

**MINUTES OF THE MEETING OF THE BARRINGTON COUNTRYSIDE FIRE  
PROTECTION DISTRICT  
JANUARY 25, 2021**

The regular meeting of the Board of Trustees of the Barrington Countryside Fire Protection District (BCFPD) was held on Monday, January 25, 2021 at 6:34 pm at Station #1, 22222 N Pepper Rd., Lake Barrington, Illinois.

**1) PLEDGE OF ALLEGIANCE**

**2) CALL TO ORDER BY PRESIDING OFFICER** –Trustee Hanson called the meeting to order at 6:30 pm, upon roll call the following answered:  
Present Trustees: Hanson, Long, Hill, Hower  
Absent Trustees: Struck

**3) CORRESPONDENCE**

**3A) CONTACT CARDS** – The District received thank you cards from Wauconda Fire Department for covering their station, a Firefighter for helping him receive his state paramedic license, Hoffman Estates for assisting with a structure fire, Mrs. Clemmens and Dr. Long. The District also received correspondence on the annexation for property at 36 E. Dundee.

**3B) LEGISLATIVE UPDATE-** Dan McConchie was voted in as the republican leader in the Illinois senate. House bill 163, is being monitored but does not concern the District it only affects police.

**4) MINUTES**

**4A) READING AND APPROVAL OF THE SPECIAL MEETING MINUTES FOR DECEMBER 21, 2020.** Trustee Long moved to approve the December 21, 2020 meeting minutes, second by Trustee Hower and approved by a voice call of all Trustees present.

Ayes: Trustees: Hanson, Hower, Long, Hill

Nays: None

**4C) REPORT FROM RECORDING SECRETARY-** Nothing to report.

**5) PUBLIC COMMENT** – Chief Kreher introduced Jaime Job as the new Administrative Assistant, thanked Karen Duvall for her service to the District and introduced Shannon Devinger, Barrington Bank

Trustee Struck joined the meeting.

**6) ATTORNEY REPORT** – A written report was provided, stating the tax exemption petition documents for 1004 S Hough Street have been filed, the annual Lake County certification for Station 1, and the names of Trustees have been submitted for the economic interest statements. The School district is annexing the property into the village. The Notice of availability of the annual audit was published. The tax computation from McHenry County was received and will be filed with the county clerk.

**7) FINANCIAL REPORT**

**7A) PURCHASE REQUISITIONS FROM 12/22/20-01/25/2021** – Trustee Hower moved to approve the purchase requisitions from 12/22/2020-01/25/2021 for \$44,717.90. Trustee Hill second. Upon roll call the following answered:

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

Nays: None

**7B) TREASURERS REPORT AND FUND TRANSFER:** Trustee Hower moved to approve the Treasurers Report for December with total receipts of \$75,785.28, disbursements of \$595,536.39, which includes electronic payments of \$12,028.25, leaving a negative balance of \$519,751.11. Trustee Long second. Upon roll call the following answered:

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

Nays: None

The total amount spent on Station 3, excluding the cost of the property is \$83,419.38.

**7C) TREASURERS REPORT AND FUND TRANSFER -** Trustee Hill moved to transfer \$545,000 from the money market account to the checking account and \$24,000 from the ambulance account to the Money Market account. Trustee Long second. Upon roll call the following answered

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

Nays: None

#### **8) DIVISION REPORTS**

**8A) PUBLIC INFORMATION REPORT** – Written report was provided.

**9) REPORT BY CHIEF AND ASST. CHIEFS** –A written report was provided. Chief Kreher provided a presentation on the need for Station 3, stating the Fire Chief study showed a need for 3 stations. The 3<sup>rd</sup> station will bring response times under 6 minutes for 90% of the residents. The 3<sup>rd</sup> station will be more efficient and will house three Fireman, one Battalion Chief, one fire engine, one ambulance and one staff car. The District had over 800 overlapping calls last year. Response times will be cut in half for some of the areas. Chief Kreher gave an overview of the layout of the new station.

#### **10) UNFINISHED BUSINESS –**

**10A) KITCHEN AND LAUNDRY ROOM RENOVATION-** Chief Kreher stated he would like to start working on sending out for bid for the Kitchen and Laundry room at Station 1. Currently the stove is not working. The Budget is about \$100,000 - \$120,000 which is in this year's budget. Appliances will be commercial grade.

#### **11) NEW BUSINESS**

**11A) DISCUSSION AND POSSIBLE APPROVAL OF A UTILITY DEBIT FUND ACCOUNT- TRUSTEE HOWER.** The District has been paying late fees because of time of the meeting and due dates. The utilities do not accept ach, they accept direct debits and checks. The proposal is to have a separate account for the utilities, which are Comcast, ComEd, Verizon, and Nicor which cost approximately \$6700 each month. . Trustee Hower is proposing to set up a \$10,000 account for them to do a direct debit against. Bills will still be approved at the meeting, this will help to avoid the penalty. Staff will work with Barrington Bank to have that account set up for these recurring charges. Trustee Hower will reviewed this with the auditors and it will be put back on the agenda for next month.

**11B) DISCUSSION AND POSSIBLE APPROVAL OF ADDING ACH ACCOUNTS.** Ach payments have been tested and have worked well. Trustee Hower and Chief Kreher have worked with Barrington bank to discuss exposures in the financial world, stating 75% of fraud takes place thru written check. Trustee Hower would like to take the ACH transaction up to \$100,000, there was only one issue with Cuba Township, who gave the District a wrong account, which has now been corrected. The double approval process has been tested and has worked. Shannon discussed the District's requirements for ACH liabilities verses a written check. Chief Kreher explained the process the staff has to do when checks are not cashed. The Trustees requested the list of vendors that would be interested in ACH. Currently the District has set up 10 vendors on ACH.

**11C) OTHER BUSINESS DESIGNATED BY PRESIDING OFFICER –** The Trustees discussed the strategic plan and how to proceed. The Trustees need to have an in-depth conversation on Strategic Planning in regards to personnel and the direction on how the District wants to proceed. Rob Oberwise, Executive Partners, suggested talking about succession planning, developmental needs, structure of organization and the operation of the Board. The Trustees feels PSI needs to be more involved. The board discussed PSI involvement and succession planning. Chief Kreher stated in regards to technology, he had a meeting with the Village of Barrington on how to get rid of the delay in dispatching, he has talked about how the district is using different technology, and is working with staff on training and succession plans. Chief Kreher works closely to mentor Assistant Chief Motisi and Assistant Chief Asta. Trustee Hanson will meet with each Trustee to discuss 2 or 3 goals for discussion at the next board meeting. Trustees asked the Rob Oberwise, Executive Partners to send the management team 3-5 topics to be discussed at the next meeting.

**12) EXECUTIVE SESSION-** None

**13) ADJOURNMENT –** Upon the motion by Trustee Hill second by Trustee Long and approved unanimously by a voice call of all Trustees present, the meeting was adjourned at 7:54pm.

Respectfully submitted



Trustee Hill  
Secretary