

**MINUTES OF THE MEETING OF THE BARRINGTON COUNTRYSIDE FIRE  
PROTECTION DISTRICT  
JUNE 15, 2015**

The regular meeting of the Board of Trustees of the Barrington Countryside Fire Protection District (BCFPD) was held on Monday, June 15, 2015 at 6:30 pm at Station #1, 22222 N Pepper Rd., Lake Barrington, Illinois.

**1) PLEDGE OF ALLEGIANCE**

**2) APPOINTMENT OF NEW TRUSTEE** – Rich Curran swore in Trustee Hanson.

**3) 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: Hanson, Long, Heinze, Hill, Struck  
Absent: None

**4) ELECTION OF BOARD PRESIDENT/VICE PRESIDENT/SECRETARY/TREASURER** – Trustee Hill nominated Trustee Struck as Secretary, Trustee Hanson as Vice President, Trustee Long as President, and Trustee Hill as Treasurer. Trustee Struck second. Upon roll call the following answered:  
Ayes: Trustees: Long, Hill, Heinze, Struck, Hanson  
Nays: None

**5) MINUTES**

**5A) READING AND APPROVAL OF THE MEETING MINUTES FOR MAY 18, 2015** -Trustee Struck moved to approve the May 18, 2015 meeting minutes, second by Trustee Hill and approved by a voice call of all Trustees present.  
Ayes: Trustees: Long, Heinze, Hill, Hanson, Struck  
Nays: None

**5B) READING AND APPROVAL OF THE EXECUTIVE SESSION MEETING MINUTES MAY 18, 2015.** Trustee Hill moved to approve and keep closed the May 18, 2015 executive session meeting minutes, second by Trustee Struck and approved by a voice call of all Trustees present.  
Ayes: Trustees: Long, Heinze, Hill, Struck, Hanson  
Nays: None.

**5C) READING AND APPROVAL OF THE SPECIAL MEETING MINUTES FOR MAY 27, 2015** -Trustee Hill moved to approve the May 27, 2015 special meeting minutes, second by Trustee Struck and approved by a voice call of all Trustees present.  
Ayes: Trustees: Long, Heinze, Hill, Hanson, Struck  
Nays: None

**5D) REPORT FROM RECORDING SECRETARY-** Carol Sellner stated there are no other open items other than what is listed on the agenda.

**6) PUBLIC COMMENT** – No Public Comment

**7) ATTORNEY REPORT** - Mr. Curran stated the Budget and Appropriation Ordinance Public Hearing will be at the July meeting. Rich Curran stated he has been working with Chief Swanson on the policy manual and is working on the attorney's letter for the Audit.

**8) FINANCIAL REPORT**

**8A) - PURCHASE REQUISITIONS FROM 5/11/2015-6/10/2015** - Trustee Hill moved to approve the purchase requisitions from 5/11/2015–6/10/2015. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

Trustee Hill asked about purchase requisition #1530. Kim Mueller stated this invoice was for \$1255.50 which came in December for the NFPA codes for the Fire Prevention Bureau. Trustee Hill does not remember the notes being on the requisition. Trustee Heinze stated the notes were on the requisition when he signed it. Trustee Hill asked that any notes on requisitions be initialed and dated.

Trustee Long stated a new alternate for signing purchase requisitions needs to be chosen. Trustee Hill moved to approve Trustee Hanson as the alternate signature for purchase requisitions. Trustee Struck second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Struck

Nays: None

Abstain: Trustee Hanson

**8B) TREASURERS REPORT AND FUND TRANSFER**– Trustee Hill stated total receipts were \$681,658.82, with disbursements of \$435,394.23, leaving a balance of \$221,162.22 in the checking account. Trustee Hill moved to approve the Treasurers Report. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

Trustee Hill moved to approve the disbursements of \$435,394.23. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

Trustee Hill asked about check #8186. Kim Mueller stated this was for a class attended by Battalion Chief Motisi on behalf of the District to be the Designated Infection Control Officer.

Trustee Hill moved to transfer \$200,000 from the checking account to the money market account. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

Trustee Hill moved to transfer \$37,200 from the ambulance fund to the checking account. Trustee Struck second. Upon roll call the following answered:

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

Nays: None

Trustee Hill moved to roll over cd #34871 on July 16, 2015. Trustee Struck second. Upon roll call the following answered:

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

**8C) REPORT FROM THE FINANCE DIRECTOR-** Kim Mueller provided a written report.

**9) DIVISION REPORTS**

**9A) ILLINOIS FIRE CHIEFS ASSOCIATION (IFCA)** – Trustee Heinze provided a map of the District for the possibility of water fill sites. The Trustees requested information from other Fire Districts that might be using these types of pumps. Trustee Long asked how much has been spent on this project. Kim Mueller stated last month John Feit billed the District for 1 hour for this project.

**9B) PUBLIC INFORMATION REPORT** – Mr. McKeon talked with the tribune reporter who went on the ride along and will send the completed article to the Trustees. The Board had no comments on the open fire pit article.

**9C) REPORT BY CHIEF SWANSON/DEPUTY CHIEF WENSCHHOF** – Chief Swanson stated the Deputy Chief continues to visit and evaluate dispatch centers. Chief Swanson stated the Village of Barrington (VOB) auto aid agreement remains unchanged. Chief Swanson will be meeting with senior staff to effect positive change with the auto aid agreement and at least minimally maintain the 60 day meeting requirement. Chief Swanson met with the Village of Inverness and the Palatine Rural Fire District to talk about Fire and EMS operations. Mayor Tatoes requested an activity report which the Deputy Chief is working on for Board approval and invited the District to join the July 4<sup>th</sup> parade. Chief Swanson stated they are working on parade participation coordination. Chief Swanson stated there is a fee to participate in the VOB parade. Trustee Hill is not in favor of spending money for participation in the parade. Chief Swanson congratulated Battalion Chief Motisi, Battalion Chief Tress, Firefighter Mandel and Lt. Brouillette for being awarded the Illinois Fire Chief Association educational scholarships. Chief Swanson stated thank you letters were sent to the neighboring Fire Departments for their support in the 2 large fires. Chief Swanson requested the Boards concurrence to meet with PSI to discuss the operational plan.

**10) UNFINISHED BUSINESS**

**10A) FACILITY PLANNING & PLACEMENT** - To be discussed in closed session.

**10B) STRATEGIC PLANNING** – Trustee Long provided the strategic plan to the Trustees and will revisit in 6 months. Trustee Hill asked this be put on the agenda for approval next month.

**10C) WEBSITE UPDATE / APPARATUS UPDATE**– Kim and Don are working on the website.

**10D) TUITION/TRAINING REIMBURSEMENT PROGRAM** –Kim Mueller stated Don sent a draft for the Tuition Aid Program and will have something more formal at the July meeting.

**10E) CUBA TOWNSHIP WARNING SIRENS** – Chief Swanson stated Cuba Township is working with other dispatch centers that can function as a backup and some equipment might be housed here, but she is looking for someone sitting in a seat to push a button should CenCom fail.

**10F) POLICY MANUAL**- Rich Curran is reviewing the document, and should be put on the agenda for next month.

**10G) CERTIFICATE OF DEPOSIT - Covered above**

**11) NEW BUSINESS**

**11A) ORDINANCE #15.03 – PREVAILING RATE OF WAGES 2015/2016 –** Trustee Struck moved to approve ordinance 15.03 for prevailing rate of wages for 2015/2016. Trustee Hill second. Upon roll call the following answered:

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

Nays: None

**11B) PURCHASE REQUISITION POLICY –** Trustee Hill feels all the purchase requisitions need to be sent thru the Chief. Trustee Heinze asked this be tabled until next month.

**11C) EFFECTIVE USE OF INFORMATIONAL SCREENS –** Trustee Heinze feels the screens need to be utilized and implemented. Trustee Heinze is looking for a coordinator and ideas to post events and information to be updated on a regular basis. Chief Swanson stated a plan will be provided to the Trustees.

**11D) POSSIBLE MONETARY DONATION – ART IN THE BARN –** Scott Motisi stated the Good Shepard Auxiliary Board requested a monetary donation for the Art in the Barn event. The Trustees agreed to donate equipment and manpower for the event.

**11E) BANK OF MONTREAL CORPORATE MASTERCARD PROGRAM ACCOUNT AGREEMENT –** Trustee Hill presented a MasterCard Account agreement. Rich Curran reviewed the agreement. John Haniotes stated Barrington Bank will provide a comparable plan for consideration. Trustee Heinze suggested this be tabled until next month to review the plan from Barrington Bank. A policy on the Credit Cards, purchasing and accountability will be worked on for the next meeting.

**11F) IT MANAGEMENT -** Don stated the District has a service contract with Reliable IT, who was the original company that installed the equipment.

**11G) OTHER BUSINESS DESIGNATED BY PRESIDING OFFICER–**Trustee Long stated there is the annual training from the State of Illinois on the open meetings act, and FOIA. Trustee Long asked if the current auditor Eder Casella & Co. wants to do just the audit. Trustee Hill stated that Eder Casella & Co. wants to only do the Audit. The Trustees asked if Doug would be interested in providing the District with some advice or answering some questions. Rich Curran will contact Doug Taveirne regarding possible consultation on the levy.

**12) EXECUTIVE SESSION -** Trustee Struck moved to recess to closed session at 8:19 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, and Chief Swanson attend the closed session. Second by Trustee Hill. Upon roll call the following answered:

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

Nays: None

The meeting resumed at 9:11 pm. In attendance: Trustees: Long, Hill, Hanson, Struck and Heinze.

Trustee Struck moved to re-enter closed session at 9:11 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, and Chief Swanson attend the closed session. Second by Trustee Hill. Upon roll call the following answered:

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

Nays: None

**13) POSSIBLE ACTION REGARDING MATTERS DISCUSSED IN EXECUTIVE SESSION –**  
None

**14) ADJOURNMENT** – Upon the motion by Trustee Struck, second by Trustee Hill and approved unanimously by a voice call of all Trustees present, the meeting was adjourned at 9:23 pm

Respectfully submitted



Secretary  
Trustee Struck