

**DOWNERS GROVE FIRE DEPARTMENT**  
**FOREIGN FIRE INSURANCE (2%) BOARD MEETING MINUTES**

For Meeting Held on 11 January 2006

Meeting called to order at 0750 hrs.

2% Board Members in attendance: Chief Ruscetti, Lt. Gilbert, Lt. Pajak, PM Mowery, PM Brainard.

Members Absent: None

Guests: D/C Jackson, B/C Mejdrech

Treasurer Report: \$122,169.24 balance; Widows Fund has \$30,382.65. Station #1 account balance used - \$909.10; Station #2 account balance used - \$1,608.21; Station #3 account balance used - \$1,936.51; Station #5 account used - \$0; and Administration account balance used \$1,102.96.

There was no need for any research or information for the budget meeting next month.

There was some discussion on the village's request for original receipts for reimbursement. Chief Ruscetti confirmed that the village is requesting only original receipts for reimbursement. PM Mowery will send an e-mail to all the F.D. to remind anyone submitting bills for reimbursement through the 2% fund will need to send original receipts.

Old Business: Meeting dates for the meetings to be held through the election of new Station #1 and #2 representatives were tentatively agreed upon. There will be a budget meeting for only discussion on funding and the upcoming budget year to be held on February 13. The other regular meetings will be tentatively held on March 15 and April 11.

There was some discussion on the badge case. PM Mowery talked with FF Christeson via e-mail on this, and he would like to request some funding for keeping the case updated, but does not have amounts at this time because he talked with D/C Tutko and they may be able to assist with some of the money for the case. PM Mowery will update as any further information is obtained.

The awards program billing was discussed. There was a bill being held over from the last meeting for the awards program in the amount of \$540.00. The board would like a budget of some sort we can place in the budget for the upcoming budget by the February meeting. There was a motion to pay this bill by PM Brainard, 2<sup>nd</sup> by PM Mowery. Motion passed. Mike should send the bill to Lt. Pajak. PM Mowery will e-mail FF Cipra with this information.

Update on the engine #4 equipment was given by guest B/C Dan Mejdrech. All equipment has been ordered except the generator. The radios for this are on a

special project with the village. As the equipment comes in, the equipment will be marked appropriately.

New Business: There was some discussion on spending practices of the 2% board.

The general consensus was that the board would be cautious of spending especially of large dollar purchases. The board must maintain prudent spending practices. A list of questions the board would ask for larger purchases may be discussed at a future meeting to maintain consistency in the board's practices.

Station #3 has a request for towels, Station #2 has a request for microwave and replacement DVD/VCR, Station #5 has a request for kitchen supplies NTE \$400, towels NTE \$400, and \$630 for condiment supplies. HDTV \$120 per year. All bills to be paid with the exception of the cable TV bill made by PM Brainard, second by PM Mowery. PM Brainard discussed the cable issue. Apparently someone at station #1 called the cable company and authorized a change in service. PM Brainard will follow up on these issues. The 2% board has authorized a specific number of cable boxes with certain approved packages. All four stations will have the same package. Any upgrades or changes, movies ordered shall be purchased through the individuals at that station, soda fund, or other means outside the 2% fund. PM Brainard will follow up on this and maintain authorization for control of each station's cable and billing.

Lt. Pajak stated that the bank for the 2% fund is getting moved with the village banks. During this move, no checks will be written. From January 15 until February 1. After February 1 checks will be written on the new account.

Guest D/C Jackson presented the Telestaff program to the board. PM Mowery, D/C Jackson, Chief Ruscetti, B/C Friedrich, and Bob Pokorny were at a live demonstration earlier last month. D/C Jackson is working on getting a demonstration for the board meeting on February 13. Lt. Gilbert asked if D/C Jackson could call some departments currently using the program and get some feedback on how it is working for them. The total cost is \$35,000 for the software. The village currently does not have money budgeted for this program. The board would have some time to look at it before the village would have money ready for this project.

PM Mowery was approached by LT. Beyer regarding purchasing 9-1-1 coats for all members requesting one from the fund. PM Brainard did a quick calculation which came to around \$17,000 if everyone wanted a coat. Lt. Gilbert stated that we could look at possibly look at paying for 1/2 the cost of anyone who wanted one. Some discussion was held regarding other uniform items, and where this request might lead. At the end of the discussion, there seemed to be enough interest to let Lt. Beyer look further into this request. More discussion at the time it is officially brought to the board.

Maintenance of the treadmills, stairsteppers, and elliptical machines was discussed. Lt. Pajak looked into an annual program for all the stations at a cost

of \$550. All were in favor of a regular maintenance program for these machines, and this will be placed in the budget during the budget meeting next month.

PM Mowery brought a request for locker bins from station #1 back to the board. The approved amount was NTE \$100, however \$151.81 was the actual cost. The board voted to approve the additional amount. PM Mowery has the paperwork, FF Cipra should request the check from Lt. Pajak.

Good of the 2% Fund: Updated 2% forms given to the Chief so that Pat could update the intranet with the correct forms. One of the forms was deleted when the vote sheets were placed on the intranet.

Next Meeting: 13 February 2005 @ Downers Grove Fire Station #3.

Motion to adjourn made by Lt. Gilbert, 2<sup>nd</sup> by Lt. Pajak.

Meeting adjourned at 0904 hrs.

**DOWNERS GROVE FIRE DEPARTMENT**  
**FOREIGN FIRE INSURANCE (2%) BOARD MEETING MINUTES**

For Meeting Held on 11 April 2006

Meeting called to order at 0811 hrs. due to late emergency calls (waiting for quorum).

2% Board Members in attendance: Chief Ruscetti, Lt. Gilbert, Lt. Pajak, PM Mowery

Members Absent: PM Brainard (on call).

Guests: D/C Jackson, D/C Tutko, B/C Mejdrech, Fireman Moy

Treasurer Report: Funds were transferred on March 20, 2006 to US Bank from D.G. National. New checks have been printed and ready to use. Fred has not received the records from the new account yet so that he can balance the accounts against one another.

Widows fund is up to \$30,382.68. May 1<sup>st</sup> there will be an additional \$5,000 placed in this account. Lt. Gilbert asked if there was a limit that was previously agreed upon, PM Mowery indicated that a goal of \$50,000 was agreed upon, and the board felt that once the goal was obtained, some of that money would be placed in a higher yield account.

Lt. Pajak stated that the bonding issue is finally being resolved, and a cost of \$525 will be paid this month for bonding of the treasurer.

The budget had been tentatively agreed upon by the board, but a motion to approve the budget as proposed was requested by Lt. Gilbert and second by Lt. Pajak. Vote to approve with 3 aye, 0 nay. Lt. Pajak asked PM Mowery if he would place the current budget in a spreadsheet like we had previously used.

Old Business: An update on the station cleaning split cost with the Fire Dept. administration proposed by Fireman Moy was discussed. He is waiting for feedback from some of the vendors he had contacted. The proposal was for quarterly cleanings each year to include all flooring, upholstery, etc. Lt. Gilbert asked that if this was agreed on by the board, it would be optimal to have two bills go directly to the village, and two bills go to the board to eliminate any confusion on moving funds, etc. All members thought that was a good idea. D/C Tutko felt that the administrative budget would support this without much of a problem. There will be more discussion and further information available at the next (May) meeting.

PM Mowery asked if there was any information on the television replacement policy that was going to be discussed and presented from a previous meeting. Lt. Pajak stated that PM Brainard had most of the television stuff and he was not here. Lt. Gilbert asked that the discussion be tabled until the next meeting. A television replacement policy will be forthcoming.

PM Mowery asked if anyone had the paperwork for the revised station #1 request for a new television. No one had the paperwork, and Lt. Pajak thought that PM Brainard had the paperwork. PM Mowery indicated that today was the last meeting to approve items for this budget year. A discussion was held as to why station #3 personnel were sending paperwork to the station #1 representative, and why station #1 personnel were sending paperwork to the station #3 representative. In fairness to station #1 members, Lt. Pajak asked that if PM Brainard had the correct paperwork to include a vote sheet with 10 "yes" votes and the appropriate three bids and information the board would find that acceptable. The board also agreed that if there was any information missing from the paperwork, then it would need to be submitted for the new budget year at the next meeting.

New Business: Fire Chief Ruscetti brought a proposal to the board for the funding of the telestaff program at a cost of \$35,000. Chief Ruscetti asked that it be brought up for discussion, and would like to get an idea of what the feeling was of the possibility of this purchase. Lt. Gilbert stated that originally this was proposed as being a split cost with the village. After much discussion with the board, the board was willing to promote the program as positive for the membership as well as the administration, and fund a portion of the program, but the board was not prepared to pay for the entire program. D/C Jackson stated that they did not receive any funding from this year's budget for this project, and that any monies would have to wait until the '07 budget. Chief Ruscetti would like to get this project underway as soon as possible, since it would take several months to get the information entered and test it before it would go in service. Lt. Gilbert conferred with the other members and all agreed that something this extensive would need to be brought to the membership for feedback on funding this project. PM Mowery stated he would e-mail all the F.D. for feedback and bring the tallies and information back to the board. Lt. Gilbert asked to review how the motion would be worded. Board approved ½ funding, with contention on whole purchase based upon feedback and appropriate presentation. Motion carried.

Marsha Geisler requested funding for a public education vehicle for the kids. Marsha had asked for help with funding since her budget continually gets cut and the old robot has been broken for years. She stated that Darien has one and the kids really enjoy this, so she would like to replace our robot hydrant with something similar. PM Mowery suggested that we utilize the unused funds from the health and safety fund that still has \$7000 unused dollars in that account and authorize the purchase. Lt. Gilbert suggested that she remind the board in the fall to put some money aside in the annual budget so that she would have the ability to request assistance with small public education items that the village could not or would not pay for. All members in agreement to pay out of the aforementioned fund. The total amount for the robot fire engine and shipping costs totaled \$6,861.00.

PM Mowery asked that when checks are issued to members for purchasing items, a letter of tax exemption should be given to go to the business with the check so that accounting problems do not arise regarding paying tax. The village does not pay tax and sends e-mails to that effect when they see bills come through with tax added.

Purchase requests as follows:

Station #2 request 8 leather FF boots for members from this budget, and 10 pair of leather FF boots to come from next year budget. \$2160 approved – 3 yes.

Station #2 requested a replacement grill purchase for purchase after May 1 for not to exceed (NTE) \$600. Appropriate voting sheets received. Purchase approved – 3 yes.

Station #3 requested kitchen supplies NTE \$1000 at Bed Bath and Beyond. Appropriate voting sheets received. Purchase approved – 3 yes.

Administration fund requested NTE \$1000 for two station scanners with cabling equipment for the Fire Chief's office and Battalion Chief's office. Votes tabulated by B/C Mejdrech via phone (10 yes). Purchase approved – 3 yes.

Station #3 requested bathroom linen NTE \$700 at Kohls. Appropriate voting sheets received. Purchase approved – 3 yes.

A request for funding by Greg Curry from the general fund for a Chief's Association critique of the lieutenants testing for each promotional candidate who wishes to take advantage of said program. This was previously authorized through the Chief's office per Greg. Some discussion was held about this benefiting only a portion of the department. PM Mowery stated that every thing that is purchased does not benefit each and every member, but on the whole this would be good for the department. Purchase approved by vote – 3 yes.

It was approved through budget after May 1, two new treadmills, one for station #2, and one for station #5 at a cost of \$10,700. A motion to purchase, result – 3 yes.

Welcome aboard the 2% board to Lt. Joe Difatta who will replace PM Mowery on the board as a station #1 representative. PM Mowery's 4-year limit is up. Congratulations to Lt. Gilbert for the station #2 representative who ran unopposed for an additional two-year term.

Good of the 2% Fund: None

Next Meeting: Tentatively scheduled for Wednesday, May 10, 2006 at 0730 hrs. at fire station #5.

Motion to adjourn made by Lt. Gilbert, 2<sup>nd</sup> by Lt. Pajak.

Meeting adjourned at 0952 hrs.

Downers Grove Foreign Fire Insurance Fund

## **June 5, 2006 Meeting Minutes**

**Present: D. Gilbert, C. Brainard, J. Difatta**

**Guests: Chief Ruscetti, DC Tutko, G. Curry, P. Hardin**

**Absent: F. Pajak**

**Call to Order** at 0815 hours

### **Previous Meeting Minutes**

Motion by VP Brainard, Seconded by President Gilbert to approve previous meeting minutes as sent via Village e-mail. MOTION PASSED.

### **Old Business**

DC Tutko discussed the bids E. Moy and he received for Station carpet, tile, floor, upholstery cleaning from various vendors. Bids were received at quarter year service based pricing.

Stanley	\$2865
MiliCare	\$2548 plus \$480 for upholstery
Randy's	\$ noncompliance service quote received
ServiceMaster	\$2140

Discussion was held regarding FD budget of \$4000 for fiscal year. Motion by Brainard, Seconded by Gilbert to approve ServiceMaster at one time at a cost of \$2140 with DGFD pay one half. MOTION PASSED.

Curry brought a positive response from the members for the Fund paying for the Critique of the Promotional Exam Assessment Center. He related it should cost less than the \$2000 previously passed due to response of members to attend.

Gilbert discussed status of TeleStaff software for FD usage. He received numerous member responses with both positive support and negative support. He further related that members were supportive of a half cost split with the FD/2% Fund. Discussion was held referring to how software would be Village supported by IC tech., how this software would affect BC role, and minor timetable issues. DC Tutko stated the current FD Budget does not have provision for TeleStaff monies, but that can be added for soon to be held 2007 fiscal Budget talks within the Village. Tutko and Ruscetti both related that they will support adding the FD funding to the Village budget process if the Fund membership would support the acquiring and implementation of the software. DC Tutko related that the Village IC department would be able to monitor and handle the software after he gave them more information and opportunity for input. Brainard related he believes that with the software, members would need more access to the ability to use the shift trade, scheduling, sick leave aspects of the software upon implementation.

At this time Chief Ruscetti arrived.

Discussion continued on TeleStaff software. Chief Ruscetti related that other Village help from the IS department and its staff would be available as needed. Ruscetti further related that the Village Budget process is beginning very soon and he would seek Monies and IS support for this issue. He related that TeleStaff will work in conjunction to FireHouse 6.0 and EDEN software currently be used by FD and Village. Gilbert stated he felt that the Fund could not commit until the FD budget had the monies dedicated in the upcoming budget. Curry stated he would recommend that the Fund and the Village draft a letter committing to half share cost each for the TeleStaff software. Tutko related that if any Fund member had concerns regarding the Village/FD and TeleStaff to please direct any questions to him via e-mail. Gilbert requested that Curry be the Fund TeleStaff Committee representative and to gather further information to the Fund. Gilbert stated he would direct a letter to Chief Ruscetti on the approval status of the Fund TeleStaff support to assist in his budgetary support information.

### **New Business**

No new station requests received

Gilbert welcomed new Fund members. Fund positions were discussed. President – Gilbert, VP – Brainard, Secretary – Difatta, Treasurer – Pajak

Meeting dates for the remainder of 2006 were set as follows:  
7/13, 8/15, 9/13, 10/17, 11/10, and 12/19. Times and locations to be discussed at next meeting.

Discussion was held on the matter of converting the Fund fiscal year to the Village newer fiscal year so that they coincide together. Treasurer Pajak will work with Chief Ruscetti on this issue.

Adjournment motion was made by Brainard, seconded by Gilbert. MOTION PASSED at 0911 hours.

## **September 13, 2006 Meeting Minutes**

**Present: D. Gilbert, J Difatta, F. Pajak**  
**Guest: J. Paul, T. Spradau, B. Mowery**  
**Absent: C. Brainard**

**Call to Order @ 0812 hours**

### **Previous Meeting Minutes**

Motion by Pres. Gilbert to approve previous meeting minutes as sent through Village e-mail. Second by Treas. Pajak. MOTION PASSED.

### **Treasurers Report**

Discussion by Treas. Pajak on the 2005-2006 last budget year. From 5/1/2006 through present the following are the balances:

Current Checking	\$81,631.31
Current Widow's Fund	\$35,889.37

Board members then signed appropriate signature cards for authorization purposes.

Pres. Gilbert related that only one (1) member used the HeartScan program for 2006. 3 Members used HeartScan program in 2005. The entire Board agreed to strongly recommend this program to all members. Pres. Gilbert related he will check into extending this program to retirees.

Sec. Difatta asked how many members sought reimbursement for hire back phone. Treas. Pajak related that 44 members received reimbursement for 2005/2006 budget year. @ \$150 . Treas. Pajak related the to be eligible for reimbursement members need to provide receipts/or copies of bills submitted to him. In order to be eligible the contact number must have text ability – have member name on bill – must be hire back list number provided. All FD are eligible for this reimbursement program.

### **Old Business**

TeleStaff program – No Administration present to discuss further.

Purchasing Procedure – A small discussion was related on FPEO Geisler's robotic Fire Truck purchased @ \$7000. Treas. Pajak related that the Village Purchasing Policy has changed from the most recent past. The last Board approved Purchasing Policy

directive is from 8/20/2004. Treas. Pajak stated that the Village now requires three (3) written quotes. Also, if purchase is over \$15000 the item must appear before the Village Council. Pres. Gilbert related that the 2% Fund purchasing policy differs from the current Village purchasing policy. Sec. Difatta is to seek current policy from Purchasing Director at Village Hall.

### **New Business**

Pres. Gilbert stated that the Village Manager was to attend and discuss the Village Strategic Plan.

Guest member Spradau asked what would happen to the Station #2 Fund monies when it is closed for the rebuild. Pres. Gilbert stated the Fund can change monies in order to meet the specific needs during construction. Pres. Gilbert stated he will approach FD Administration and offer Fund assistance in regard to this issue.

Motion by Sec. Difatta for Station #1 monies to purchase structural firefighting boots for all Station #1 personnel not to exceed \$3800 via Kaski. Seconded by Treas. Pajak. MOTION PASSED. Purchase request form to be directed for Fire Chief approval by Kaski.

Motion by Treas. Pajak for two items requested by Station #5. Item #1 for a refrigerator for mezzanine @ \$400, Item #2 for weight assist machine @ \$1611.90 (single source supplier). Seconded by Pres. Gilbert. Item #1 Fire Chief approval pending, Item #2 Fire Chief approved. MOTION PASSED.

Treas. Pajak related that all Stations should be receiving the following fire/rescue/EMS periodicals: Fire Engineering, Fire/Rescue, JEMS.

Treas. Pajak discussed that the Village fiscal budget ends 12/31/2006. He requests that all Fund members submit any future requests in prior to this date. The Fund Board recommends that any Station requests be submitted promptly.

Pres. Gilbert discussed the need for mattresses for Stations 1 & 5 up to a maximum of \$5000 with shared FD cost. He related that Stations 2 & 3 received mattresses in 2005. He has used [www.mattress.com](http://www.mattress.com) for pricing purposes.

Pres. Gilbert related that VP Brainard will come to the October Fund meeting with a motion for Fund purchased shift calendars.

Pres. Gilbert stated that in the Professional Services line item, the \$20000 Fund monies used for seed money for the new Fire Station #2 needs to be checked on due to the two year maximum stipulation agreed to by the Fund and the Village. He will check on the status of this issue.

Pres. Gilbert Motioned for a request from FF/PM Hoff on behalf of Station #3 for \$720 in order to purchase kitty supplies and supplements. Seconded by Treas. Pajak. MOTION PASSED with approval needed from Fire Chief.

Pres. Gilbert would like the Fund to consider Widow's Fund expenditure for immediate family loss/death. To be discussed further at future meetings.

Adjournment @ 0935 hours.

Respectfully Submitted  
Secretary Joe Difatta

## **October 17,2006 Meeting Minutes**

**Present: C. Brainard, F. Pajak, J. Difatta**

**Guests: None**

**Absent: D. Gilbert**

### **Call To Order @ 0835 hours**

Demonstration given of 2% Fund purchased Public Education robotic fire truck

### **Previous Meeting Minutes**

Copies of previous meeting minutes distributed to all in attendance.

### **Treasurers Report**

Copies distributed from Treas. Pajak. Treas. Pajak distributed copy of current Village Purchasing Plan Policy. Discussion was held on recommending possible changes to same on behalf of the 2 % Fund. MOTION to approved Treasurers Report by Sec. Difatta. Seconded by Treas. Pajak. MOTION PASSED.

### **Old Business**

TeleStaff program - No Administration present to discuss further.

VP Brainard discussed that the periodical subscriptions to all fire stations. Members are to check status of delivery.

The mattress purchase for Stations was discussed. Sec. Difatta to handle Station #1.

VP Brainard related the status of \$1000 line item # 109.752.0000.5220 for shift calendar purchase. He showed an example.

### **New Business**

Heart Scan program was discussed. Discussed the possibility of including coverage for spouses. To be referred to B. Mowery for further research.

Treasurers Report of balances:

\$62,752.70	checking account balance current
\$36,033.87	Widow's Fund balance current

2007 Budget was discussed by Treas. Pajak. See copy attached. Fiscal 2007 Budget was proposed. Treas. Pajak will work with Rita Trainor and comeback next meeting with final proposed Budget.

Treas. Pajak brought up a request from DC Tutko. DC Tutko seeking reimbursement for a purchase @ Best Buy. Treas. Pajak is to return this request to DC Tutko for further clarification.

Motion for meeting adjournment @ 0939 hours.

Tentative next meeting set up for November 11,2006.

Respectfully submitted:  
Secretary Joe Difatta