



**BARTLETT**  
FIRE PROTECTION DISTRICT

**BOARD OF TRUSTEES MEETING**

**OCTOBER 16, 2019**

**Meeting Call to Order**

Trustee McCarthy called the meeting of the Board of Trustees of the Bartlett Fire Protection District to order at 7:02 p.m. Those in attendance were Trustee McCarthy, Trustee Robbins, Trustee Giovannelli, and Trustee Wisniewski. Trustee Passaro arrived at 7:06 p.m. Also in attendance were Chief Gabrenya, Deputy Chief Becker, Human Resources Manager Gumprecht, and Executive Assistant Kolber.

Trustee McCarthy led those in attendance in the Pledge of Allegiance.

**Public Comments**

There were no public comments.

**Special Presentations**

There were no special presentations.

**ORDER OF BUSINESS**

**Trustee's Report**

Trustee Wisniewski – Congratulations to Bartlett Fire District on the receipt of the Life Safety Award from the IL Fire Safety Alliance.

Trustee Giovannelli – Congratulations to Bartlett Fire District on the receipt of the Life Safety Award from the IL Fire Safety Alliance. Thank you for all who participated in the Open House.

Trustee Robbins – Thank you for all who participated in the Open House and for those who participated in the Hawk Festival. Congratulations to Bartlett Fire District on the receipt of the Life Safety Award from the IL Fire Safety Alliance.

Trustee McCarthy – Congratulations to Bartlett Fire District on the receipt of the Life Safety Award from the IL Fire Safety Alliance. Thank you for all who participated in the Open House. There was positive feedback from the Open House. Trustee McCarthy plans to attend the NIAFPD Fall Seminar.

Trustee Passaro - Absent

**Approval of the Minutes**

**Financial Report**

Brian Sikich, of Sikich LLP, provided the Comprehensive Annual 2018 Audit Report.

Trustee Robbins reported that the total bills were:

FIRE FUND	\$88,455.23	PAYROLL	\$365,137.80
AMBULANCE FUND	\$133,349.01	STATION 1	\$3,116.46
EQUIPMENT CAPITAL	\$0.00	STATION 2	\$2,289.55
BUILDING CAPITAL	\$1,558.38	STATION 3	\$2,233.16
VEHICLE CAPITAL	\$16,410.00		

TOTAL ALL BILLS                    \$612,549.59

**Old Business**

No old business was discussed.

**New Business**

A discussion was held regarding the Fire Chief evaluation. Alternate evaluations forms were provided for review. The Board should suggest the top two or three sample evaluation forms and present the formats to Chief Gabrenya for opinion. The evaluation will be postponed for one year due to the recent entry into the Fire Chief position.

A discussion was held regarding the upcoming renewal of the Paramedic Services of IL, Inc. contract. Changes requested to the upcoming contract include adjusting the dates to a calendar year and certain minor language adjustments. The contract will continue to be a three year contract with the adjustment of the first year to include December 2019.

A discussion was held regarding Trustee and Commissioner's years of service required to receive a memorial brick in the walkway at Station 1. Further discussion will continue at the November Board meeting.

**Financial Report (Continued)**

Accountant James Howard provided the 3<sup>rd</sup> Quarter Financial Analysis ending September 30, 2019, and the proposed 2019 Tax Levy. Trustee McCarthy questioned if the bank can change the letter of credit. A discussion was held. Next year's letter of credit will request \$5,000,000.

Chief Gabrenya and Accountant James Howard presented the 2020 Proposed Budget. A discussion was held.

**Consent Agenda**

Trustee Giovannelli made a motion to approve the consent agenda items 1 through 7. Trustee Passaro seconded the motion and with a roll call vote as follows: Trustee McCarthy, yes; Trustee Wisniewski, yes; Trustee Passaro, yes; Trustee Robbins, yes; Trustee Giovannelli, yes; the motion so carried.

1. Approval of the Bill List as presented
2. Approval of the Board Meeting Regular Session Minutes 09/18/19
3. Approval of the Board Meeting Closed Session Minutes 09/18/19
4. Approval of Resolution #2019-07, a resolution of the BFPD appointing both a delegate and an alternate delegate to Intergovernmental Risk Management Agency
5. Approval of a Public Hearing to consider testimony regarding the Annual Budget & Appropriation Ordinance of the BFPD for the Fiscal Year beginning January 1, 2020 and ending December 31, 2020
6. Approval to purchase equipment for the new ambulance which includes Power Pro-XT Stretcher, Stair-Pro Stair Chair, Cardiac monitor Mounting Bracket, and Wireless Internet Devices with Antennas
7. Approval to purchase Administrative Office Furniture.

**Action to be taken by the Board**

Trustee McCarthy made a motion to approve the repair costs to the secondary apparatus apron at Station 3. Trustee Robbins seconded the motion and with a roll call vote as follows: Trustee McCarthy, yes; Trustee Wisniewski, yes; Trustee Passaro, yes; Trustee Robbins, yes; Trustee Giovannelli, yes; the motion so carried.

**Attorney's Report**

### **Fire Chief Gabrenya's Report**

- Provided a report on DU-COMM's new funding formula.
- Reported on the recent meeting with School District U-46.
- The annual Village of Bartlett TIF District report will be on Thursday, October 24.
- Streamwood FD and local departments approached Bartlett Fire District to enter into a mutual aid agreement regarding ambulance billing charges. Currently gathering rate information and will approach the Board with more information in November.
- Bartlett Fire District is honored to receive the Life Safety Award from the IL Fire Safety Alliance. The work involved falls within the entire organization.

### **Deputy Chief Becker's Report**

- Fire station alerting goes live October 21<sup>st</sup> and 22<sup>nd</sup>.
- Attended the IFCA Conference. Scholarships for tuition support of \$1,000 each were awarded to Deputy Chief Becker and Lt. Gustafson.
- The air conditioner was replaced in-house in the IT room at Station 2 with a savings of approximately \$3,900.

### **Fire Marshal Heimbecker's Report**

- A written report was provided on the Fire Prevention Bureau monthly activities.

### **Upcoming Calendar**

- NIAFPD Fall Seminar & Membership Meeting, Lisle-Woodridge FPD, Lisle, IL, October 26, 2019
- IAFPD Essential Trustee Training, Addison FPD, Addison, IL, November 1-2, 2019

### **Correspondence**

- Thank you from a resident for the response on September 4<sup>th</sup> and 17<sup>th</sup>.
- Thank you to Acting Lt. Wayne Maulding, Firefighter Christ, and Firefighter Leathers from Bartlett Oaks HOA for participating at their block party.

### **Closed Session**

Trustee McCarthy made a motion to adjourn to closed session at 8:57 p.m. for the purpose of discipline of specific employees, and collective bargaining matters. Trustee Robbins seconded the motion and with a roll call vote as follows: Trustee McCarthy, yes; Trustee Wisniewski, yes; Trustee Passaro, yes; Trustee Robbins, yes; Trustee Giovannelli, yes; the motion so carried.

The regular session resumed at 9:25 p.m. Those in attendance were Trustee McCarthy, Trustee Robbins, Trustee Passaro, Trustee Giovannelli, and Trustee Wisniewski. Also in attendance were Chief Gabrenya, Deputy Chief Becker, Human Resources Manager Gumprecht, and Executive Assistant Kolber.

With no further business to be brought before the Board, Trustee McCarthy made a motion to adjourn. Trustee Giovannelli seconded the motion and with a roll call vote as follows: Trustee McCarthy, yes; Trustee Wisniewski, yes; Trustee Passaro, yes; Trustee Robbins, yes; Trustee Giovannelli, yes; the regular session of the meeting was adjourned at 9:25 p.m.

Respectfully submitted,

Colleen Kolber  
Executive Assistant

ATTEST:

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President, James McCarthy

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Secretary, Frank Giovannelli

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Treasurer, Larry Robbins

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Trustee, Antonio Passaro

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Trustee, Don Wisniewski