

# Downers Grove Foreign Fire Insurance Fund

**Meeting held at Downers Grove Fire Department St. 3 on November 11, 2008**

Members Present: Lt. Difatta, FF/PM Brainard, FF/PM S. Markowski  
Guests present: FF Christenson, FF Collins, FF/PM Conway

**Meeting called to order at 8:12am**

Meeting minutes from October 2, 2008 meeting were read. **Motion to approve with no changes made by Difatta, seconded by Brainard. Motion passed.**

## **Treasure's Report- Read by Brainard.**

Checking \$58,707.73

Widow's Fund \$39,334.52

Looking at expenditure report question was raised as to why Gina Barr received a cell phone reimbursement. Difatta said he would look into it.

**Motion made to accept report as written by Markowski, seconded by Difatta, motion passed.**

## **Old Business**

\*Difatta spoke to DC Jackson on the Telestaff Mod purchase. DC Jackson said the decision was made not to move forward with the purchase.

\*Pop machine at Station 2 has been repaired and is in good working order.

\*Treadmill from Station 2 has been removed.

\*Brainard has completed cable box inventory

\*Discussed the quarterly report from the 2<sup>nd</sup> quarter of this year. FF/PM S.

Markowski will be working on completing the new report for Chief Ruscetti.

## **New Business**

Station Requests

1. St. 1 submitted for a stair machine. Request was turned over to the fitness committee.

2. Station 2: Bose sound station for MP3 players, \$300. **OK'd**

4.5qt food mixer- **OK'd**

Spoons, food storage, rolling pin- **OK'd**

8.5qt CrockPot- **OK'd**

2 TV's for the weight room **OK'd pending Fire Chief's**

**approval.** Request will be made to Chief Ruscetti that if approved that the 2 TVs currently in the workout room be allocated to the other stations for use in their weight rooms.

3. St. 3- No requests

4. St. 5- Submitted for 2 humidifiers and supplies, not to exceed \$300- **OK'd**

Water cooler for weight room, not to exceed \$300- **OK'd**

Continued minutes from 11/11/2008 meeting

St. 5- Submitted for StarTrak weight rack, same as St. 2 has, \$2800. OK'd

Pat Hardin submitted for school reimbursement for a fire service class, \$300. Motion to approve made by Cal, seconded by Markowski, motion passed.

### **General Fund Requests**

Department coffee fund-to be used only after the \$4000 from the village's approved coffee fund is used up. FF Collins stated that we are depleting the current funds in the past years by October. Collins would like \$2000 to be placed as a line item for the 2009 budget as a coffee contingency fund. He was told that this would need chief's approval. Verbal OK was given to Collins by DC Tutko. Item would most likely be placed under line item 5630 but will need to be reviewed by Pajak to be sure. Collins was instructed to present this at the budget meeting for 2010 budget. When/ if funds run out Collins will come to the board to obtain the needed funds to keep the coffee supplies in the stations.

FF Collins asked for \$999 for demo Select Comfort bed to replace all department beds over time. Decision was made to table vote. The board would like to talk to Chief Ruscetti about the pros and cons of buying such expensive beds. Collins is to obtain more information, such as warrantee info.

FF/PM Lund is looking for \$800 for tuition reimbursement not covered under the tuition reimbursement plan with the village due to him maxing out his benefit. Discussion followed regarding the validity of the request in reference to the fire service. Request tabled so that Lund could be talked to in order to get the information on the specific class. **Motion to table made by Brainard, seconded by Brainard. Motion passed.**

FF Christenson submitted for duffel bags to be used to store the spare turnout gear. The gear is currently being kept in the helmet boxes that were issued to each member. The idea is that each member will have their spare gear made available to them to switch into in the event of the current gear is made unusable. **To purchase 85 bags, total is \$1,700. Motion made by Markowski, seconded by Difatta, motion passed. Items will come from line item 5630 unless Lt. Pajak disagrees.**

### **Good of the Fund**

Next meeting will be held at 730 am at Fire Station 2. This will take the place of a December meeting.

**Motion to adjourn made by Difatta, seconded by Brainard, motion passed. Meeting adjourned at 9:38am.**

## **Downers Grove Foreign Fire Insurance Fund**

**Minutes from the October 2<sup>nd</sup> 2008 meeting held at Downers Grove Fire Station 5 at 8:00 A.M.**

**Board Members Present: Lt. Pajak, Lt. Difatta, FF/PM Brainard, FF/PM S. Markowski**

**Guests Present: None**

### **1. Called to order at 0838am, late due to S. Markowski previous commitment.**

Minutes from the September 4<sup>th</sup> 2008 Meeting read, no changes were made. Motioned to approve made by Brainard, seconded by Pajak. Motion passed.

S. Markowski notified board that the quarterly report to the Board of Commissions was sent to Chief Ruscetti as requested. No further correspondence in regard to this matter was made by the chief.

### **2. Treasurer's Report**

Account Balances:       Checking \$65,018.28  
                                  Widow's Fund \$39,218.10

Current expenditure sheet handed out by Pajak.

Board brought up to remind everybody in the FD that the last chance to submit any requests for purchase for FY 2008 will be at the November meeting. S. Markowski said that he would send out emails to remind everybody.

Motion made to accept the treasurer's report by Difatta, seconded by Brainard. Motion passed.

### **3. Old Business**

Discussed the admin cable boxes from the last meeting. Billing would come out to approx. \$357 for the year for 4 boxes at the cost of \$7.45/month/box. Decision was made to offer admin 2 ways to pay for the boxes. Either funds would come out if their admin fund or they could write a check directly to the fund. Brainard said that he would go to all the stations to take an inventory of all boxes. All stations should have no more than 3 cable boxes, station 2 should have 4. He would also clear up the confusion between the BC's box that was at Station 3 and should have been moved to station 2.

Difatta brought in the station 1 requests from the beginning of the summer. He contacted Tom Spradau regarding the requests. St 1 will contact Pajak to receive their checks.

10 people have received Heart Scans, all bills have been paid.

St.2 pop machine is still not fixed. Dan Picha is working with DC Tutko to get this issue resolved.

Admin requests from previous meeting- all checks have been written.

Waiting on the 2<sup>nd</sup> treadmill demo for evaluation, then purchase decision would be made. As a board, all fitness equipment requests will be handed over to the fitness committee for approval as directed by the fire chief.

#### **4. New Business**

Telestaff module from the conference update. Brainard said that the admin wants to purchase it. The module, in very basic terms, would be an auction program for vacation and holiday picks. It would be available only from Telestaff, not Webstaff, meaning that all requests will have to be made from a village computer. Price of purchase until October 31<sup>st</sup> is \$4000, after it's \$5,000. Brainard offered to DC Jackson that the 2% would vote on paying for no more than 50% of the money. Brainard said that he would talk to DC Jackson about putting in a formal request for the module and that if needed a special meeting could be called.

#### **Purchase Requests**

**St. 1-** No requests.

**St. 2-** S. Markowski submitted a TV stand for the day room, \$160 approved with Chief's approval.

**St. 3-** No requests.

**St. 5-** Towels- \$250, approved, needs chief's approval.

Kitchen appliances, \$250, approved, needs chief's approval.

Pictures of rigs blown up for decoration, \$250, approved, needs chief's approval.

Submitted for a new TV. Request tabled pending space needs with possibility of MABAS HAZMAT equipment getting housed at St. 5. Pajak said he would advise on status at next meeting.

No admin requests.

Brainard stated that he will order 2009 calendar inserts as has been done in the past.

Board decided that holiday baskets will be reduced to 1 basket per station as opposed to 3 per station as has been done in the past, mainly to cut down on wasted food.

## **5. Good of the Fund**

Next meeting set for November 11<sup>th</sup> at 8:00am at Fire Station 3.

Motion to adjourn made by Difatta, seconded by Brainard, motion passed. Meeting adjourned at 9:35am.

## **DOWNERS GROVE FOREIGN FIRE INSURANCE FUND**

Minutes from the September 4<sup>th</sup>, 2008 meeting held at DGF D St. 2 at 8:00am.

Board Members Present: FF/PM Brainard, Lt. Pajak, FF/PM S. Markowski  
Absent: Lt Difatta, out on deployment in Louisiana.

Guests Present: Chief Ruscetti, DC Tutko, DC Jackson, Marsha Giesler, FF/PM Hoff,  
FF/EMT Pica, BC Hardy

Meeting called to order at 08:25am.

Minutes from the July 8 2008 meeting read, voted to pass minutes with noted changes to the adjournment time, made by Brainard, seconded by Pajak. Motion passed.

### **Treasurer's Report**

Account balances: \$73, 875.88 in checking  
\$39, 085.47 in widow's fund

- \*Pajak passed out current expenditures to date, will be posted at all stations.
- \*Pajak reminded that November 30 is the last day of this year that checks will be issued, including cell phone reimbursement.
- \*Discussed Heart Scans that are done for the year. Leftover funds will be rolled into regular funds.
- \*Discussed cable boxes for admin, they currently have 4. Chief Ruscetti stated that admin has the ability to pay for the cable out of the village budget if needed. Cost is approx. \$350. Chief and Pajak will discuss this and it will be readdressed at the next meeting.
- \*Discussed cable boxes for station 3. One seems to be unaccounted for. Personnel will try to locate it.
- \*Motion made to accept Treasurer's report made by S. Markowski, seconded by Brainard. Motion passed.

### **Old Business**

- \*St 1's checks from the June meeting are still waiting paperwork that Difatta has. It will be addressed before next meeting.
- \*Treadmills- demo is at station 2. As is cost is \$5270.00, budget amount was \$6,000.00. DC Tutko will try to get a second treadmill by year's end for Station 3 if funds from Village permit.

### **New Business**

- \*DC Tutko asked about admin's funds available. Pajak said \$3,582.94 was left.
- \*DC Tutko requests 6 flat screen TV's for the admin offices, lunch room and BC office. Cost will be \$3,600 at Grant's Appliances.
- \*PIO Giesler stated she was also looking for funds at a cost of under \$800. 1 digital camera with carrying case and memory card for \$282. She was looking for 30 boxes for citizens to be able to place valuables in the event of a fire, cost of \$88.50 at local moving

company. She was also looking for FD trading cards that will feature DGFD personnel for PubEd events, cost of \$445 for approximately 1000 sets, not including shipping. Marsha stated she will seek donations for boxes with area moving company.

\*Brainard motioned to move \$727 from the school/books fund to cover the cost of 1 digital camera with card and case as well as the trading cards. Markowski seconded. Discussion followed, motion passed.

\*Back to the admin request for tv's, admin was advised that if granted this request will deplete their available funds for the remainder of the year. Admin said that was understood. Motion made by Brainard to grant the funds, seconded by Markowski. Motion passed.

\*FF/PM Hoff presents 2 requests from Station 3.

----Seeking \$400 to frame historical department photos for the dining room area.

----Seeking \$200 for parts for the grinding wheel on the bay floor for hand tool care, to be purchased at Granger.

----Both requests were granted.

\*FF/PM S. Markowski presented request for new bath towels for Station 2, cost approx. \$229.60, not to exceed \$250. Request granted.

\*Discussed fixing the pop machine at St. 2. DC Tutko said that he will look into funds available to get it fixed. Issue will be readdressed at the October meeting.

\*There were no further requests.

### **Good of the Fund**

Next meeting set for October 2<sup>nd</sup>, 2008 at DGFD St. 5 at 8:00 am.

Motion to adjourn made by Pajak, seconded by Markowski.

Meeting adjourned at 9:08am.

## **DOWNERS GROVE FOREIGN FIRE INSURANCE FUND**

**Minutes from the July 8<sup>th</sup>, 2008 meeting held at Downers Grove Fire St. 3 at 8am.**

**Board Members Present: Lt. Pajak, FF/PM Brainard, FF/PM S. Markowski**

**Guests Present: FF/PM Whalen, FF/PM Hartley**

- 1. Called to order at 08:23 am, late due to a Station 3 ambulance call.**
- 2. Minutes read from the June 10<sup>th</sup> meeting, no changes were added. Motion made by Lt. Pajak to approve minutes, seconded by FF/PM Brainard, motion passed.**
- 3. Treasurer's Report**
  - a. Amount in checking- \$77,442.22
  - b. Amount in widow's fund- \$39,021.45
  - c. Lt. Pajak handed out expenditures to date for FY2008, will be posted at all stations.
- 4. Old Business**
  - a. Discussed status of the Heart Scans to date and bills outstanding and paid so far.
  - b. St. 1 purchases discussed from the July 10<sup>th</sup> meeting. Board is currently unaware of the status of requests due to Lt. Difatta being on vacation. Will be readdressed at next meeting.
- 5. New Business**
  - a. New purchase requests
    - i. Lt Pajak had proposed \$5,000 in the budget for treadmill replacement. He states that the old treadmills are almost not repairable due to the lack of replacement parts. The next time they break, replacement of the entire treadmill might be the only solution. DC Tutko had told Pajak that the treadmill company has demos available but the administration doesn't have the funds to joint purchase a treadmill at this time. He had asked Lt. Pajak if the 2% board would be able to buy 1 new machine this year and that the administration would budget for a new machine

for the beginning of 2009 and would pay for that new machine in whole, in deference to the joint purchasing agreement. The board discussed this and agreed to the DC's proposal at this time.

b. Station Requests

- i. No new station requests at this time.

6. Motion to adjourn made by FF/PM S. Markowski, seconded by Lt. Pajak. Next meeting set for September 4<sup>th</sup> at St. 2 at 8am. Motion passed, meeting adjourned at 08:38 a.m.

# **DOWNERS GROVE FOREIGN FIRE INSURANCE FUND**

**Minutes from the May 14, 2008 meeting, held at the Downers Grove Fire Department St. 5 at 8am.**

**Board Members: Lt. Difatta, Lt. Pajak, FF/PM S. Markowski  
Guests: DC Tutko, DC Jackson**

*1. Meeting called to order at 0821hrs, delayed due to an emergency call.*

*2. Budget preparation for 2009*

\*Lt. Pajak handed out current 2008 budget to use as a guide for meeting.

\*The board discussed increasing the cable fund 10% to keep up with increases in services.

\*The board discussed increasing newspaper/magazine allotment to \$3000, up from the current \$2700.

\*For 2009, treadmill replacement will be \$3000, down from the current \$6000, in accordance with the agreed joint purchase with the Village.

\*Station 5 will put in for new recliners, 6 total, approx. cost of \$4000 to be split 50/50 with the Village, possibly this fiscal year.

\*As a matter of clarification, mattresses, TV's, and recliners will fall under the joint purchase agreement. This is not exclusive to these items.

\*Station 5 mattresses fund will be increased to \$3000, up from the current \$2,500.

\*Regarding facility funds, St.1 decreased in funds \$1500 to total \$2500. That \$1500 will be moved to St. 2's, totaling \$5500.

\*Secretary Markowski read emails from J. Johnson and C. Tatroe regarding proposed requests for FY 2009. Discussion followed.

-Pres. Difatta proposed putting fireplace repair in line item 5630 (Contingency Fund). \$2500 proposed for the repair of the fireplace. No quotes for repair have been received as of the start of the meeting.

-Discussed Lt. Tatroe's proposal of \$150/person to be spent at ESG as was done in 2002. Tres. Pajak looked at the numbers and stated that it would deplete the contingency fund and that it would be more responsible, at this time, to recommend that individual stations request desired items separately, ie safety glasses, gloves, rescue belts, etc.

-J. Johnson's request for a recumbent bike discussed for St. 1. The board stated that the bike should be requested by standard vote sheet. Also recommended that this be brought up to the fitness committee to see if they thought all stations would benefit from purchasing a bike for each house, and if so, to buy 5 at once to try and limit costs.

\*DC Jackson proposed \$5000 for a Telestaff module that would run the vacation bidding as an auction, as a joint purchase.

\*Widow's Fund discussed. In 2 years the fund will be capped out at the proposed total of

\$50,000. Once it reaches said cap it will be funded on a replacement basis. If the 2% check from the village decreases again, funding may need to be dropped to \$2500/year, a 50% reduction, making it take longer to reach the cap.

\*No budget requests were turned in from Stations 3 and 5.

\*Tres. Pajak will work on proposed budget for the next meeting.

### **3. Kitchen utensil purchase for Station 2.**

\*Pres. Difatta presented FF Collins' proposed purchase list from Robert Gill and Co INC of Orland Park, IL.

\*Pres Difatta talked to VP Brainard via cell regarding the concern of 3 quotes needed for purchases of \$1000 or more. VP Brainard stated that it shouldn't be a problem due to the fact that it's not 1 single item costing \$1000, but several small items.

\*DC Tutko stated that the only things that will be taken from St 1 to St 2 will be the items in the shift cabinets, fridge items, towels and rags. St. 2 crews will be expected to bring the same items from DWFD St 2 with them during the move.

\*Village gave \$999.63 towards the purchase of plates, bowls, silverware, etc, per DC Tutko.

\*Board discussed specific items proposed by FF Collins.

**Tres. Pajak motioned to approve the total of \$3702.32 for St. 2 utensils as outlined in FF Collins' proposal. With this motion the \$20,000 St. 2 allotment agreement with the village is fulfilled. 2<sup>nd</sup> by Sec. Markowski.** Pres. Difatta proposed an amendment to strike out line item #59 (\$390) and item #60 (\$675) for a total of \$1065. New total will be \$2637.32. **Amendment 2<sup>nd</sup> by Sec. Markowski. Motion Passed.**

### **4. Good of the fund**

\*Meeting originally set for 5-29-2008 will be moved to 6-10-2008 to facilitate St. 2 move. Tres. Pajak will have proposed budget for that meeting. Meeting will be held at Station 5 at 8am. Sec Markowski will send out new notice of meeting change.

### **5. Meeting adjourns at 1000am.**

# **DOWNERS GROVE FOREIGN FIRE INSURANCE FUND**

## **Meeting minutes for the March 19, 2008 meeting held at Downers Grove Fire Station #3**

**Attendees:** Lt. Joe Difatta, FF/PM Sig Markowski, FF/PM C. Brainard, Lt Fred Pajak

**Guests:** Fire Chief Phil Ruscetti, Deputy Chief Bob Tutko, Deputy Chief Jim Jackson  
FF/PM Bret Mowery

### **Meeting was called to order at 8:10 A.M.**

Brainard asked if there were any changes needed to the December 11, 2007 meeting minutes as drafted by Difatta. No changes requested. MOTION made by Difatta to approve 12-11-2007 meeting minutes as drafted. SECONDED by Brainard. MOTION PASSED.

### **Treasurers Report**

Pajak related that the balances were as follows:

\$104,452.92	checking
\$ 38,703.20	Widow's Fund

Pajak related that the 2% Fund expended a total of \$73000 in 2007.

Pajak handed out copies of the 2008 2% Fund Budget.

MOTION made by Markowski to approve Treasurers Report as read. SECONDED by Difatta. MOTION PASSED.

### **Old Business**

Brainard discussed the need to revise the 2% Fund purchasing policy by the following:  
If safety gear/equipment is purchased with the DGF, 2% Fund will pay the difference in the upgraded gear/equipment. More to follow at subsequent 2% Fund meetings.

At 0824 hours, Fire Chief Ruscetti stated he had another commitment; he then presented a request for purchase for two (2) thermal imaging cameras. Drafted by BC Pindelski. This item was referred to New Business.

Brainard related the status of TeleStaff. Training is in progress for all FD members at this time.

Pajak discussed the 2008 Budget. Pajak recommended that the Budget be established by May 1, 2008 for 2009 year as per Village Financial Officer Judy Buttny. Pajak

recommended that major purchases be cut off by November 2008 with all purchases made by December 1, 2008.

Fire Station #2 and the 2 % Fund monies allotted were discussed by Fire Chief Ruscetti. Ruscetti discussed the Villages position. No invoices, as requested by the 2% Board, can be provided for professional services fee. Ruscetti thanked the 2% Fund and Board for the allotment of monies for the Station #2 project.

### **New Business**

Deputy Chief Tutko presented a request for purchase including the following:

\$14,000.00 for Fitness Equipment for Station #2

\$ 1666.00 for updated Badge Case for Station #2

Tutko related the FD did not budget for either request. Tutko related the FD plans to use Station #2 as the Fitness lead for equipment change/review. Tutko related that the Badge Case update includes a new like case with all the badges from the mid-1980's on.

MOTION by Brainard to purchase up to \$14,000 for Fitness Equipment for Station #2.

SECONDED by Pajak MOTION PASSED. MOTION by Pajak to ½ cost share, up to

\$900, for the badge case for Station #2. SECONDED by Markowski. MOTION

PASSED.

Discussion was held on the Darien-Woodridge/ Downers Grove Station 2 Television possession status at moving time. Fire Chief Ruscetti stated he needed to check with the Village Hall on this matter. Follow up to be ready for the next 2 % meeting.

Markowski asked Deputy Chief Tutko if the new Fire Station #2 will have a stereo for the dedicated Fitness Room. Tutko replied none will be provided. MARKowski stated he will follow up this in the future.

At this time, the referred item for purchase was presented on behalf of Fire Chief Ruscetti and BC Pindelski. Brainard read BC Pindelski's report on Thermal Imaging Camera's. Cost estimate was not to exceed \$7500 per camera. MOTION by Markowski to purchase one (1) thermal image camera at ½ cost up to \$3700. SECONDED by Difatta. MOTION PASSED, 3-1, with Pajak voting nay.

Request for purchase from Administration for a coffee pot not to exceed \$425. MOTION by Pajak. SECONDED by Markowski. MOTION PASSED, 3-1, with Brainard voting nay.

Request for purchase from Station #5 for a Fitness rowing machine not to exceed \$1300. MOTION by Brainard. SECONDED by Pajak. MOTION PASSED.

Discussion was held on the re-allotment of line item funds for Station purchases. Pajak related the Line Item #5280 was currently \$4000 each Station and same for Administration. MOTION by Brainard for the following:

Line Item #5280 as of June 1, 2008	
Administration	\$4000
Station #1	\$2500
Station #2	\$5500
Station #3	\$4000
Station #5	\$4000

SECONDED by Pajak. MOTION PASSED.

Fund Officer Roles were discussed. Brainard related this year would be his last eligible term. Brainard nominated Difatta as President. Brainard nominated Markowski as Secretary. Brainard nominated Pajak as Treasurer. Difatta nominated Brainard as Vice President. No other nominations were called. All nominated persons were passed and will take their office at the April 2008 meeting.

### **Good of the Fund**

None heard from the Board or the floor.

Next meeting date was discussed. Set as follows:

April 22, 2008 at Fire Station #1 8AM

May 29, 2008 at Fire Station #5 8AM

Pajak MOTIONED for Adjournment. SECONDED by Markowski. MOTION PASSED.

Respectfully submitted by

Lt Joe Difatta