

**MINUTES OF THE MEETING OF THE BARRINGTON COUNTRYSIDE FIRE
PROTECTION DISTRICT
JULY 21, 2014**

The regular meeting of the Board of Trustees of the Barrington Countryside Fire Protection District was held on Monday, July 21, 2014 at 6:30pm at Station #1, 22222 N Pepper Rd., Lake Barrington, Illinois.

1) 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

Absent: Trustee Struck

PLEDGE OF ALLEGIANCE

2) 2014/2015 PROPOSED COMBINED BUDGET AND APPROPRIATION ORDINANCE PUBLIC HEARING- Trustee Long opened the public hearing for the 2014/2015 proposed combined budget and appropriation ordinance. There was no public comment. Rich Curran stated the draft was available for public inspection for 30 days prior to this meeting and a notice was published in the Daily Herald. Trustee Long stated there were a couple of minor changes, which involved movement from the corporate to the ambulance fund and some additional station expenses, the difference was \$12,000. Trustee Hill moved to close the public hearing on the Combined Budget and Appropriation Ordinance, second by Trustee Rowan and approved by a voice call of all Trustees present.

Ayes: Trustees: Long, Heinze, Hill, Rowan

Nays: None

Trustee Long stated because Secretary Struck is absent a secretary pro tem will be needed. Trustee Hill moved to appoint Trustee Rowan as secretary pro tem, second by Trustee Heinze and approved by a voice call of all Trustees present.

Ayes: Trustees: Long, Heinze, Hill, Rowan

Nays: None

3A) READING AND APPROVAL OF THE MINUTES FOR THE JUNE 9, 2014 SPECIAL MEETING.

Trustee Heinze moved to approve the June 9, 2014 special meeting minutes, second by Trustee Hill and approved by a voice call of all Trustees present.

Ayes: Trustees: Long, Heinze, Hill, Rowan

Nays: None

3B) READING AND APPROVAL OF THE MINUTES FOR THE JUNE 16, 2014 MEETING. Trustee Rowan moved to approve the June 16, 2014 meeting minutes as amended, second by Trustee Hill and approved by a voice call of all Trustees present.

Ayes: Trustees: Long, Heinze, Hill, Rowan

Nays: None

Trustee Long stated Chief Swanson recommended the word "not" be added to the sentence supersede the Village Code.

3C) READING AND APPROVAL OF THE MINUTES FOR THE JUNE 23, 2014 SPECIAL MEETING.

Trustee Rowan moved to approve the June 23, 2014 meeting minutes, second by Trustee Heinze and approved by a voice call of all Trustees present.

Ayes: Trustees: Long, Heinze, Hill, Rowan

Nays: None

3D) READING AND APPROVAL OF THE EXECUTIVE SESSION MINUTES FOR JUNE 16, 2014.

Trustee Hill moved to approve and keep closed the June 16, 2014 executive meeting minutes, second by Trustee Rowan and approved by a voice call of all Trustees present.

Ayes: Trustees: Long, Heinze, Hill, Rowan

Nays: None

3E) READING AND APPROVAL OF THE EXECUTIVE SESSION MINUTES FOR JUNE 23, 2014.

Trustee Long stated these will be discussed in closed session.

4) ATTORNEY REPORT –Rich Curran suggested a special meeting with the actuary regarding the findings. Trustee Hill will contact the accountant and actuary.

5) FINANCIAL REPORT

5A) - PURCHASE REQUISITIONS FROM 6/11/2014-7/10/2014. Trustee Hill moved to approve the purchase requisitions from 6/11/2014–7/10/2014 excluding requisition #1265 for \$2500. Trustee Rowan second. Upon roll call the following answered

Ayes: Trustees: Long, Hill, Heinze, Rowan

Nays: None

Trustee Hill asked about the Quartermaster purchase order for uniforms. Kim Mueller stated Chief Swanson passed this on to Asst. Chief Wenschhof and he is not sure of what he should do with it. Trustee Hill stated the part time employees are in need of uniforms and how are the requisition being handled. Kim Mueller' stated the uniforms are being purchased against this requisition, even though it has not been signed. Trustee Hill stated this is a violation of the procedures and unacceptable in terms of the process standpoint. Trustee Hill recommends the correct process be followed and corrected. Chief Swanson stated the purchase requisition will be completed tomorrow. Trustee Hill asked for clarification on the vehicle requisition and why the radios went into different vehicles. Asst. Chief Wenschhof stated 2 radios were purchased for the Chiefs vehicle. Asst. Chief Wenschhof stated a change was made by the Chief because he needed a different control head which allowed it to be used in a smaller space. Asst. Chief Wenschhof stated they repurposed the previously purchased radios using them on the tender and the Battalion Chiefs vehicle. Then a new higher priced radio was purchased for the Battalion Chiefs vehicle but used in the Chiefs car. Trustee Hill feels it is important there is a paper trail. Asst. Chief Wenschhof stated all the radios where approved with purchase orders, but there was a project that went over budget and all procedures were followed. Trustee Hill suggests a strategic planning session. Trustee Rowan stated the radio that did not fit in the Chief car was repurposed into another vehicle to save money, but also feels it should be documented. Trustee Heinze feels purchase order #1265 for the International Association of Fire Chief Convention is incomplete, because it does not include any estimated costs, there is a budget of \$2500 that Trustee Heinze does not support. Trustee Long stated he attended the Illinois Association of Fire Protection District (IAFPD) meeting in June and went to a number of sessions. Trustee Long stated at one session a Fire Chief gave a lecture about the loss of his firefighter son in a fire because of the lack of firefighter training. Trustee Long feels training is needed at all levels and supports the Chief going to this meeting. Trustee Heinze agrees with training and feels there should be supporting documentation, conference schedule and subject matter. Trustee Hill asked for a conference brochure. Chief Swanson will provide the conference brochure to the Trustees. Chief Swanson stated when registration takes places you select the track you would like to attend, and in the addendum is a 4 day class schedule. Trustee Rowan does not feel at this time this training should be approved.

Trustee Long moved to approve requisition #1265 for \$2500.00. Trustee Hill second. Upon roll call the following answered

Ayes: Trustees: Long, Hill, Heinze

Nays: Rowan

5B) TREASURERS REPORT – Trustee Hill stated total receipts were \$822,754.90, disbursements of \$478,926.50, leaving \$45,663.77 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

Nays: None

Trustee Rowan moved to approve the disbursements of \$478,926.50. Trustee Heinze second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan

Nays: None

Trustee Hill asked about check #7461 for Jake the striper. Kim Mueller stated this invoice was for detailing on the new vehicles. Trustee Heinze stated in 99 % of the cases there is a very good audit trail. Trustee Heinze provided a spreadsheet which list items that were requested, the costs and any differential based on the actual invoice versus the approved amount. Kim Mueller stated this document will be on the server in the Trustee folder. Trustee Hill reviewed the checking accounts and checks.

Trustee Hill recommended no transfer be made to the Money Market and leave the remaining \$45,663.77 in the checking account.

Trustee Long stated there are 3 CDs coming due in the next 3 months. Trustee Hill recommends that before the District moves forward, there needs to be clarification on financial policy regarding collateralization. Trustee Long suggested an agenda item for next month to review the investment policy.

6) DIVISION REPORTS.

6A) ILLINOIS FIRE CHIEF ASSOCIATION (IFCA) – John Feit stated he has been working with Trustee Heinze in the pursuit of Station 3. John Feit felt the trip to Taskforce Tips Company with Captain Asta, Chief Goodwin, and Chief Wenschhof was very valuable. John Feit presented photos on the new engine with a final inspection in late August. Captain Asta explained the photos of the engine.

6B) PUBLIC INFORMATION REPORT – Mr. McKeon provided a written report. Trustee Hill acknowledged the great job Mr. McKeon does for the District.

6C) REPORT BY CHIEF SWANSON – Chief Swanson stated the Illinois Department of Natural Resources Grant closes on July 31, he will make application for \$10,000. Chief Swanson met with Chief Schmitendorf from East Dundee and toured their new facility. Chief Swanson stated Chief Smidentdorf is looking to expand the auto aid agreement. Chief Swanson and Chief Wenschhof will meet with East Dundee to consider working more closely in the arboretum area. Chief Swanson stated Reverend Gerry Schalk has been working hard with Chief Kreher and Chief Wenschhof. Trustee Hill asked about meeting with South Barrington regarding the Dry hydrants. Chief Swanson is waiting for a call back, he will follow up this week. Trustee Hill asked if the non-working dry hydrants have been fixed. Don Wenschhof stated he has not heard about any repairs. Asst. Chief Wenschhof will provide a list of the non-working dry hydrants to Trustee Hill. Chief Swanson reported on a communication regarding a fire alarm in the Inverness area of the District regarding the response time. The call came in as an emergency response but then was downgraded to non-emergency from information received in route, which generated a longer response time. Chief Swanson will communicate with the Inverness Police as well as the Inverness Village Manager to communicate the response time with them and to strengthen the relationship.

Chief Wenschhof reported they are on track to handle about 1600 calls this year. The VOB auto aid agreement might add to this total. There have been 800 calls thru the end of June, and in June there were 128 total calls, of which 77 were EMS calls. Chief Wenschhof stated a system was put in place

to track the automatic aid calls with the VOB and within 3 days a tally will be provided to the Board. Chief Wenschhof stated the tender drill last month went very well and it was a good experience for everyone involved. Don Wenschhof stated there have been staffing changes, Chris Kelly has been recalled and that position has been filled, Chief Eilken has resigned and that position will be filled shortly. Trustee Hill asked about average response times. Chief Wenschhof stated it is being worked on, they are tightening up the data entry into Firehouse software. Chief Wenschhof will put something together to get to the Board. Trustee Hill asked about the drowning in South Barrington. Scott Motisi stated in June a female was found in a pool in South Barrington and ALS was performed, there were crews on scene within 4.5 minutes and she was transported to the hospital.

Asst. Chief Kreher stated there has been joint training with Fox River Grove. Asst. Chief Kreher stated he has made contact with College of Lake County and McHenry County College regarding training and classes. Asst. Chief Kreher stated there are auto aid agreement drills working with East Dundee, Hoffman Estates, Fox River Grove and Cary. Asst. Chief Kreher stated he has set up some classes with IFSI. Asst. Chief Kreher stated Illinois Fire Safety Alliance will hold a class at Station 1 and because the District is the host, two of our members will attend free of charge. Asst. Chief Kreher stated he is working on a training schedule for the remainder of the year.

7) UNFINISHED BUSINESS

7A) LONG-TERM PLANNING/THIRD STATION FOR DISTRICT - Trustee Heinze stated this will be discussed in closed session and will continue to work with John Feit. Trustee Heinze stated there have been meetings with the property owners as well as with the building manufacturer and the meetings will continue.

7B) BENEFITS EVALUATION, COMPARISON AND RANKING – Trustee Heinze stated there will be meetings with PSI later this month to get input and information.

7C) DISTRICT EMPLOYEE PERFORMANCE EVALUATION CRITERIA– Trustee Long has talked with Karla Dobbecke and reviewed the questionnaires. Trustee Long will forward the links to the site to the Trustees for them to answer the questions on line and then Ms. Dobbecke will collate the responses.

7D) WEBSITE UPDATE – Trustee Rowan stated he will work with the photographer to update the apparatus page and start looking at web designers.

7E) DESIGNATED AUDIT– Covered in the financial report.

7F) INVESTMENT MANAGEMENT SERVICES – Covered in the financial report.

7G) 2014/2015 BUDGET/ APPROPRIATION ORDINANCE– Trustee Hill moved to approve the 2014/2015 budget and appropriation ordinance with the changes as presented. Trustee Rowan second. Upon roll call the following answered
Ayes: Trustees: Long, Hill, Heinze, Rowan
Nays: None

7H) – VIDEO CONFERENCE EQUIPMENT - Trustee Hill stated the cameras have been returned and a training date on the equipment is to be determined. Trustee Hill stated one invoice is still pending. Trustee Hill stated they will be looking at WebEx for Video conferencing. Don Wenschhof stated training will be conducted thru the WebEx interface at Station 1 and 2.

8) NEW BUSINESS

8A) OPTICOM REPAIRS DUNDEE & PRAIRIE MIDDLE SCHOOL – Jim Kreher stated a quote was signed and sent back last month. Kim Mueller stated purchased requisition #1262 was approved and signed on June 23 for \$3121.00. Jim Kreher stated he just received notice about the intersection of 62

and Barrington Road asking if any upgrades need to be done. Don Wenschhof stated this will be reviewed. John Feit suggested if there are any updates, requesting Willow Creek's assistance could be beneficial and in the past they have been receptive.

8B) RESOLUTION POWER OF ATTORNEY FOR REPRESENTING EMPLOYER UNDER THE ILLINOIS UNEMPLOYMENT INSURANCE ACT – Mr. Curran stated this will allow Mr. Kinnamon to dispute and eliminate the penalties that were applied improperly for wage filing. Trustee Hill requests any problems that arise be communicated to the Board immediately. Denise Gentile stated information would go directly to Kim Mueller. Trustee Heinze moved to approve the resolution for power of attorney for representing employer under the Illinois Unemployment Insurance Act. Trustee Hill Second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan

Nays: None

8C) RESOLUTION AGREEMENT FOR GIS MAPPING- IFCA – Chief Swanson presented a proposal from the IFCA to do GIS mapping. The cost would be shared between 3 Districts and our portion would be \$680.00. Trustee Rowan moved to approve the proposal of the GIS mapping. Trustee Hill second. Upon roll call the following answered

Ayes: Trustees: Long, Hill, Heinze, Rowan

Nays: None

8D) ORDINANCE DECLARING SURPLUS EQUIPMENT FOR DISPOSAL – Kim Mueller stated this is for disposal of the 911 emergency phone housing, solar panel, broken desk chair and guest chair. Trustee Heinze moved to approve the ordinance declaring these items surplus and approval of proper disposal. Trustee Hill second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan

Nays: None

8E) PURCHASING PROCURMENT PROCEDURES - Trustee Heinze stated they are working toward establishing purchasing procedures to acquire the best prices and bids. Trustee Heinze presented a fully executed request for repairing the generator for an estimate of \$2200.00. Their proposal is unclear as to whether this will be sufficient and they stated this is an estimate only. Trustee Heinze moved to approve this proposal not to exceed \$2200 for the repair to the Station 2 generator, and requests the opportunity to evaluate a proposal for a new generator or a proposal for final repair. Trustee Rowan asked about the maintenance agreement on the generator. Asst. Chief Wenschhof stated there is a maintenance agreement with Alternate Power for two services per year, but the generator was working the last time maintenance was done. Chief Wenschhof stated he will meet with the repair person for a full explanation of the problem. Trustee Rowan second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan

Nays: None

Trustee Long stated there is a new law that requires 3 bids for purchases over a certain amount. Rich Curran will look into this.

8F) OTHER BUSINESS DESIGNATED BY THE PRESIDING OFFICER. – No other business

9) PUBLIC COMMENT – No public comment

10)-EXECUTIVE SESSION- Trustee Rowan 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) l(lease or sale), (c) (5) purchase of real property, (c) (11) litigation and (c) (1) personnel issues requesting Carol Sellner and Rich Curran attend the close session, with Chief Swanson to attend the second part of the closed session. Second by Trustee Hill. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan

Nays: None

The meeting resumed at 9:38pm. In attendance: Trustees: Long, Hill, Rowan,
Absent: Trustees: Heinze and Struck

11) POSSIBLE ACTION-

3E) READING AND APPROVAL OF THE EXECUTIVE SESSION MINUTES FOR JUNE 23, 2014.

Trustee Hill moved to approve, as amended and keep closed the June 23, 2014 executive meeting minutes, second by Trustee Rowan and approved by a voice call of all Trustees present.

Ayes: Trustees: Long, Hill, Rowan,

Nays: None

Trustee Hill moved to approve the designation of the Vice President and the Treasurer to sign purchase order requisitions and the preceding president will have authority to sign purchase order requisitions if one of the designated Trustees is unavailable. Second by Trustee Rowan. Upon roll call the following answered:

Ayes: Trustees: Long, Rowan, Hill

Nays: None

Trustee Rowan moved to authorize Chief Swanson to contact PSI to change the rank of the employee discussed in closed session effective immediately. Second by Trustee Hill. Upon roll call the following answered:

Ayes: Trustees: Long, Rowan, Hill

Nays: None

12)-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 9:42pm

Respectfully submitted

Secretary Pro-tem
Trustee Rowan