

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

**Meeting held on May 8, 2020 at Station 1**

Meeting called to order at 08:30 hrs by Chairman Maulding.

Roll Call is taken by Secretary Meinen.

Those in attendance are Chief Gabrenya, Purchase Coordinator Galloway, Chairman Maulding, Secretary Meinen, and Trustee Sylvester.

Absent are Treasurer Maiz, Trustee Michels.

### **Approval of the Agenda:**

Chairman Maulding moved to approve the agenda; seconded by Purchase Coordinator Galloway.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Chairman Maulding, Secretary Meinen, and Trustee Sylvester.
- Opposed – none.

Agenda was approved

### **Approval of the Minutes:**

Motion made to accept the February 7<sup>th</sup>, 2020 and March 17<sup>th</sup>, 2020 meeting minutes by Chairman Maulding; seconded by Purchase Coordinator Galloway.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Chairman Maulding, Secretary Meinen, and Trustee Sylvester.
- Opposed – none

Minutes were approved for February 7<sup>th</sup>, 2020 and March 17<sup>th</sup>, 2020 meeting.

**Open Forum/Public Comment:** none

**Correspondence:** none

### **Chairman's Report:**

Chairman Maulding did change the signature box on the purchase request form. In the trustee packet one submittal still included the old form, so we will have to get better at informing everyone about the new form.

### **Treasurer's Report:**

Still two outstanding invoices, roughly \$14,000

There is roughly \$110,000 in the Foreign Fire Insurance Board Fund.

\$96,550 is the realized fund balance after committals.

Chairman Maulding moved to approve the Treasurer's Report; seconded by Trustee Sylvester.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Chairman Maulding, Secretary Meinen, and Trustee Sylvester.
- Opposed – none

Treasurers Report was approved.

### **Purchase Coordinator's Report:**

Outstanding Balance for coffee supplies in the amount of \$635.14. After speaking with Lt. Michels this can be closed out.

The 2019 cable subscription is also closed.

PO created for the DTen monitors, when we get invoices make sure to get those in to Purchase Coordinator Galloway so a PO can be created.

Amount of new requests for February 7, 2020 meeting: \$ 1,047.39

Total outstanding balance of previously approved purchase requests: \$ 635.14

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

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Chairman Maulding, Secretary Meinen, and Trustee Sylvester.
- Opposed – none

Purchase Coordinator's Report was approved.

**Old Business:**

None.

**Purchase Requests:**

**2020-05** submitted by Lt. Andrew Scumaci for Active 911 subscription for one year.

Discussion was held on this item.

Motion made to approve 2020-05 by Chairman Maulding; seconded by Purchase Coordinator Galloway.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Chairman Maulding, Secretary Meinen, and Trustee Sylvester.
- Opposed – none

Item #2020-05 was approved in the amount not to exceed \$750.00 for 60 Active 911 users.

**2020-06** submitted by Firefighter Maulding for Education .

Discussion was held on this item. Changes are going to be made to the proposal and re-submitted at a future meeting.

Motion was made to table this item #2020-06 by Trustee Sylvester, Seconded by Purchase Coordinator Galloway.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Chairman Maulding, Secretary Meinen, and Trustee Sylvester.
- Opposed – none

**2020-07** submitted by Lt. McLeod for duffel bag for every member to carry their turnout gear

Discussion was held on this item.

Motion made to approve 2020-07 by Trustee Sylvester; seconded by Purchase Coordinator Galloway.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Chairman Maulding, Secretary Meinen, and Trustee Sylvester.
- Opposed – none

Item #2020-07 was approved in the amount not to exceed \$7,530 for 56 bags, and 56 nameplates.

**2020-08** submitted by Lt. McLeod for Class A Garment Bag

Discussion was held on this item.

Motion was made to table this item #2020-08 by Chairman Maulding, Seconded by Purchase Coordinator Galloway.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Chairman Maulding, Secretary Meinen, and Trustee Sylvester.
- Opposed – none

**2020-09** submitted by Firefighter Chapman to retain a photographer for the district events. 12 events per year.

Discussion was held on this item.

Motion was made to approve item 2020-09 by Trustee Sylvester, Seconded by Purchase Coordinator Galloway.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Secretary Meinen, and Trustee Sylvester.
- Opposed – Chairman Maulding.

Item #2020-07 was approved in the amount not to exceed \$2000.00 for a photographer on retainer.

Chairman Maulding made a motion to adjourn; seconded by Secretary Meinen.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Chairman Maulding, Secretary Meinen, and Trustee Sylvester.
- Opposed – none

Meeting adjourned at 09:57 hrs.