

**Meeting Minutes of the
Bartlett Foreign Fire Insurance Board**

Meeting held on February 18th, 2022, at Station 1

Meeting called to order at 08:31 Hrs by Chairman Maulding, Second by Purchase Coordinator Galloway.

Roll Call is taken by Secretary Meinen.

Those in attendance are Purchase Coordinator Galloway, Trustee Lewis, Chairman Maulding, and Secretary Meinen.

Absent: Chief Gabrenya, Treasurer Maiz, Trustee Sylvester.

Approval of the Agenda:

Chairman Maulding brought forward the request to insert and make a purchase request revision. This request falls under new business, number 11-A.

Chairman Maulding moved to approve the agenda with an addendum, seconded by Secretary Meinen.

- Ayes – Purchase Coordinator Galloway, Trustee Lewis, Chairman Maulding, and Secretary Meinen.
- Opposed – None.

The agenda was approved.

Approval of the Minutes:

Motion made to accept the November 19th, 2021 meeting minutes by Chairman Maulding, seconded by Secretary Meinen.

- Ayes – Purchase Coordinator Galloway, Trustee Lewis, Chairman Maulding, and Secretary Meinen.
- Opposed – None.

Minutes were approved for July 30th, 2021 meeting.

Open Forum/Public Comment:

- None.

Correspondence:

- None.

Chairman's Report:

- None.

Treasurer's Report:

As of December 31, 2021 fund balance was \$103,279.77

Total of outstanding withdraws and checks \$1,000.00

\$102,279.77 ending fund balance after committals

\$102,279.77 available fund balance as of February 15, 2022.

Chairman Maulding moved to approve the Treasurer's Report, Seconded by Secretary Meinen.

- Ayes – Purchase Coordinator Galloway, Trustee Lewis, Chairman Maulding, and Secretary Meinen.
- Opposed – None.

Treasurers Report was approved.

Purchase Coordinator's Report:

Updated the master request list sent out to the board for review.

Two more submissions were made for the tuition reimbursement program. The coffee fund is ongoing—new submittals with district badges, roll-up doors & paint, fitness equipment, and kitchen towels.

Chairman Maulding moved to approve the Purchase Coordinator's Report, seconded by Secretary Meinen.

- Ayes – Purchase Coordinator Galloway, Trustee Lewis, Chairman Maulding, and Secretary Meinen.
- Opposed – None.

Purchase Coordinator's Report was approved.

Old Business:

Chairman Maulding spoke about the election results that were for two board positions. Treasurer Maiz and Trustee Sylvester positions have reached the end of their term. Administrative assistant Janice Gumprecht monitored the election; at the end of the election, the votes were sealed in an envelope and given to Chairman Maulding. Incumbents were given the option to have representatives be witnesses counting the ballots. The incumbents allotted Chairman Maulding and Secretary Meinen to count the ballots with no witnesses present.

A five-minute recess was taken to count the votes at 8:38.

Trustee Lewis left the meeting at 8:42

The meeting resumed at 8:43.

Chairman Maulding announced the two winners of the election, FF Joe Saenz and Lieutenant Scumaci, for a three-year term. A thank you was provided to FF Mike Silvius for his interest in the board. Chairman Maulding gave accolades to the years of service that treasurer Maiz served on the board as an original member from the board's inception.

Chairman Maulding moved to approve the election results, seconded by Purchase Coordinator Galloway.

- Ayes – Purchase Coordinator Galloway, Chairman Maulding, Secretary Meinen, and Trustee Saenz.
- Opposed – None.

Election results were approved.

Agenda Item 10B – Board positions

Chairman – FF Maulding

Purchase Coordinator – FF Galloway

Treasurer – Scumaci

Secretary – Meinen

Trustee – Lewis

Trustee - Saenz

Chairman Maulding made the motion to approve the board positions, seconded by Trustee Saenz.

- Ayes – Purchase Coordinator Galloway, Chairman Maulding, Secretary Meinen, and Trustee Saenz.
- Opposed – None.

New Business:

A discussion was held on the provision for adding language to the purchase request form. The language will be drawn up to discuss at the next meeting.

Secretary Meinen made a motion to change the purchase request form, seconded by Chairman Maulding.

- Ayes – Purchase Coordinator Galloway, Chairman Maulding, Secretary Meinen, and Trustee Saenz.
- Opposed – None.

Purchase Requests:

2022-01 Submitted by Chief Gabrenya for new district badges.

A discussion was held on this item.

Motion made to approve 2022-01 by Chairman Maulding; seconded by Secretary Meinen.

- Ayes – Purchase Coordinator Galloway, Chairman Maulding, Secretary Meinen, and Trustee Saenz.
- Opposed – None.

Item #2022-01 was approved in the amount not to exceed \$7,462 for new district badges.

2022-02 submitted by Lt. McLeod for 10' roll-up doors and paint for the new 40' storage container purchased by the district.

A discussion was held on this item.

Trustee Lewis re-joined the meeting at 09:10

Motion made to approve 2022-02 by Secretary Meinen, seconded by Trustee Lewis.

- Ayes – Purchase Coordinator Galloway, Trustee Lewis, Secretary Meinen, and Trustee Saenz.
- Opposed – Chairman Maulding.

Item #2022-02 was approved in the amount not to exceed \$5,000 for 10' roll-up doors and paint.

2022-03 submitted by FF Kwak for Fitness Equipment.

A discussion was held on this item regarding eligibility and the program's history.

Motion made to approve 2022-03 by Secretary Meinen, seconded by Trustee Lewis.

- Ayes – Purchase Coordinator Galloway, Trustee Lewis, Chairman Maulding, Secretary Meinen, and Trustee Saenz.
- Opposed – None.

Item #2022-03 was approved in the amount not to exceed \$7,125 for the fitness incentive.

2022-04 Submitted by Lt. Michels for kitchen towels.

A discussion was held on this item. Failed due to lack of motion.

Chairman Maulding made a motion to adjourn, seconded by Trustee Saenz.

- Ayes – Purchase Coordinator Galloway, Trustee Lewis, Chairman Maulding, Secretary Meinen, and Trustee Saenz.
- Opposed – None.

Meeting adjourned at 9:35 Hrs.