

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

The regular meeting of the Board of Trustees of the Barrington Countryside Fire Protection District (BCFPD) was held on Monday, February 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 6:37 pm, upon roll call the following answered:

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

Absent: None

**3) CORRESPONDENCE**

**3A) THANK YOU LETTER – MCHENRY COUNTY COLLEGE FIRE SCIENCE PROGRAM –**

Trustee Long stated the McHenry County College Fire Science Program sent a letter thanking the District for the use of our facility.

**3B) LETTER – BARRINGTON ETSB–** Trustee Long stated a letter was received from the Village of Barrington (VOB) regarding the Emergency Telephone System Board stating they would like to maintain all the agreements as outlined in the 2009 modified ICC application, Trustee Long does not feel any action is needed but Rich Curran will review the letter.

**4) MINUTES**

**4A) READING AND APPROVAL OF THE SPECIAL MEETING MINUTES FOR THE DECEMBER 11, 2014 MEETING –** Postponed till next meeting.

**4B) READING AND APPROVAL OF THE SPECIAL MEETING MINUTES FOR JANUARY 12, 2015 –** Postponed till next meeting.

**4C) READING AND APPROVAL OF THE EXECUTIVE SESSION MEETING MINUTES FOR JANUARY 12, 2015 –** No Executive Session.

**4D) READING AND APPROVAL OF THE MEETING MINUTES FOR THE JANUARY 19, 2015**

-Trustee Rowan moved to approve the January 19, 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

**4E) READING AND APPROVAL OF THE EXECUTIVE SESSION MEETING MINUTES FOR JANUARY 19, 2015.** Trustee Long asked the date be corrected to January 19, 2015. Trustee Hill moved to approve and keep closed the amended January 19, 2015 executive session

meeting minutes, second by Trustee Struck 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 –**Mr. Curran stated he responded to the VOB letter after consulting with our actuary, but has not had any response back from the VOB. Mr. Curran stated he did receive a letter from the VOB attorney prior to that, asking to meet on the dispute resolution procedures and the former IGA. Trustee Rowan does not feel a meeting with the VOB is necessary and feels it should be handled between the attorneys. Rich Curran stated any meeting should include the actuary consultants. The Trustees agreed not to meet with the VOB. Trustee Long stated our actuary informed the District there are 20 or more ways to figure the pension and the VOB has figured them as high as they could, so the District would owe the maximum amount of money. Mr. Curran will call the VOB attorney. Rich Curran stated the 2014 PSEBA expenses are on the bills to be approved, Kim Mueller removed the IRMA and the legal portion. Rich Curran worked with Trustee Hill on the South Barrington impact fees. Mr. Curran stated the tax cap is .08 for 2015

**7) FINANCIAL REPORT**

**7A) - PURCHASE REQUISITIONS FROM 1/10/2015-2/9/2015 -** Trustee Hill moved to approve the purchase requisitions from 1/20/2015–2/9/2015. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

Trustee Heinze congratulated everyone who is committed to cost containment.

**7B) TREASURERS REPORT AND FUND TRANSFER–** Trustee Hill stated total receipts were \$49,423.58, with disbursements of \$509,022.41, leaving a negative balance of \$451,252.24 in the checking account. Trustee Rowan moved to approve the Treasurers Report. Trustee Heinze second. Upon roll call the following answered:

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

Nays: None

Trustee Rowan moved to approve the disbursements of \$509,022.41. Trustee Struck second.

Upon roll call the following answered:

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

Nays: None

Trustee Rowan moved to transfer \$470,000 from the money market account to the checking account to cover the deficit. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

The Trustees discussed investment rates. Trustee Hill will work with John Haniotes from Barrington Bank and make a recommendation to the Board next month. Trustee Heinze suggested Kim Mueller provide a cash flow project policy.

Trustee Hill moved to transfer the \$33,000 from the ambulance fund account to the checking account. Trustee Rowan second. Upon roll call the following answered:

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

Nays: None

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

**8) DIVISION REPORTS**

**8A) ILLINOIS FIRE CHIEFS ASSOCIATION (IFCA)** – John Feit stated Station 3 and benefits will be discussed later in closed session.

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

**8C) REPORT BY CHIEF SWANSON/DEPUTY CHIEF WENSCHHOF** –Chief Swanson stated Battalion Chief Motisi is present in the audience, and is on the road to recovery. Chief Swanson stated they are currently working on the Fire Prevention Director transition which includes keeping the current Fire Prevention Director on for a couple of days. Chief Swanson is requesting a consensus from the Board on the Assistance for Fireman's Grant in an amount not to exceed \$75,000 for a public education safety trailer which would be co-owned with Fox River Grove and Cary. Chief Swanson will be meeting with Chief Macko and Asst. Chief Kreher to talk about submitting the Grant. Chief Swanson is requesting approval for 2 attendees for the full conference and 6 attendees for the Expo at the Fire Department Instructor Conference in Indianapolis. Chief Swanson stated this is the world's largest Fire Fighter Training Conference and Asst. Chief Kreher will select the attendees. Chief Swanson stated the not to exceed cost for the 1 day Expo would be \$1920 and \$3900 for the full conference on April 15- 19, 2015. The purchase requisition will be ready for the next meeting. Chief Swanson stated the total amount not to exceed would be \$6000. Chief Swanson stated Lt. Murphy, Lt. Haller, Eric Mandel, Eric Broillette and Tom Foster are doing an excellent job in Battalion Chief Motisi's absence. Chief Swanson stated the fatal fire on the 24<sup>th</sup> remains under investigation and may stay that way. Chief Swanson stated fire fighter Bolsinger received positive comments on pumping that fire from a neighboring jurisdiction. Chief Swanson stated in January there were 192 responses, 60 % were from Station 1 and 40% were for Station 2, 78% were EMS calls, 15 were motor vehicle accidents, 1 structure fire, and 1 car fire. Chief Swanson stated Deputy Chief Wenschhof provided a draft of the tuition reimbursement program. Chief Swanson provided a list of new projects for Fire Prevention, but the creation of a list of construction project/remodels will be put on hold until the new Director is up to speed. Chief Swanson stated 20 Opticomms were tested, found 1 malfunction at Barrington and Palatine Roads and repairs are in progress. Trustee Rowan suggests Asst. Chief Asta be provided a vehicle with lights and sirens. Chief Swanson will work with Deputy Chief Wenschhof and prepare a report for next month. The Trustees discussed the use of vehicles. The consensus of the Board was to provide Asst. Chief Asta with a vehicle.

Asst. Chief Kreher provided a report on training and a report from PSI. Asst. Chief Kreher stated every full time employee signed up for the additional life insurance which was provided by the Board.

Asst. Chief Asta provided a written report and stated the District has a total of 19 vehicles including the Humvees. Asst. Chief Asta stated one Humvee will be used as a brush truck, one for off road EMS, and the 3<sup>rd</sup> will be for parts. Trustee Heinze asked about safety inspections and licenses for the Humvees. Asst. Chief Asta is still getting all that information, but expects to have the Brush Truck Humvee in service by July 4.

**9) UNFINISHED BUSINESS**

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

**9B) STRATEGIC PLANNING** – Trustee Long stated there have been 4 meetings and summaries have been provided. Trustee Long is very pleased with how everyone is working together. The next meeting will be on communication on February 20<sup>th</sup>.

**9C) MANAGEMENT CONSULTANT** – Lew Bender will meet tomorrow with the Chief and Finance Director.

**9D) TUITION/TRAINING REIMBURSEMENT PROGRAM** – To be discussed in closed session.

**9E) WEBSITE UPDATE / APPARATUS UPDATE**– Trustee Rowan provided a display of the BETA version of the new website and went thru each of the new pages. Trustee Rowan stated revisions and updates can be done by the District.

**9F) DISTRICT POLICY MANUAL** – The Trustees reviewed the Freedom of Information Act (FOIA) policy. Trustee Rowan moved to approve the FOIA updates to the District Policy Manual as presented. Trustee Hill Second. Upon roll call the following answered:

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

Nays: None

Trustee Rowan moved to approve the provided amended documents for two Job Descriptions in the Policy Manual. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

**9G) FEDERAL LEGISLATIVE DAY** – Trustee Hill stated he has secured the hotel room and is working on cost for flights. Trustee Hill stated the purpose is to build relations with the Federal Legislators.

**9H) ADMINISTRATIVE ASSISTANT POSITION** – Discussed in closed session

#### **10) NEW BUSINESS**

**10A) ILLINOIS LEGISLATIVE DAY** – Trustee Hill stated he has secured rooms for this event next month. Trustee Long, Chief Swanson, and Trustee Hill will attend. Trustee Long stated it is very important that we speak with representatives to get the Districts ideas heard. Trustee Struck approved attendance at the Illinois Legislative Day for a cost not to exceed \$750. Trustee Rowan Second. Upon roll call the following answered:

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

Nays: None

**10B) PURCHASE OF 3<sup>RD</sup> HUMVEE**– Trustee Hill moved to approve the purchase of the 3<sup>rd</sup> Humvee not to exceed \$9000.00 for all 3 Humvees. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

**10C) SEARCH FOR AUDITOR**– Trustee Long stated that two senior partners from Dam Snell and Taveirne retired, and the remaining partners want Mr. Taveirne to do more estate tax items, so he recommends the District find another CPA/Auditor and he will not be doing the audit this year. Trustee Hill and Kim Mueller have met with one candidate and will contact several other

firms and will have a recommendation by the next meeting. John Haniotes will provide the names of two local firms that work with municipalities.

**10D) POLICY MANUAL** – Discussed above.

**10E) PETTY CASH/IMPREST FUND POLICY**– Kim Mueller provided an internal control policy that outlines the establishment of an imprest fund checking account for an amount not to exceed \$800 and petty cash for a maximum of \$200.00. Kim Mueller stated there would be a small check book that would hold \$800.00 and the petty cash box would be replenished from this account. Signature authority would be Kim Mueller, Chief Swanson, and the District Treasurer. The petty cash reimburses individuals on small amounts and the current petty cash is not meeting the needs of the District. Kim Mueller stated it would require 2 signatures. Trustee Hill moved to approve the petty cash policy as outline and establish the checking account as stated. Trustee Heinze second. Upon roll call the following answered:

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

Nays: None

**10F) CUBA TOWNSHIP WARNING SIRENS**– Chief Swanson stated Cuba Township is requesting the District house the equipment to turn on the warning sirens. Cuba Township is looking for an IGA with the District to house the equipment, which is operated thru CenCom. Chief Swanson will present the IGA at the next meeting.

**10G) CONSIDERATION OF AGREEMENTS – REDUCED RESPONSE TIME PROGRAM**–

Trustee Long met with Chief Swanson, Deputy Chief Wenschhof, the South Barrington Village President, Trustee, and Police Chief. Trustee Long stated they received a favorable response at the South Barrington Village Board Meeting in regards to putting a 1<sup>st</sup> response vehicle in the South Barrington Village Hall. Trustee Long stated they also met with Hoffman Estates and received approval there. Trustee Heinze moved to proceed and approve the Memorandum of Understanding subject to the changes made by the Attorney and approval from South Barrington. Trustee Hill second. Upon roll call the following answered:

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

Nays: None

Chief Swanson will talk to the Chief of East Dundee.

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

**12)-EXECUTIVE SESSION-** Trustee Rowan moved to recess to closed session at 8:03 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, John Feit and Asst. Chief Kreher attend the closed session. Second by Trustee Hill. Upon roll call the following answered:

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

Nays: None

The meeting resumed at 9:24 pm. In attendance: Trustees: Long, Hill, Rowan, Struck and Heinze

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

- Trustee Heinze moved to authorize Chief Swanson to contact PSI regarding light duty for Battalion Chief Motisi. Trustee Hill second. Upon roll call the following answered:  
Ayes: Trustees: Long, Hill, Heinze, Rowan, Struck  
Nays: None

Trustee Rowan moved to approve the hiring for the part time position of Administrative Assistant for up to 25 hours per week as discussed in executive session. Trustee Hill second. Upon roll call the following answered:  
Ayes: Trustees: Long, Hill, Heinze, Rowan, Struck  
Nays: None

**14) 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 9:25 pm

Respectfully submitted,

  
Secretary  
Trustee Struck