over the changes in the policy manuals. Trustee Hill moved to approve the amended Policy manual as presented with the exception of the organization chart on page 73.

Trustee Struck second. Upon roll call the following answered:

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

Nays: None

10B) SRT RESOLUTION – Trustee Struck moved to approve the SRT resolution. Second by Trustee Hill. Upon roll call the following answered:

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

Nays: None

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10C) NIAFPD CONFERENCE –Trustee Hill stated the District is a member of this alliance and feels the District should be represented. Trustee Hill stated this conference is Jan 27- 31, 2016 in Oakbrook Illinois. Anyone wanting to attend should contact Katheryn.

10C) CHAMBER OF COMMERCE– Trustee Hill stated the District is part of the Chamber of Commerce and feels someone in uniform should attend some of the chamber events. Trustee Hanson will work with staff to determine which events should be attended.

10C) FINANCIAL POLICY AND PETTY CASH SIGNATURES – Trustee Hill recommends Deputy Chief Kreher be a signer on the petty cash account. Trustee Hill moved to authorize signature privileges for Deputy Chief Kreher on the petty cash account. Trustee Hill stated receipts are kept with the Administrative Assistant and reviewed by the Chief and senior staff. Trustee Struck second. Upon roll call the following answered:
Ayes: Trustees: Long, Hill, Hanson, Struck, Heinze
Nays: None

Trustee Hill stated the depreciation schedules are being worked on. Rich Curran stated in his review of the policy manual all the changes from Finance Director to Administrative Assistant have been completed. Trustee Hill recommends when the new treasurer is elected the credit card be issued to the new treasurer. Trustee Long stated he has a credit card and the current policy does not allow any other Trustees to have a credit card. Trustee Hanson suggests changing the policy to allow the president to have a credit card, in case of an emergency. Trustee Long will look at this issue and provide recommendations.

10C) HEADQUARTERS OFFICE SPACE – Asst. Chief Asta provided an office space packet to the Trustees and explained that 2 more administrative offices are needed. Assistant Chief Asta provided a proposal and explained the changes. Trustee Struck stated Lake Barrington requires plans for review and the contractor needs to be licensed with the Village of Lake Barrington. Trustee Heinze moved to authorize staff to proceed with recommendations subject to a written and signed contract with costs not to exceed \$19,500. Trustee Hill second. Upon roll call the following answered:
Ayes: Trustees: Long, Hill, Hanson, Struck, Heinze
Nays: None

10C) POSSIBLE SALE OF STAFF VEHICLE – Asst. Chief Asta stated he did background on the vehicle and recommends the sale to Illinois Fire Safety Alliance. Deputy Chief Kreher has recused himself from the process and the Director is handling the negotiations. Trustee Hanson moved to authorize staff to proceed with negotiations with the Illinois Fire Safety Alliance for the sale of the staff vehicle. Trustee Struck second. Upon roll call the following answered:
Ayes: Trustees: Long, Hill, Hanson, Struck, Heinze
Nays: None

10C) CEASE COLLECTION EFFORTS OF REFERENCE #15050065, #15050066 – Trustee Long recommends stopping collections on bills recommended by Abrams & Abrams and accepting the settlement offered. Trustee Struck moved to cease collections and accept settlement as recommended by Abrams & Abrams. Trustee Heinze second. Upon roll call the following answered:
Ayes: Trustees: Long, Hill, Hanson, Struck, Heinze
Nays: None

10D) –OTHER BUSINESS DESIGNATED BY PRESIDING OFFICER– Trustee Hill stated currently the District has a group policy, but now the District only has one employee with Blue Cross and Blue Shield. Trustee Hill will provide more information regarding Blue Cross and Blue Shield. Trustee Long stated Tom Rowan has offered to help out with the website and educate the new Administrative Assistant. The Trustees agreed this was a good idea.

11) EXECUTIVE SESSION- Trustee Struck moved to recess to closed session at 7:50pm 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, Deputy Chief Wenschhof, Asst. Chief Kreher, and Asst. Chief Asta, attend the closed session. Second by Trustee Hanson. Upon roll call the following answered:

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

Nays: None

The meeting resumed at 9:17 pm. In attendance: Trustees: Long, Hill, Heinze and Struck, Trustee Hanson left the meeting.

12) POSSIBLE ACTION REGARDING MATTERS DISCUSSED IN EXECUTIVE SESSION –

Trustee Struck moved to promote Scott Motisi to Assistant Chief and authorize PSI to fill the position in an interim basis and the transition team be officially named as Deputy Chief Wenschhof, Deputy Chief Kreher, Assistant Chief Asta, and Assistant Chief Motisi, with further details to be outlined in a resolution and communication by Mr. Curran. Second by Trustee Heinze. Upon roll call the following answered:

Trustees: Long, Hill, Struck, Heinze

Nays: None

13) ADJOURNMENT – Upon the motion by Trustee Heinze, second by Trustee Struck and approved unanimously by a voice call of all Trustees present, the meeting was adjourned at 9:20 pm

Respectfully submitted

Secretary
Trustee Struck