

Meeting Minutes of the Bartlett Foreign Fire Insurance Board

Meeting held on August 28th, 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, and Secretary Meinen

Absent are Treasurer Maiz, Trustee Michels, and Trustee Sylvester.

Approval of the Agenda:

Chairman Maulding moved to approve the agenda August 28th, 2020; seconded by Purchase Coordinator Galloway.

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

Agenda was approved

Approval of the Minutes:

Motion made to accept the May 8th, 2020 meeting minutes by Chairman Maulding; seconded by Purchase Coordinator Galloway.

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

Minutes were approved for May 8th, 2020 meeting.

Open Forum/Public Comment: none

Correspondence: none

Chairman's Report:

Chairman Maulding brought up a potential scheduling conflict with paramedic continuing education. Tabled proposals, this is a new procedure for the board. Instead of a new submission, and assigning a new number to a previous proposal, having a paper trail coordination with purchase coordinator Galloway to track proposals is beneficial. Zoom meetings are an option, but this needs to be placed on the Agenda ahead of time. This might be needed if the Governor orders change to no more than 10 people in a room. With this being an open meeting we would have to allow access via Zoom. Attendance has become an issue, and references the Chairman's ability to remove someone from their seat from lack of attendance. Suggesting opening up the bylaws for changes to make it clear what the attendance expectations are. A discussion will take place next meeting regarding the bylaws.

Treasurer's Report:

All checks that have been issued from January 1st to July 31st have cleared the bank.

\$87,389.06 is the fund balance with all checks cleared.

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

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

Treasurers Report was approved.

Purchase Coordinator's Report:

All PO's have been written and everything has been cleared. Only the two items pending are what was tabled last meeting. Chief Gabrenya added that the DTEN monitors have been submitted for grant reimbursement, and pending the approval the funds will be deposited back into the FFIB fund. Discussion took place regarding the photographer, and we reevaluate his services before approving any future resubmission of this type.

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

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

Purchase Coordinator's Report was approved.

Old Business:

2020-06 submitted by Firefighter Maulding for Education was re-opened after being tabled last meeting.

Discussion was held on this item. Changes have been made to the proposal aligning with current department policy.

Motion was made to approve this item #2020-06 by Chairman Maulding, Seconded by Purchase Coordinator Galloway.

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

Item #2020-06 was approved in the amount not to exceed \$6,000 for education reimbursement.

2020-08 submitted by Lt. McLeod for Class A Garment Bag was re-opened after being tabled last meeting.

Discussion was held on this item. Price change decrease was due to a lower quantity of bags requested and found a lower price from a previous vendor.

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

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

Item #2020-06 was approved in the amount not to exceed \$1,849 for Class A Garment Bags.

Purchase Requests:

2020-10 submitted by FF Maulding for Fire Prevention Bureau Tools

Discussion was held on this item. This is to supply the bureau with additional tools not supplied by the district. Further discussion about the district funding the "needs" being funded by the district, and the "wants" funded by the FFIB. Further developing tenets might be beneficial for reference by the FFIB.

Motion made to approve 2020-10 by Chairman Maulding; seconded by Purchase Coordinator Galloway.

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

Item #2020-10 was approved in the amount not to exceed \$400 for the Fire Prevention Bureau tools and equipment.

2020-11 submitted by Janice Gumprecht for the Daily Herald.

Discussion was held on this item. Suggestion was made to include this with other similar items (coffee, cable, etc.) that get approved on a yearly basis, and add to the last meeting of the year for approving the purchases in the following year. All of the items will be placed on separate request forms and approved at the last meeting of the year. This allows for individualized changes that might occur throughout the year. The motion is to approve 2020 only.

Motion was made to approve item 2020-11 by Chairman Maulding, Seconded by Purchase Coordinator Galloway.

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

- Opposed – None.

Item #2020-11 was approved in the amount not to exceed \$720 for the Daily Harold.

2020-12 submitted by Janice Gumprecht for cable TV for the year of 2020.

Discussion was held on this item.

Motion was made to approve item 2020-12 by Chairman Maulding, Seconded by Purchase Coordinator Galloway.

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

Item #2020-12 was approved in the amount not to exceed \$2,015.47 for cable TV for the year of 2020.

2020-13 submitted by Janice Gumprecht for cable TV for the year of 2021.

Discussion was held on this item.

Motion was made to table item 2020-13 by Chairman Maulding, Seconded by Secretary Meinen.

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

Chairman Maulding made a motion to adjourn; seconded by Purchase Coordinator Galloway .

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

Meeting adjourned at 09:40 hrs.