

**MINUTES OF THE MEETING OF THE BARRINGTON COUNTRYSIDE FIRE
PROTECTION DISTRICT
OCTOBER 20, 2014**

The regular meeting of the Board of Trustees of the Barrington Countryside Fire Protection District was held on Monday, October 20, 2014 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 6:30pm, upon roll call the following answered:

Present Trustees: Rowan, Long, Heinze, Hill

Absent: Trustee Struck

3A) READING AND APPROVAL OF THE MINUTES FOR THE SEPTEMBER 15, 2014 MEETING -

Trustee Rowan moved to approve the September 15, 2014 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 EXECUTIVE SESSION MINUTES FOR SEPTEMBER 15, 2014. Trustee Hill moved to approve the September 15, 2014 executive session meeting minutes, second by Trustee Heinze and approved by a voice call of all Trustees present.

Ayes: Trustees: Long, Heinze, Hill, Rowan

Nays: None.

Trustee Rowan moved to keep closed the executive session meeting minutes for September 15, 2014, second by Trustee Hill and approved by a voice call of all Trustees present.

Ayes: Trustees: Long, Heinze, Hill, Rowan

Nays: None

3C) REPORT FROM RECORDING SECRETARY- Carol Sellner stated there are no other open items other than what is listed on the agenda.

4) ATTORNEY REPORT – Mr. Curran provided a written report

Trustee Hill presented and recognized Matthew Polasik, Barrington High School, who is currently working toward the rank of Eagle Scout. Matthew Polasik is hoping to pursue a music teaching career.

5) FINANCIAL REPORT

5A) - PURCHASE REQUISITIONS FROM 9/11/2014-10/10/2014-Trustee Heinze moved to approve the purchase requisitions from 9/11/2014–10/10/2014. Trustee Hill second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan

Nays: None

5B) TREASURERS REPORT AND FUND TRANSFER– Trustee Hill stated total receipts were \$942,531.34, disbursements of \$466,583.21, leaving \$107,279.52 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 \$466,583.21. Trustee Heinze second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan

Nays: None

Trustee Hill stated CD #34899 matured on 10/18/2014, in the amount of \$507,236.17 and suggested this be transferred into the money market account. Trustee Rowan moved to transfer \$507,236.17 from CD #34899 to the money market account. Trustee Heinze second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan

Nays: None

Trustee Hill stated he reviewed all the Barrington Bank accounts and found no discrepancies.

5C) REPORT FROM THE FINANCE DIRECTOR –Kim Mueller requested authorization from the Board to transfer \$45,000.00 from the ambulance account into the checking account because the ambulance account does not accrue any interest. The balance in the ambulance account as of September 30, 2014 was \$45,400.73. Trustee Heinze moved to transfer \$45,000 from the ambulance account into the checking account. Trustee Hill second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan

Nays: None

6) DIVISION REPORTS

6A) ILLINOIS FIRE CHIEFS ASSOCIATION (IFCA) – John Feit stated he assisted with officer testing and will be going for the final inspection of the refurbished tender this Friday.

6B) PUBLIC INFORMATION REPORT – Mr. McKeon provided a written report.

6C) REPORT BY CHIEF SWANSON –Chief Swanson stated he met with Good Shepard Hospital and they are requesting the use of Station 1 as a backup for an Emergency Operation Center. Trustee Rowan suggested the Chief pursue a more synchronized response effort with Good Shepard Hospital. Chief Swanson stated he met with MESS Canteen representatives and they are requesting permission to install a storage rack in the bay at Station 1. Chief Swanson and Deputy Chief Wenschhof are evaluating this possibility and will make a recommendation next month. Chief Swanson requests a partnership with Columbia University to be added to next month's agenda. The Board requested more information on Columbia University. Trustee Long stated they are Nationally Accredited and recommends each of the Trustees look at their website. Chief Swanson will provide feedback from other partnering agencies. Chief Swanson asked if the Board would like Joe Buenrostro to attend all the meetings. The Board suggested he attend if there is something specific for him to report. Trustee Heinze would like to have a quarterly summary. Battalion Chief Motisi reported on the Sept 27, 2014 Open House. Battalion Chief Motisi felt this Open House was a great success with approximately 115 people in attendance. The Trustees expressed their gratitude to all the employees on the success of the Open House. Asst. Chief Kreher will be providing costs for physicals for the part time employees, as well as flu shots for all employees at the next meeting. The Trustees requested costs of physicals for the part time employees for consideration at the next meeting. Trustee Heinze congratulated Asst. Chief Kreher for his appointment as second Vice President with the Illinois Fire Chiefs Association. Trustee Hill asked about a blood drive. Asst. Chief Kreher stated he has been in contact with Life Source and will continue to work on setting possible dates for a blood drive at the Fire District.

7) UNFINISHED BUSINESS

7A) FACILITY PLANNING & PLACEMENT - To be discussed in closed session.

7B) BENEFITS EVALUATION, COMPARISON AND RANKING – To be discussed in closed session.

7C) DISTRICT EMPLOYEE PERFORMANCE EVALUATION – Trustee Long stated this will be finished shortly. Trustees Rowan and Heinze presented Carol Sellner with her review last month.

7D) STRATEGIC PLANNING – Trustee Long stated the first meeting will be Monday, October 27, 2014

7E) MANAGEMENT CONSULTANT – Trustee Long provided information on 4 possible candidates to be discussed in executive session.

7F) LITIGATION ATTORNEY – Trustee Hill recommended this be tabled for a later meeting.

7G) STATION 1 GROUNDWORK & PARKING LOT IMPROVEMENTS – To be tabled until the next meeting

7H) WEBSITE UPDATE – Trustee Rowan stated this will be addressed later in the meeting.

7I) APPARATUS UPDATE – Trustee Rowan stated the new engine 381 is in the Bay and will be in service the 1st week of November. Trustee Rowan stated the refurbished tender will be completed by Friday and this will complete all the major apparatus acquisition plans. Trustee Rowan stated they will be looking at options to fight brush fires. Trustee Heinze suggested interest free loans for capital equipment and asked this be put on the agenda.

7J) DESIGNATED AUDIT – Trustee Long stated he met with Rich Curran, Trustee Hill, Chief Swanson and the Actuary and the results of that meeting will be discussed in closed session.

7K) VIDEO CONFERENCING- Trustee Hill stated this can be removed from the agenda.

7L) VOB TRUE-UP INVOICE(S) - Kim Mueller reviewed the 2nd true-up bill and feels the \$7,710.13 for IRMA premiums and deductibles for invoice #1410 is correct. Kim Mueller stated she also reviewed the information the VOB provided on the 125 contribution for \$2,105.65, there was an adjustment made because she did not feel the District should be paying for the full year. Kim Mueller is requesting authorization for payment to the VOB for a total of \$9,815.78. Trustee Rowan moved to approve the \$9,815.78 to the VOB for payment of the IRMA premiums and deductibles, and the 125 contributions. Second by Trustee Heinze. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan

Nays: None

Kim Mueller stated the remaining expenses still under discussion with the VOB are for the IS Computer MDT and laptop allocations, and she hopes to have a determination this week. Trustee Rowan recommended a special meeting so that the VOB items can be closed as quickly as possible. Rich Curran asked what is still unresolved from the 2 true-up bills. Kim Mueller stated \$7621.55 from Exhibit #4. Kim Mueller stated the VOB responded that the costs were necessary to provide services thru Dec 31, 2013. Kim Mueller does not agree because the majority of the items were purchased at the end of December and does not see how office supplies or badges for the demoted Lieutenants are necessary to continue to provide service. The other item on Exhibit #4 is the discrepancies on the computers. Rich Curran stated Kim Mueller is looking for direction from the Board regarding the \$7621.55, as well as the \$7,777.73 for the 12 computers that have not been returned according to the VOB. Deputy Chief Wenschhof stated the equipment was in the Fire Department but was not being utilized. Dr. Long stated the PSEBA and pension are still outstanding. Rich Curran suggests a closed session discussion.

8) NEW BUSINESS

8A) ADOPTION OF CONSENT AGENDA – Trustee Long stated there is very little to be put on a consent agenda. Rich Curran recommends it be removed from the agenda.

8B) 2014 TAX LEVY DETERMINATION– Trustee Long stated Mr. Taveirne provided a recommendation on the tax levy. The Trustees and Rich Curran concur with the recommendation of a 4.9% increase. Trustee Heinze moved to approve the 2014 Tax Levy as recommended by our accountant. Second by Trustee Hill.

Ayes: Trustees: Long, Hill, Heinze, Rowan

Nays: None

8C) HEALTH/DENTAL INSURANCE PROPOSAL – Kim Mueller provided information on the health and dental insurance renewal due on December 1st. Kim Mueller provided proposals from 3 brokers, and reviewed all proposals. Kim Mueller stated the renewal would increase to \$61,000 with no savings to maintain the same coverage and does not recommend the renewal. Kim Mueller recommends Blue Cross Blue Shield for the 2014/2015 policy year for family coverage for Chief Swanson and Kim Mueller for an amount not to exceed \$46,500, which covers dental, life and vision. Kim Mueller stated the vision is the \$1000 per family/employee with receipts to be provided. Trustee Heinze asked for the net savings. Kim Mueller stated the net savings is \$17,000 annually for 2 families. Trustee Long asked about the options for dental insurance. Kim Mueller stated the premium for dental is \$2808.36 per family per year with no copay for preventative care, and a \$20 deductible for in network services, with an annual \$1500 maximum and an unlimited maximum for children. Trustee Heinze suggested extracting the dental and vision premiums, and offer the dental and vision in terms of a health and wellness fund and move forward with major medical and hospitalization. Trustee Heinze moved to approve the Blue Cross and Blue Shield policy for major medical/hospitalization and the \$1000.00 per family/employee for vision with effective date of December 1, 2014. Trustee Hill second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan

Nays: None

Trustee Heinze requested the dental be put on the agenda for the next meeting.

8D) ORDINANCE SURPLUS PROPERTY – Kim Mueller stated the electric stove at the back of Station 1 and the simonized floor care system have been deemed surplus. Trustee Rowan moved to approve the ordinance and declare the electric stove and simonized floor care system as surplus. Trustee Heinze second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan

Nays: None

8E) RESOLUTION – COMPUTING TECHNOLOGY SOLUTIONS (CTS) CONTRACT & STATEMENT OF WORK. – Trustee Rowan contacted 4 possible candidates for updating the Website. Trustee Rowan recommended Computer Technology Solutions. Trustee Heinze moved to approve the resolution naming Computer Technology Solutions as the Districts new website design provider and host, as provided in the proposal for a cost of \$400.00 for custom website and design, \$1490 for content management and web design, and \$10.00 per month for hosting. Trustee Hill second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan

Nays: None

8F) ORDINANCE OPEN BURNING – Rich Curran provided an open burning ordinance which allows the District to collect for services, when the Board issues a no burn order because of conditions. Rich Curran stated this would be District wide. Trustee Hill moved to approve the presented open burning ordinance. Trustee Heinze second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan

Nays: None

Trustee Rowan asked if residents will be required to call the District before burning. Rich Curran stated not unless it is required by ordinance.

8G) STAFFING – Trustee Long suggested a part time Administrative Assistant with less than 30 hours a week, handling the administrative duties in the District. Trustee Long suggested Kim Mueller and Chief Swanson collaborate on preparing a job description, salary and recommendations for this position for the Boards consideration at the next meeting.

8H) AMENDMENTS TO THE FIRE CODE – Chief Swanson provided an explanation of the amendments to the Fire Code. Trustee Rowan moved to approve the amendments as provided by Chief Swanson. Trustee Hill second. Trustee Hill suggested adding an explanation on how the issues will be handled for noncompliance. Rich Curran recommends passing the amendments and deal with collections at a later time. Upon roll call the following answered:

Ayes: Trustees: Long, Heinze, Rowan

Nays: Trustee Hill

8I) RELEASE AND HOLD HARMLESS AGREEMENT – Asst. Chief Kreher stated this protects the District while a student works at the District to acquire hours for a paramedic class. This student is an employee of PSI but would be at the District on his own time. Trustee Rowan moved to approve the release and hold harmless agreement. Trustee Hill second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan

Nays: None

8J) OTHER BUSINESS DESIGNATED BY PRESIDING OFFICER—none

9) PUBLIC COMMENT – No Public Comment.

10)-EXECUTIVE SESSION- Trustee Rowan moved to recess to closed session at 8:02 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, John Feit, and Deputy Chief Wenschhof attend 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 10:27 pm. In attendance: Trustees: Long, Hill, Rowan, and Heinze

Absent: Trustee Struck

11) POSSIBLE ACTION REGARDING MATTERS DISCUSSED IN EXECUTIVE SESSION

Trustee Hill moved to appoint Trustee Rowan as secretary pro tem. Trustee Long second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan

Nays: None

Trustee Rowan moved to approve PSI funds to provide term life Insurance for the full time employees as discussed in closed session. Trustee Hill second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan

Nays: None

Trustee Hill moved to purchase two 30-40 inch Smart TVs with USB drives to provide PSI benefit information at Station 1 and 2 for a price not to exceed \$1000.00. Second by Trustee Rowan. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan

Nays: None

Trustee Rowan moved to direct Rich Curran to prepare a letter to the VOB regarding exhibit 4 as discussed in closed session. Trustee Hill second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan

Nays: None

Trustee Rowan moved to direct Chief Swanson to announce the appointment of the employee discussed in closed session to Asst. Chief of Support Services with the job description, salary and benefits as discussed. Trustee Hill second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan

Nays: None

Trustee Hill moved to approve the proposal to hire Lewis Bender as a Management Consultant for the District to provide recommendations to the Management Team. Trustee Rowan second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan

Nays: None

Trustee Hill moved to direct Chief Swanson to contact PSI regarding the employee matters discussed in closed session. Trustee Rowan second. Upon roll call the following answered:

Ayes: Trustees: Long, Hill, Heinze, Rowan

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 10:27 pm

Respectfully submitted



Secretary pro tem
Trustee Rowan