

**Downers Grove Foreign Fire Insurance Fund**  
**Meeting Minutes**  
**January 21<sup>st</sup>, 2011**  
**8:00AM**

Called to order at 7:58AM

Members Present: Lt Difatta, Lt Pajak, FF/PM Mowery, FF/PM S. Markowski

Guests present: Chief Jackson, Deputy Chief Mikel, FF/PM Conway

Meeting minutes from 11/18/2010 read. Motion to approve amended minutes by Pajak, seconded by Mowery. Motion passed.

**Treasurer's Report:**

Pajak handed out 2010 end of year report.

Checking Balance: \$178,907.36

Widow's Fund: \$25,000 in savings, \$25,668.86 in CD

Motion to approve treasurer's report by Markowski, seconded by Difatta. Motion passed.

**Old Business:**

St 1- Glove drier- request/order withdrawn. Plaques will be an ongoing process through the year. Money has been paid already.

St 2- Water filters for upright water cooler- purchased.

St 3- Hair trimmers- purchased and placed on the medic units

Bi laws- a special meeting will need to be held to vote on and pass the bi laws.

The board will then move immediately to set elections to bring the board make up to the state requirement. Meeting dates and times will be addressed in New Business.

Budget- Approved in November, copies handed to all members, 2011 budget is being operated off of.

**New Business:**

Future mattress and recliner purchases: St 3 will get new mattresses this year, station 5 will get new recliners. 2012, St 5 will get new mattresses; St 3 will get new recliners. 2013 St 1 will get new recliners; St 2 will get new mattresses. Chief Jackson suggested that the board set an equipment purchasing plan to guide this process of recliner and mattresses replacement; the board will address this at the next regular business meeting.

Callards class: he will be told his request is being tabled and he can resubmit his request once he receives his grade.

Elections: Markowski sent 2 emails requesting interest in members running for 2% Board positions. Cal Brainard and Joe Conway both expressed interest. One final email will be sent requesting any other interest. All current members voiced their desire to remain on the board and put themselves up for reelection.

Chief Jackson addressed the issue of recording drills at St 2 for broadcasting and/or posting on the web for members to view on their own time. Biggs is in the loop on this, more info to be made available soon. A new company has been contacted to receive

quotes for the system. Also, CAD screens are being looked into so that crews can see rig status and current calls while in quarters.

Intubation cameras were presented by St 5 Gold. Estimated price is \$10,000 per camera; the goal is to purchase 1 unit for each ambulance. Another brand is available for \$4,000 per unit but it was agreed that the cheaper product is far inferior to the more expensive unit. Mowery will work with Dan R and pursue this. This will be updated as a monthly item in old business as the ET Camera Committee.

Conway submitted for 8 CPR dummies, 4 adult and 4 infant. He has 2 different brands; both would come in under \$1,000. Motion to approve \$1000 total to purchase the requested dummies as well as maintenance/replacement parts was made by Pajak, seconded by Markowski. Motion passed.

Conway presented a proposal to remodel St 5's kitchen. He is looking for 2%'s preliminary support in funding in full or in part of the remodel before moving forward with the plans. The plan is to go full commercial much like St 2's kitchen. A computer aided design is in the works based on some sketches some members of 5 have come up with. The next regular business meeting he plans on having more information. Pajak, Mikel and Conway will work together to move this forward. No money is set aside at this time, 2% agreed to move forward for informational purposes at this time.

Cleaning of the purchased hair trimmers was brought up as a concern. Mowery stated his other department cleans them as directed by manufacturer's directions and have had no issues. Markowski will speak with the infection control people about this.

**Station Requests:**

St 1- None

St 2- None

St's 3&5- both have requested to receive cable crossover machines like the one in use at St 2 in the workout room. This is a budgeted item, fitness committee has approved this. This will come from budget line 5630. Difatta motioned to approve, seconded Mowery. Motion passed.

Admin- None

**Good of the Fund:**

February 8<sup>th</sup> at 8am the new bi laws will be reviewed and accepted to present for vote at the March meeting.

Motion to adjourn was made by Difatta, seconded by Markowski. Motion passed, meeting adjourned at 9:42AM.

**Downers Grove Foreign Fire Insurance Fund**  
**Meeting Minutes: Draft**  
**March 10<sup>th</sup>, 2011**  
**Downers Grove Fire Station #2**  
**5420 Main Street, Downers Grove, IL**

**Meeting called to order at 8:19am**

**Members Present: Lt Pajak, LT Difatta, FF/PM Mowery, FF/PM S. Markowski**

**Guests Present: Chief Jackson**

**Meeting minutes not presented from the 2/8/2011 meeting. They will be presented at the April meeting.**

**Treasurer's Report:**

**Checking: \$117,610.80**

**Widow's Fund: \$25,002.01**

**CD: \$25,758.67**

**Motion to approve minutes made by Difatta, seconded by Markowski.**

**Motion passed.**

**Old Business:**

**Outstanding purchases:**

**Cable crossover machines are being delivered today (3/10/11)**

**Laryngoscope Project- demos are underway**

**St 5 Project- no new information received**

**ByLaws- Final draft presented by Difatta. Items gone over line by line.**

**Proposal made by Difatta to approve as amended, seconded by Mowery. Motion passed.**

**New Business:**

**St 1 Requests- Submitted to remodel St 1 bunkroom. Motion made by Mowery to defer this item. It will be given back to Ibrahim to present to Chief Jackson since he had no idea of the request. Seconded by Markowski, Passed.**

**St 2- Bench vice: \$90 from station fund. Brett motioned, seconded by Markowski. Passed.**

**Disk replacement for grinder not to exceed \$300 from the station fund. Mowery motioned to accept, seconded Markowski, motion passed.**

**Kitchen supplies: \$500 from station fund. Blender, Food Processor, Coffee Mugs. Mowery motioned to approve, seconded Markowski. Passed.**

**St. 3- None**

**St 5- submitted for \$90 reimbursement for hydrant wrench repairs and replacement. 4 new wrenches, 2 repaired. Motioned by Markowski to approve, seconded Difatta. Passed.**

**General requests: 6 Status monitors. 3 for station 2, 1 for each outlying station. To be used as CAD update screens. Motioned by Difatta to accept, not to exceed \$3,000, seconded by Mowery. Passed.**

**Good of the fund: April 7<sup>th</sup> 2011 @ 7:30am at St 2 will be the next meeting.**

**Adjournment: Motion made by Difatta to adjourn, seconded by Mowery. Passed, meeting adjourned at 9:45 am.**

**Downers Grove Foreign Fire Insurance Fund**  
**Meeting Minutes**  
**April 7, 2011**  
**7:30 AM**  
**DGFD St 2**  
**5420 Main Street, Downers Grove, IL**

**Board Present:** Chief Jackson, Lt Difatta, Lt Pajak, FF/PMs Mowery, S. Markowski  
**Guests Present:** D/C Pindelski, B/C Mejdrech, Lt Werner, FF/PMs Meister, Slager and Baldwin

**Meeting called to order at 7:48AM.**

**Minutes from March meeting read by S. Markowski. Motion made to accept as read by Jackson, seconded by Mowery, passed.**

**Treasurer's Report:**

Checking- \$167,047.47  
Widows fund: Savings: \$25,004.02  
                  CD       \$25,752.67  
                  Total:     \$50,756.69

Current expenditure sheets handed out. Motion to accept by Chief Jackson, seconded by Mowery, motion passed.

**Old Business:**

*Elections.* 3 members submitted their interest for the 2 open positions on the board, FF/PMs Brainard, Conway and Dravo. All 4 current line personnel currently on the board wish to run as well. Lt Difatta will handle ballots.

***Outstanding Requests:***

St 2 kitchen supplies: Lt Pajak will issue checks today.

St 5 kitchen supplies: Same

Cross-over machine at stations 3 & 5: Both are in service.

Laryngoscope Project: Ongoing. In evaluation and recommendation stage.

St 5 kitchen Project: Ongoing. Conway will be asked to meet with DC Mikel, Lts Werner and Pajak for updates, progress.

St 1 bunkroom: Lt Ibrahim contacted DC Mikel, request was submitted to the DC. They wish to secure funding before continuing.

**New Business:**

***Station Requests:*** None received.

**General Requests:**

Lt Lazarra submitted for \$200 for 5 American Flags to be flown on a member's last day on shift before retirement. It will be flown at the beginning of shift and retired the next morning at the end of shift and presented to the member as a gift. Motion by Lt Difatta to approve up to \$400 for flags and presentation boxes/cases for 5 American flags. Seconded by Mowery. Passed. Board will look during budget process to increase the amount for retiree gifts from \$200 to \$300 to cover this in the future. Line item currently covers retirement badge, case/wallet for badge, retirement cake.

BC Mejdrech submitted for reimbursement for FDIC, \$423.82. Under guidelines for conference/class reimbursement the board could honor up to \$211.91 or half of the amount the member put out him/herself. Motion by S. Markowski to reimburse \$211.91, seconded by Lt Pajak. Motion passed.

FF/PM Brainard submitted paperwork to attend the Telestaff conference in California, September 19-21<sup>st</sup>. Total cost would be \$1,419.25 and includes airfare, hotel and registration. Half of the submitted cost would be \$709.63. Motioned to approve up to \$709.63 by Difatta, seconded by Mowery, motion passed.

Heart Scans- Will be starting again shortly. FF/PM Mowery will handle as he has in the past.

A thank you from Pat Pinelli was received for the 2% fund for sending her to get a Heart Scan which caught a problem that was able to be corrected. Details will be withheld on her request.

Elections: Lt Werner has offered to head the election committee. FF/PMs Meister and Baldwin offered as well. They will consult with Village attorney Enza to ensure everything is run correctly. The newly elected board will take over at the conclusion of the May normal business meeting.

**Good of the fund:**

Next meeting will be May 26<sup>th</sup>, 2011 at St 2 at 8:00am.

Motion to adjourn made by Lt Difatta, seconded by Lt Pajak. Motion passed, meeting adjourned at 8:43am.

**Downers Grove Forgein Fire Tax Insurance Fund**  
**Regular Meeting Minutes**  
**May 26<sup>th</sup>, 2011**

Downers Grove Fire Station 2  
5420 Main Street, Downers Grove, IL

**Members Present:** Lt. Pajak, FF/PM Mowery, FF/PM S. Markowski. DC Mikel sitting as Chief Jackson's designate.

**Guests Present:** Lt. Frank, FF/PMs Rietfield, McKevit, Baldwin

**Called to order** at 08:27am by Mowery.

**Meeting Minutes** from April 7<sup>th</sup> meeting presented by Markowski. Pajak motioned to accept minutes as presented, seconded by Mowery, motion passed.

**Treasurer's Report**

Checking Balance: \$164,600.06

Widow Fund, Savings: \$25, 004.10

Widow Fund, CD: \$25, 835.15 for total of \$50, 839.25 in Widow's Fund.

Current expenditures handed out by Pajak. Motion made by S. Markowski to accept the report, seconded by Mowery, motion passed.

**Old Business**

Elections: New board has been elected. It will consist of: DGFD Fire Chief, Lts Difatta and Pajak, FF/PMs Mowery, S. Markowski, Brainard and Conway. Markowski will retain the election results and votes in the 2% files.

Laryngoscope project: Final vote was for the Glidescope. Request was made by FF/PM Rietfield to purchase 3 units, 1 for each ambulance. 3 cases of each blade size are included in the proposal. B. Joy stated that he will maintain all subsequent replacement costs from his EMS Supply budget. **Total request is for \$29, 461.28.** Good Samaritain hospital has already approved the use of this device. The vendor is a sole source vendor so bids are not an option, all paperwork is in order. **Motion made by Mowery to approve purchase, seconded by Markowski. Motion approved.**

Station 5 kitchen project: Conway has been unable to find anyone to bid on the project. There is an issue with the FD suggesting they do the demo work before the construction begins. He told DC Mikel that he will continue to search.

St 1 Bunkroom: DC Mikel said that he likes the idea of the proposal but that there will need to be formal discussion with Ibrahim to formalize the plans. DC said he will contact Ibrahim regarding this and will have this ready to present at the next meeting.

St 2 grinder supplies: FF/PM Hoff should have gotten the check to purchase, will be followed up on.

Heart Scans: On going.

### **New Business**

Station Requests:

St 1: none

St 2: Miester put in for a surge protector for the day room electronics. It is believed that a power surge or problem with a phase caused the audio receiver to be damaged. Total is \$110 from Best Buy. Purchase approved.

St 3: none

St 5: none

Admin: Marsha Giesler submitted for \$725 to purchase 50 smoke detectors, cordless drill and a small a frame/collapsible ladder. The purpose is to install a functioning smoke detector in the Village residences that are noted not to have one by FD personnel during the course of their duties. Motion made by Mowery to approve, seconded by Markowski. Motion passed.

Brainard came back with the Telestaff conference request. The Admin stated that they will cover ½ of his costs as well as ½ of BC Beyer's costs to attend. Brainard submitted for 2 people to attend, himself and Beyer, at ½ the cost. This will come to \$1,667.59 with current airline costs. **Mowery motioned to approve up to \$2,000 for the possibility in fuel costs rising, seconded by Markowski. Motion passed.**

Status monitors resubmitted by FF/EMT Collins. There was a price change that negated the original approval. **The current cost is \$238.00 per monitor for a total of \$1,428.00. Pajak motioned to accept, not to exceed \$1,428.00, seconded by Markowski. Motion Passed.** After discussion, Collins was told to purchase the 3 year extended warranty for each monitor if available. Motioned by Pajak, seconded by Markowski, Passed.

Collins submitted for an audio receiver to replace the damaged one for station 2. Cost is \$449.99 out of the St. 2 funds. No vote sheet was submitted. Mowery voiced his concern of voting on a submission for equipment without a vote sheet and that he believes it sets a bad precedence. All members agreed but thought that since the request was to replace an item that broke after the warrantee ran out that an exception would be made. Motion made by Pajak to approve the purchase and include a 3 year warrantee, seconded by Mowery. Motion passed.

### **Good of the Fund**

Next meeting date will be June 23<sup>rd</sup> at 07:45am at Station 5.

**Motion to Adjourn** made by Mowery, seconded by Markowski. Meeting adjourned at 09:20am.

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

For Meeting Held on 08 September 2011

Meeting called to order at 0808 hrs.

2% Board Members in attendance: D/C Mikel (in place of Chief Jackson), PM Mowery, PM Markowski, PM Conway, PM Brainard, Lt. Pajak, Lt. Difatta

Guests: FF Cipra, PM Pekelder, PM Reitveld, PM Stoeber, FF Picha

Treasurer Report:

All purchases shall be completed by Nov. 30 so books can be cleared/reconciled.

There was a motion to accept the treasurer report as noted by PM Conway, 2<sup>nd</sup> by PM Mowery. Motion passed by vote.

Old Business: Marsha smoke detector program – no report.

Retirement gifts: PM Pekelder discussed new change in union retirement gifts. PM Stoeber held a short discussion on awards and retirement gifts given. PM Stoeber asked for a line item to be placed in the budget for 2012 for retirement awards stock and supply.

Heartscan: PM Mowery to check on a new provider for the heartscan. The previous (Heartcheck America) does not have an operating telephone any longer and e-mails have not been returned after several have been sent over the past 6 months.

Budget Discussions:

A motion to amend awards to \$1,100 by PM S. Markowski, 2<sup>nd</sup> by PM Mowery was made. Total for the awards to \$3250 to get back to where they need to be. This is the 2012 line item amount. Motion passed.

A motion to amend a line item amount in office supplies for the vehicle stickers for equipment replacement by \$1000 to a new total of \$2350 by PM Mowery, 2<sup>nd</sup> by PM S. Markowski. Short discussion was held, motion passed by vote.

A discussion on increasing the capital improvement fund 5280 was held initiated by PM Conway. After a short discussion and note of where village stance is on village building maintenance by D/C Mikel, request was withdrawn.

Budget with approved amendments approved as noted. (See attached draft copy. \*)

Kitchen project for station #5 bid for information only by the next meeting is being requested. PM Conway to handle further direction on this project.

Hope is retiring. The board has asked D/C Mikel to coordinate with Marsha Geisler on if Hope would like a party to celebrate her years of service. The board

will pay the typical fees associated with a retiree of person in good standing if she desires to have a celebration.

Portable printers for each paramedic unit have been purchased by PM Conway and he is seeking reimbursement. He has received approval from Chief Jackson, and has also checked with I.T. on the use of same. I.T. will provide the technical end of installing and making compatible with our tough book/image trend computers. The total cost was \$999.92. A motion to reimburse PM Conway for the purchase was made by PM Brainard, 2<sup>nd</sup> by PM Mowery. No discussion, and motion passed by vote.

PM Stoeber asked the 2% board on behalf of the awards committee for \$1,200 to get stock to where they are needed pending approval from the administration. He stated he felt the line budget for the year was sufficient.

New Business: Station #1 – FF Picha brought a request for a carpet cleaner for each station (qty. 4) which could be used for the carpet as well as the furniture. The units would be NTE \$650 each. Some discussion among the board members felt that this was a lot of money to spend on an item to be used sparingly. Board agrees to purchase 1 carpet cleaning unit at a cost NTE \$650, and the unit shall be stored at fire station #1. There was a motion to purchase 1 carpet cleaning unit as noted by Lt. Difatta, 2<sup>nd</sup> by PM Mowery. Motion passed by vote.

Exercise bicycle request for station #1, from station #1 fund. Votes needed obtained. Request NTE \$900. Board approved by vote.

Station #2: Reimburse for grill parts to repair station BBQ grill. Parts total of \$100. Board approved by vote to reimburse station #2 for parts.

Station #2 requests with acceptable votes per sheet for a radio for the bay floor at fire station #2. Board approved to purchase this item by vote.

Station #3 requests with acceptable votes per sheet for water filter kit, to mirror one used at station #2. Price NTE \$350. 5 yay and 1 nay to purchase. PM S. Markowski will follow up with Quinn on this purchase.

Station #5: No request.

Other purchases: Shift calendars. PM Brainard is requesting for an amount NTE \$1,300 for the regular past practice of purchasing the shift calendar inserts for all F.D. members. We need some new covers so he requested additional \$200 to the budget line of \$1,100. Motion to purchase made by Lt. Difatta, 2<sup>nd</sup> by PM Mowery. Votes were 5 aye and 1 nay to purchase. Motion passed by vote.

Telestaff bills shall be discussed.

Good of the 2% Fund: None

Next Meeting: 13 October 2011

Motion to adjourn made by Lt. Difatta, 2<sup>nd</sup> by PM Mowery. Motion passed by vote.

Meeting adjourned at 0941 hrs.

## DOWNERS GROVE FIRE DEPARTMENT

### FOREIGN FIRE INSURANCE (2%) BOARD MEETING MINUTES

For Meeting Held on 13 October 2011

Meeting called to order at 0820 hrs.

2% Board Members in attendance: D/C Mikel (for Chief Jackson), PM Mowery, PM S. Markowski, PM Conway, PM Brainard, Lt. Pajak, Lt. Difatta

Guests: PM Meister, PM Magee, PM Slager, PM Laramatis, Lt. Werner, B/C Mejdrech.

Previous Meeting Minutes: Motion to accept by PM Pajak, 2<sup>nd</sup> by PM Conway, motion passed.

Treasurer Report: See report for details.

\$123,125.50 balance for checking.

Widows Fund: Bank acct.: \$25,009.34

C.D. : \$25,000.00

All purchases must be completed by Nov. 30.

Motion to accept treasurer report by PM Mowery, 2<sup>nd</sup> by S. Markowski. Passed.

Old Business: Hope's party cost details. Total was \$78 including the cake and plaque.

Station #1 bike is on order. Carpet cleaner was purchased and already put to use.

Station #3: Water cooler is in process to be purchased.

Station #2: Radio not purchased yet, will be done soon.

Heartscan: PM Mowery reviewed history with Heartcheck America. No follow up and he believes they may be out of business. He checked with Elmhurst Hospital and they will offer a \$99 per person deal for this test for F.D. members. Some discussion on how to proceed for the new program. PM Conway felt that this was something that could be removed from the budget as we all have good health insurance. After some discussion, all other board members thought that this was a good use of money for the membership. The program will continue at a significant cost savings over the old plan.

Budget: B/C Daly will be providing 10 minutes over the next 2 weeks at training to educate all personnel on the 2% fund.

Kitchen Project at Station #5: PM Conway project is working with administration to check into split cost. \$500,000 budget for \$1.3 million in requests for all village buildings. PM Brainard discussion with D/C Mikel regarding 2% fund split cost matching village funds for building projects. There was some positive review on this topic, but D/C Mikel reminded us that the kitchen project was very low on the village maintenance priority list.

Some discussion on the philosophy of the 2% board on capital improvement. The board currently will not move forward with any projects unless at least 50% commitment is made by the village first. PM Conway requested not to exceed \$2000 for an architect to complete a drawing to be used for future contractors for bidding purposes. Further monies will not be requested for drawings so even though no work will be done this next year, it can be used later when monies may become available for work.

New Business: Station #2 reimbursement for Tasso replacement parts for water filters. Due to no vote sheet, it was sent back for proper paperwork.

PM Hoff requested truck metal fabrication to be completed for map holders and some tool mounts. These will not be able to be furnished under the truck budget. PM Mowery made a motion to pay and PM Conway 2<sup>nd</sup> not to exceed (NTE) \$900.

Station #3 requested to purchase Garmin navigational systems for the engine and ambulance for mutual aid responses. Motion by PM Brainard and 2<sup>nd</sup> by PM Conway to purchase as requested for a cost NTE \$400. PM held a conversation with D/C Mikel on where the M.A.B.A.S. navigational units were. They purchased several and seem to be missing. D/C Mikel will look into.

D/C Mikel stated that any items for purchase need to be signed by the Chief PRIOR to presenting from now on – no exceptions – no signature, no discussion, no purchase.

Further discussion was held on using the internet for routing. Will not work on some computers due to connection problems. It was decided that the Garmins would be a more reliable way to navigate emergency vehicles.

At the next meeting board will discuss with Chief getting GPS for all front-line.

PM Brainard – Village/2% Purchases for item replacement. Need a plan going forward for budgeting by all parties. PM Mowery discussed the philosophy of the board regarding a village/board split cost for purchasing village required maintenance items such as kitchen utensils, mattresses, and recliners. PM Brainard stated the philosophy of current thinking due to the budget issues is 1/3 by Village, 1/3 by station fund, 1/3 by general fund 2%.

Good of the 2% Fund: Invite council to meeting was a good idea, and we can do it, however we can not have 3 or more members at the same time. Chief Jackson was very receptive to opening the meeting and actually inviting council members to the meeting.

2 year terms are coming up for election. Lt. Difatta will check the by-laws for specifics and to make sure this is done correctly. It appears that Lt. Difatta, Lt. Pajak, and PM S. Markowski are up for re-election.

Next Meeting: November 10, 2011 at Station #5 0800 hrs.

Motion to adjourn made by Pm Conway, 2<sup>nd</sup> by PM Mowery. Motion passed by vote.

Meeting adjourned at 1014 hrs.

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

For Meeting Held on 10 November 2011

Meeting called to order at 0820 hrs.

2% Board Members in attendance: Lt. Difatta, Chief Jackson, Lt. Pajak, PM Conway, PM Markowski, PM Mowery, PM Brainard

Guests: D/C Mikel, PM Reitveld, FF Moy

Previous Meeting Minutes: Motion to accept previous meeting minutes by PM Conway, 2<sup>nd</sup> by PM Markowski. Motion passed by vote.

Treasurer Report: Checking account: \$116,370.89

Widow Fund: \$25,010.40

Widow Fund C.D.: \$25,838.21

Check for 2011 is in at the village. Unknown amount as the board has not received the actual check as of today.

This is the last meeting to approve any 2011 purchase requests.

The 2012 budget was handed out previously approved by vote.

A motion to accept by treasurer report was made by PM Conway, 2<sup>nd</sup> by PM Mowery. Motion passed by vote.

Old Business: PM Tasso had some outstanding paperwork to reimburse him for parts ordered for the station #2 water cooler. PM Tasso was paid all paperwork complete.

Discussion was held on the retirement personnel gifts for those retired members. Lt. Difatta clarified that the 2% board has no official capacity on directing the retirement gift committee, we only approve monies for purchase of retirement gifts and cake, coffee and supplies for farewell get together. D/C Mikel will work on this with the Chief and have an update on who, what, when, etc.

Heartscan update. PM Mowery has contacted the personnel at Elmhurst Hospital and they said they would do it for less than \$100 per member. Follow up by their staff has not been returned at this time. PM Mowery will continue to try to get more information for a follow up at a later meeting.

Station #5 remodel project is moving along, PM Conway is continuing to try to find a local architect to work with on this concept for future use.

There was a discussion on Garmin GPS devices. We are still trying to locate the 4 units given to the Department by MABAS. A few were found, but need to locate the others. PM Brainard will head up a committee on GPS units.

The board discussed the approval for items by the Fire Chief PRIOR to any meeting, not after the fact. PM Mowery brought up that should be for items to be brought in and become part of the fire station. Items such as flashlights that were more of an individual ownership should not need Fire Chief approval. Chief Jackson said he would look into this.

Recliner purchase for Station #5: PM Brainard thanked the board for working with him on this purchase. We saved significant money by authorizing the purchase in a timely fashion. \$1000 from the station fund/\$1000 from the general fund/and \$1000 from the village fund. The warranty is for parts only and the fabric is not warranted for life. PM Brainard will get the paperwork to Gina to get purchase completed.

Some discussion was held on the \$1000 bid rule. Dan Gilbert had set up a village purchase plan which was compliant and also had an automatic audit by the village. PM Brainard believes that the board is completely separate by statute now, and we contact the village as a courtesy only. We will clarify at a later date.

There was some discussion on inviting some of the council members to the 2% board meetings. Enza recommended a letter to invite the members to the meetings with time and date. She asked that the council decide among themselves on who would attend if they wanted to attend. They have the same meeting rules where they can not have more than 4 at a time at a formal setting. A letter from the president and the Fire Chief will be drafted for approval.

Discussion was held regarding the mattresses for station #3. There is no official request, but information was provided for information only. Some discussion on cost, longevity, warranty, and replacement time frame. This will be discussed more at the next meeting.

Replacement items (mattresses, television, recliners) were discussed. The board would like to work with the administration of a "phase in" period where a schedule will be set up to review the need for replacement of items. D/C Mikel was interested in working with the board on a timeline so that they could appropriately budget for these items. Also he noted that when the items came up on the schedule, if the item didn't need to be replaced at that time, we would hold off on the purchase. PM Markowski had offered to work on a schedule based on previous purchases with D/C Mikel.

New Business: Notification of the need for 4 new chairs at station #1. No request at this time, just letting the board know. PM Mowery asked if they had some of the chairs from Station #2 that were moved out there at some point. Lt. Difatta stated that they were out there. The board will look at this more in-depth when the request is forwarded.

Station #2 turned in a request for \$400 in towels. Paperwork was not complete, and no signatures were on the vote request sheet, just names written in with

checkmarks placed under "yes". The Fire Chief was not aware of this request, and noted he had not been asked for a signature. PM Mowery asked that we may want to make sure paperwork coming to the board is correct by asking for signatures instead of just initials. Also, requests will be sent back if all appropriate paperwork has not been completed at the time of the meeting.

Map boxes and metal fabrication for equipment on the new truck was approved on a motion by PM Conway which was 2<sup>nd</sup> by PM Markowski. Motion passed by vote.

Station #5 requested 2 32" Television Sets for the work out areas and brackets to mount them. PM Markowski made a motion which PM Brainard 2<sup>nd</sup> to pay for this request. Motion passed by vote.

PM Conway requested a pad replacement for one of the three weight benches in the workout room. This was one of the original benches that was obtained with the white and blue machine equipment. PM Brainard made a motion to pay for the re-covering of the bench and 2<sup>nd</sup> by Lt. Pajak.

PM Mowery put in a request for shoe maintenance items not to exceed \$50 for the station #5 shoe kit. Polish, buffer, new daubers, etc. Motion made by PM Brainard and 2<sup>nd</sup> by Lt. Pajak. Motion passed by vote.

General Fund: Carrying packs for the portable printers that were purchased last meeting were requested with appropriate paperwork to the board. Lt. Pajak made a motion and PM Conway 2<sup>nd</sup>. Motion passed by vote. Money will be pulled from the heartscan account.

Request by D/C Mikel to help pay for the "hustle up the hancock" charity event. PM Markowski stated that our by-laws do not allow us to donate to charity events or items. PM Conway advised D/C Mikel to go through the union to ask for a donation to help the cause. Request was denied.

Elections are coming up. Lt. Difatta, Lt. Pajak, and PM Markowski are up for re-election. PM Mowery and PM Conway will work on the election process.

Good of the 2% Fund: Lt. Pajak will be getting the Christmas goodies for each of the fire stations and the admin.

Next Meeting: December 8 (Thursday), Black Shift @ 0730 hrs., Station #2 (5420 Main St.)

Motion to adjourn made by, Lt. Difatta 2<sup>nd</sup> by Lt. Pajak. Motion passed by vote.

Meeting adjourned at 0935 hrs.

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

For Meeting Held on 08 December 2011

Meeting called to order at 0745 hrs.

2% Board Members in attendance: Lt. Difatta, PM Mowery, PM Brainard, PM Markowski

2% Board Members absent: Chief Jackson, Lt. Pajak, PM Conway

Guests: D/C Pindelski, D/C Mikel, FF Cipra

There was a motion to accept minutes as written for the Nov. 2011 meeting. No discussion. Motion made by PM Brainard, 2<sup>nd</sup> by PM Mowery, motion passed by vote.

Treasurer Report: No report due to Lt. Pajak absent from meeting. Report is being deferred, will send report to add to minutes.

Old Business: The retirement gifts were discussed. PM Mowery reminded everyone that at the last meeting, it was agreed that the 2% board responsibility remained with approving the funds, and not deciding on any gifts or disbursement. Progress with the sub-committee will be (hopefully) ready for the January meeting.

Heartscan update. PM Mowery has some phone calls and e-mails to the appropriate parties at Elmhurst Health, however he has not had any follow up. He should have more for the January meeting as some of the delay may be due to the holidays.

Station #5 project update. No changes, with a possibility of 2013 having some of the preliminary template complete. This is an on-going project. There has been no architect decided upon.

Follow up on reminding any paperwork for purchase MUST have a Chief signature on the paperwork or it WILL be returned to be completed. PM Mowery advised that some of the "signature" sheets had not initials or signatures, just names written and a "check" under yes or no. This will not be acceptable. Either signature or initials by the individual indicated must be present on the form.

Station #5 recliners have been purchased and installed.

Chief Jackson and Lt. Difatta are working on the particulars for inviting the council to future 2% meetings. More will follow on this.

New Business: Update on GPS – Station #3 bought new ones for E3 and M3. Station #5 has Garmin. Truck #2 – unsure it was missing when the committee was looking for it. The lifetime update for these units purchase is \$80, the new units with lifetime maps is around \$150.

Elections: PM Mowery has put out a notice for anyone who is interested in 2% board positions. All current members up for elections have e-mailed that they are interested in running again, except for Lt. Difatta. Only one additional member has sent back a reply that he is interested in running – PM Meister.

Station Purchases: Station #1 – none.

Administration – purchase items for badge pinning N.T.E. \$300. PM Mowery made a motion to purchase, PM Brainard 2<sup>nd</sup>. No discussion. Motion passed by vote.

Station #2 – Towel replacement N.T.E. \$450 from Kohls. Paperwork was given on items to purchase. Correct numbers of signatures in place and correct. Motion made by Lt. Difatta, 2<sup>nd</sup> by PM Markowski. No discussion, motion passed by vote.

Coat rack for bunk rooms not to exceed \$75 requested. Paperwork reviewed and appears correct. PM Brainard made a motion to purchase, 2<sup>nd</sup> by PM Mowery. No discussion. Motion passed by vote.

T.V. stand requested for the day room so that the game station and related items can be put away and kept out of public view. The request for the stand is not to exceed \$500. Motion made by PM Brainard, 2<sup>nd</sup> by PM Markowski. No discussion. Motion passed by vote.

It was advised that PM Tasso was reimbursed for his past part purchase for the station #2 water station.

Station #5 requests reimbursement to PM Brainard for the scotchguard purchase to be used for the new recliners. Receipt given for \$29.94, proper request paperwork and vote sheet in order. A motion to reimburse exact amount of receipt was made by PM Mowery, 2<sup>nd</sup> by Lt. Difatta. No discussion. Motion passed by vote.

Garmin discussion was held. We are still looking for the 4 Garmin GPS units purchased by MABAS and issued to Downers Grove Fire Department. Still missing 1 MABAS and Engine 5 units. PM Mowery asked if all units (-2) have them. He made a suggestion to update all the units to lifetime maps and purchase 2 units and then all the vehicles will have them. GPS committee will continue to work on this, and bring forth more information as

No general fund purchase request.

PM Brainard said that the calendars approved for purchase are in.

PM Mowery asked about changes with 2% Foreign Fire Tax Board being a separate entity from the village control. D/C Mikel believes that the board exists by village ordinance and is bound by village purchase requirements. PM Brainard will follow up and meet with Enza. He will have more on this at the next meeting.

The board had a discussion on the bed purchase that is tentatively being worked on with Station #3. PM Markowski and D/C Mikel are working on a schedule through administration for the regular schedule replacement of beds (and other end of life items). They will continue working on this and report back.

Sleep number beds are being seriously considered and as this gets closer to the decision date, the board will continue discussion.

As of today the schedule looks tentatively as follows:

2012 – 8 mattresses 7 for station #3 and 1 at station #1.

2013 – 8 mattresses 6 for station #5 and 2 at station #1.

2014 – 9 mattresses for station #2 and B/C.

Good of the 2% Fund: Meeting schedule for 2012 will be after the next meeting (election).

Next Meeting: January 17, 2012, 0730 hrs. at Station #2.

Motion to adjourn made by, PM Brainard 2<sup>nd</sup> by PM Markowski. Motion passed by vote.

Meeting adjourned at 0840 hrs.

Respectfully submitted.