

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

For Meeting Held on 17 January 2012

Meeting called to order at 0750 hrs.

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

Guests: D/C Pindelski, PM Tasso

Treasurer Report: Via text from Lt. Pajak who is absent from this meeting.

Checking Account: \$187,205.36

Widows Fund: \$25,012.07

Widows C.D.: \$25,924.49

Old Business: On going follow-up regarding the awards to be issued. The 2% board reminded the Chief's that the board has no input into awards given other than to pay for what is requested. The awards should be requested from the board and all reasonable requests should be honored.

PM Mowery discussed the new heart scan discussion that has taken place with Elmhurst Hospital. Elmhurst Hospital does not usually deal with entities other than insurance companies. They tried to come up with a plan that would work for their accountants and satisfy what we were looking for. They requested we "pre pay" for approx. 10 exams at a time, and when those were used, they would contact the board and advise that additional exams would need to be purchased. The board did not like the fact we may have unused exams pre-paid out there for a period of time. The board asked PM Mowery to contact Elmhurst and ask if they would accept a list possibly quarterly of names of approved members and pay for the numbers of members that request during the quarterly period. Members responsibility would be to schedule the exams within a 60 – 90 day window. PM Mowery will follow up on this and advise.

PM Conway Station #5 kitchen project is on-going and has no new updates.

The board one last time reminded anyone requesting anything from the board needs to have a Fire Chief signature attached or it will not be discussed.

PM Tasso has finally been reimbursed as promised by the board.

Lt. Difatta will be working on a schedule for the invitation for the council to attend any 2% meetings if they are inclined.

Update on GPS units. Cal asked to get lifetime updates for the GPS units as they are replaced or as needed.

Mattress replacement project. D/C Mikel will be working with PM S. Markowski on the replacement items that the 2% board will be splitting cost on. There was some discussion on purchasing one or two beds initially to "audit" where over a period of time, members assigned can utilize the test mattresses and give input on purchase. The board will discuss further at the next meeting.

New Business: Station #1 request for the day room – stadium seating. The Chief signature was not attached so no further action will be completed at this meeting. D/C Mikel would check to see what funding the Fire Dept. administration had for funds for this (split cost?). Chief needs to approve. PM Mowery added that this was not budgeted for this year cost, so any cost incurred would come out of the \$2500 allotted for station #1 for this year.

VEBA fund asked for money for office supplies for the VEBA. There was some discussion on this topic, however this is a separate entity, and is similar to try to give money to the Union. The request is denied, and the board suggests the VEBA take a small portion of funding to pay for such items. The Fire Chief has given some filing space and cabinets to the VEBA to use.

Station #2 requested diamond plate pike pole holder for the new Truck #2. NTE \$900, as well as shelving and hardware for the D/S cabinet N.T.E. \$500. All votes checked and due to the number of personnel assigned to station #2 will need 13 votes, they only have 10 currently. Returned to have additional votes and re-submit for February meeting.

Station #2 request for a garbage disposal for the small prep sink in the amount of \$439.00. All paperwork complete, vote sheets in place. Motion to pay by Brainard, 2<sup>nd</sup> by Mowery. Approved (motion passed by vote).

Station #2 request for faucet adapter for main sink NTE \$200. All paperwork noted to be complete, vote sheet in place. Motion to pay by Mowery, 2<sup>nd</sup> by Brainard. Approved (motion passed by vote).

#### ELECTIONS:

Lt. Pajak and PM Markowski positions open for election. Both have agreed to run again. Lt. Difatta position is open for election, he has indicated he does NOT wish to run for office again. PM Meister is the only member who indicated he was interested in running for the 2% board. PM Meister is elected by acclamation.

Meeting dates for 2012 are tabled until the next meeting to allow for the new board to set the dates.

Good of the 2% Fund: None noted.

Next Meeting: 14 February 2012 @ 0730 hrs. at Station #5

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

Meeting adjourned at 0845 hrs.

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

For Meeting Held on 14 February 2012

Meeting called to order at 0747 hrs.

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

Guests: D/C Mikel, FF Cipra

Treasurer Report: Last year income was \$78,428.86, expenses were \$72,134.11.

Widow Fund: \$25,012.07 fluid, \$25,924.49 in C.D., total: #50,936.56

Budget handed out for 2012. Motion to approve updated budget as presented by PM Conway, 2<sup>nd</sup> by PM Mowery.

Old Business: PM Mowery updated the board on the correspondence with the staff at Elmhurst hospital. We have been working with Elmhurst Hospital on setting up a plan that the hospital staff and the 2% board were comfortable with. The hospital is not used to dealing with entities other than insurance companies. After some suggestions, it was concluded that quarterly the 2% board will provide the hospital with a list of people who are authorized to get the scan, and will pay for those number of people at that time (quarterly). It shall be the person obtaining the scan to get the scan scheduled and completed by the 60-90 day window. As there were no objections, this is how the heart scans will be handled.

PM Conway discussed the station #5 kitchen project. This project has been idle, and PM Conway felt that this was looking like a pet project of his. He wanted more people involved, so he asked about getting some other people involved. PM Mowery suggested that we reach out to the building and grounds committee. D/C Mikel thought that would be a good idea, and will also include Dan Fitzpatrick. PM Conway will contact those members and follow up at the next meeting. As of this time we will hold off on any dollar amount for this project.

Update on GPS. PM Brainard asked at the last meeting about entering these units into the FH program. Both D/C Mikel and Chief Jackson said that it is the intent to have all Fire Dept. owned assets entered into the Fire House program. If these items are purchased we can try to get these entered prior to putting them in service.

Bed Purchase project. PM Brainard is working on getting some "test" beds for Station #3 and Station #5. He will be working with administration (D/C Mikel) on this project. We will see what the consensus is and then start a 5 year plan to replace the mattresses at all stations within the administration split cost plan.

Welcome newly elected member, PM Meister by acclimation. Thank you to Lt. Difatta for his several years of service to the board.

New Business: Station #1 purchase: Request for theater seating. After some research, Chief Jackson denied the request. He would like to see other options consistent with other station. Advise station #1 personnel of this decision.

Station #2 purchase: PM Hoff is still waiting for some paperwork on some items. Request for Truck 2 metal work for shelf and hardware not to exceed \$500. Lt. Pajak has the paperwork. Vote sheets have correct number of votes. PM Conway motion to approve and pay for this request, 2<sup>nd</sup> by PM Meister. Motion passed by vote.

A request for truck #2 diamond plate (EMS compt. And pike pole), not to exceed \$900. Vote sheets have correct number of votes. PM Mowery motion to approve and pay for this request, 2<sup>nd</sup> by PM Conway. Motion approved by vote.

FF Cipra request \$250 for wood for picture gallery at station #2. Vote sheets have correct number of votes. Motion to approve and pay for this request by PM Conway, 2<sup>nd</sup> by Lt. Pajak.

FF Cipra has paperwork for a class reimbursement. Board advised that a course completion certificate is necessary for reimbursement. He will re-submit with proper documentation at the next meeting.

Some discussion was held on the F.D.I.C. "educational" aspect. Anyone requesting reimbursement for F.D.I.C. will get reimbursed when they turn in class completion certificates.

FF Cipra request funds from Station #2 budget for hooks for the bunkroom pods at Station #2. Cost N.T.E. \$125. Vote sheets appear correct, and motion to approve and pay by Lt. Difatta and 2<sup>nd</sup> by Chief Jackson. Motion approved by vote.

No requests at this time from Station #3.

Station #5 has a request to pay a previous submission that was held for approval. The request is for towels N.T.E. \$400. Motion by PM Conway, 2<sup>nd</sup> by Lt. Pajak to approve and pay the request for replacement towels. Motion passed by vote.

General Fund: Key sets to be updated and new personnel issued by Lt. Cummings. Two proposals given for updating key sets, one with just updates and new personnel only, and one to have some spare sets made for new hires. The board suggested that we purchase additional sets so all new personnel have them issued at time of gear issue. Motion by PM Conway to purchase key updates for those with sets right now, get sets made for the current new employees that have not had key sets issued, and spares for future hires. 2<sup>nd</sup> by PM Mowery. Cost is \$1,816.75. Motion passed by vote with one abstention.

PM Conway asked that the general fund purchase a high output salt spreader for each fire station. He had a price from Grainger for each unit at \$237.75 for a total purchase price of \$923. The salt will be given to us by public works, as they have a significant surplus. PM Meister made a motion to approve the purchase as requested. 2<sup>nd</sup> by PM Mowery. Motion passed by vote. Per Lt. Pajak this purchase will come out of station equipment fund.

PM Mowery requested that the board come up with dates for the year. It was suggested that we work through June, and since some things may come up at some point that may require an alternate schedule, the board will set up the schedule through June. The following dates were given through June:

Black Shift, March 13 at Fire Station #5.

Red Shift, April 10 at Fire Station #2.

Gold Shift, May 8 at Fire Station #5.

Black Shift, June 5 at Fire Station #5.

Good of the 2% Fund: Lt. Difatta talked to the council members to invite them to a 2% meeting. They felt it was not necessary to attend as they get the minutes sent out by April regularly. Some may try to attend occasionally, and if they have the dates of the meetings they may try, only a few may be able to attend anyway.

Joe Conway asked about how we could budget for I-Pads for the board members. We talk about going green, and every meeting we print off a bunch of paperwork that ends up getting thrown away. These units would allow members to access past minutes, by-laws and other items that could assist the function of the board. Some discussion on connection to the buildings wifi. PM Mowery advised that since these would be village property the village should not have a problem allowing connection to the wireless at any of the village buildings. All agreed, and all felt this was worth looking into. PM Conway will have more details at the next board meeting.

Due to the election of PM Meister and Lt. Joe Difatta not seeking re-election, the board needed a re-make up of offices. It was decided by motion and vote the following offices:

Motion by PM Meister, 2<sup>nd</sup> by Brainard to continue to have Lt. Pajak as Treasurer.

Motion by Lt. Difatta, 2<sup>nd</sup> by Lt. Pajak to continue to have PM Mowery as Secretary.

Motion by Lt. Difatta, 2<sup>nd</sup> by PM Mowery to have PM Conway as board President.

Next Meeting: To be held on Black Shift, Tuesday March 13 at Fire Station #5.

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

Meeting adjourned at 0925 hrs.

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

For Meeting Held on Tuesday, March 13, 2012

Meeting called to order at 0730 hrs.

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

Guests: D/C Mikel

Motion to Approve Last Meeting Minutes: Motion by PM Brainard, 2<sup>nd</sup> by Chief Jackson. Motion is approved by vote.

Treasurer Report: Checking balance \$181,133.09, Widows Fund \$25012.13, Widows CD Fund \$50,946.62. Motion to approve by PM Brainard, 2<sup>nd</sup> by Chief Jackson. Motion approved by vote.

Old Business: Heart scan update. PM Mowery updated everyone on the heart scan program. 18 people requested the heart scan. The names have been given to the hospital so people can start scheduling exams. Fred needs some paperwork (W-9) for invoicing. A check will be written for \$1682 for the 18 scans. Instructions were sent to those requesting the scans on how to complete the process.

Station #5 kitchen committee status. PM Conway has reached out to the building and grounds committee to assist in this project. As of right now the response has been good to assist in the project. PM Conway does not want this to be "HIS" project. Bids for drawing are in place, and more drawings are being submitted with more information to be presented at the next meeting. He is waiting to get some of the drawings and information back.

Purchase of additional Garmin GPS units. PM Brainard researched and the Garmins appear to be the best option at \$150 with lifetime updates. He figured we would need 7 units to complete all the front-line vehicles. This comes to \$1050. He will attempt to gain 3 price quotes because it will be over \$1000.

Sleep Number Bed update. The idea is to test some of these units before committing to a number of beds we will be stuck with if the membership does not like them. The board will split the cost with the administration with each entity purchasing 2 beds. Initially the test beds would be at Station #3 and Station #5 since they are the next to be replaced. It was suggested that rather than just station #3 and #5, take 1 bed and place at each station for testing so during the test period more people would have an opportunity to comment. This was enthusiastically approved by all the members. The cost will be \$4135.96 for 4 beds. Motion to purchase after appropriate single source paperwork to meet the bid process was made by PM Brainard, 2<sup>nd</sup> by PM Mowery. Motion approved by vote.

Information with Brian Bigelow of I.S. for paperless options for the board. Brian was not at the meeting and will follow up with Brian and invite him to the next meeting.

New Business: No station requests or general requests for purchase were presented at this meeting.

Due to time constraints the requirements of the widows fund will be tabled until the May meeting.

Budgeting for building and grounds improvement was discussed by PM Conway. PM Mowery suggested to start building a budget on what we reasonably think we could/should spend annually and build that in the annual budget. PM Conway wanted to get something in place to begin looking at to improve some of the F.D. facilities. Some discussion was held on the fitness and building and grounds committees. More information will be presented on this over the next few meetings.

The research and push to move forward with the i-pad for use by board members is still being researched and no decision has been made. We would like to have some input by Brian Bigelow and PM Conway has requested the input from PM Sohn on what would be the best option for what we would like it to do. More information will be discussed at the next two meetings.

Good of the 2% Fund:

Discussion on the requirements of the educational reimbursement process and the requirements of the reimbursement to be made. Some form of course completion will be required prior to any reimbursement.

Next Meeting: April 10, 2012 @ Station #2 0730 hrs.

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

Meeting adjourned at 0840 hrs.

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

**Meeting Date:** May 23, 2012

**Meeting Time:** 0730 hrs.

**Meeting Location:** Fire Station #5, 6701 Main St., Downers Grove, IL

1. Call to Order

Roll Call: Lt. Pajak, PM/FF Brainard, PM/FF Mowery, PM/FF Meister, PM/FF S. Markowski

Guests: D/C Pindelski in place of Chief Jackson, FF M. Cipra

2. Meeting Minutes from last meeting (April 10, 2012). Motion to accept minutes as sent via e-mail by PM/FF Meister, 2nd by PM/FF Mowery. Motion passed by vote.

3. Treasurer's Report

a. General Fund @ \$173,771.68

b. Widows Fund @ \$50,937 (\$25,012 liquid / \$25,925 in C.D.)

FF Cipra inquired if there was a penalty on the C.D. if we needed to use the money. PM/FF Brainard explained that we may lose most if not all the interest accrued, but we could gain our money in the C.D. back. The \$25,000 liquid currently would satisfy 5 deaths before we would need to get additional funding.

A motion to approve the treasurer report was made by PM/FF S. Markowski, and 2nd by PM/FF Meister. Motion approved by vote.

4. Old Business

Station #5 Kitchen remodel. PM/FF Conway is absent from this meeting, however PM/FF Brainard briefed all board members on the status of the project. There was a Bradford and Kent drawing on the wall in the kitchen at station #5. He reminded everyone that this was one concept, and there are others out there. The board will continue to work on this project and do so through the administration and any budgeted money to this project.

GPS Replacement Project. PM/FF Brainard purchased all of the GPS units and they are placed in all of the appropriate vehicles. The "home" feature is programmed to the fire station they are assigned to. PM/FF Brainard advised that way if they get mis-placed in a reserve vehicle, they can be put in the correct vehicle. Also, they added "points of interest" as any hospitals and fire stations within 17 miles of the Village of Downers Grove. If anyone thinks other items should be added, please let PM/FF Brainard know and he will add them to the units. PM/FF Brainard will work with D/C Pindelski to get the serial numbers of the units placed into the inventory in Firehouse.

Sleep Number Test Bed Project. There are 4 to be purchased and 2 will be purchased by the board, and 2 will be purchased by the administration. PM/FF Brainard has been in contact with Chief Jackson and he would like to maintain the 50/50 cost sharing with the board throughout this project including the test beds. After the beds have been in place for 4 to 6 months, feedback questionnaires will be sent out for research into recommendation for future bed



purchases. After that time the board and the administration will look at the budget and figure out an annual line item for purchase.

Wi-Fi Access. Lt. Pajak looked into getting Wi-Fi through Comcast which did not appear to be the economical way to go about getting this job accomplished. Some research found that it would be approximately \$3,270 to outfit all stations with Wi-Fi. PM/FF Brainard reminded everyone that regardless of who's equipment is being used, even your own Wi-Fi card, the village computer policy rules still apply while you are working. PM/FF Brainard and Brian Bigelow will continue to look into this further and have a follow-up report at the next meeting.

Grill Timer purchase. Grill Timers have been purchased for all the stations and delivered. PM/FF Meister is unsure if all of them have been installed. He knows that station #2 and station #5 timers have been installed. Unsure of station #1 and #3. These will automatically turn off the gas to the grill units after a period of time set on the timers - not to exceed 2 hours.

Station #5 Upstairs Laundry Project. PM/FF Brainard stated that he is unsure of exact status, but bids are on-going and several plumbing companies have been out to look over the project.

## 5. New Business

Station #1: No request for purchase.

Station #2: Frames for pictures for Station #2 "wall of fame". \$225 requested to finish project. Vote sheets turned in with Fire Chief signature, 15 yes, 4 no. PM/FF S. Markowski made a motion and 2nd by Lt. Pajak to approve. Motion passed by vote.

Station #3: No request for purchase.

Station #5: No request for purchase.

Administration request for purchase. Administration is requesting a Samsung Galaxy Tablet for administrative use. Vote sheet was turned in with acceptable vote tally and Fire Chief approval. A motion was made by Lt. Pajak and 2nd by PM/FF Meister to purchase tablet as noted. Motion passed by vote. \$508.90 total to be purchased out of administrative account.

General Fund no request for purchase.

I-Pad purchase for board member use will be tabled until next meeting. PM/FF Conway will follow-up.

## 6. Good Of the Fund Reminder of next board meetings. July 17th 0730 hrs., Sept. 4th 0730 hrs., October (Gold shift).

PM/FF S. Markowski made a comment that he is willing to accept working with the administration on a replacement Kitchen for station #5 as it is badly needed. With that being said, he would like to go on record as saying a complete 2nd floor remodel which is what the drawings propose is something he can not support. PM/FF Mowery echoed those comments and again added that he would not be in favor of anything other than dollar for dollar matching funds for the project. PM/FF Brainard stated that these are buildings owned and operated by the Village and should be maintained by them, and agreed that only a minimum of 50/50 cost split would be acceptable.

## 7. Next Meeting, Date, Time, & Location: Late June Budget Meeting TBA (Corrected to June 5, 2012 at Station #5)

8. Motion to Adjourn. Motion made by PM/FF S. Markowski, 2nd by PM/FF Meister. Motion approved by vote at 0840 hrs.

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

For Meeting Held on 05 June 2012

Meeting called to order at 0745 hrs.

2% Board Members in attendance: PM Brainard, PM Mowery, PM Meister, PM S. Markowski, PM Conway, Lt. Pajak

Guests: D/C Pindelski (for Fire Chief Jackson)

Treasurer Report: Bed Purchase has been approved. Station #2 items have been paid for. Garmins have been purchased. The budget has been updated.

Checking: \$169,583.81

Widows Fund: \$25,012.13 – Widows Fund C.D.: \$25,924.49 as of January 1.

Motion to approve the treasurer report by PM S. Markowski, 2<sup>nd</sup> by PM Brainard.  
Motion passed by vote.

Old Business: Station #5 project update. Meeting was held with an architect, and administration. Requesting \$50,000 for the project. Sub contractors came up with a number to work with at \$100,000 for the project. PM Conway would like to offer ½ and see if the village will pay the other half. D/C Pindelski stated that the village has noted that 2013 was going to be a “lean” year for funding. PM Brainard disagreed with the amount offered and would like a substantially lower amount in the range of \$20,000 to \$25,000 max. PM Mowery agreed. PM S. Markowski questioned the reasoning for trying to spend this money on this project. He noted that it has been brought up that the board is afraid of the fund being dismantled, and it appears that some of the board is willing to spend what he termed “scared spending” to use the money before this happens. A lengthy discussion was held on this topic, and PM Brainard asked to “call the question” before the board. A motion was made by PM Brainard to offer \$25,000 to the kitchen project as a maximum and create a line item for “capitol improvements”. PM Mowery 2<sup>nd</sup>. Vote 4 yes, 2 no, 1 abstain. Vote passed by vote.

The bed project is moving forward. The administration has approved to purchase two beds for a total of \$2067.98 and the 2% Foreign Fire Tax will purchase two beds for a total of \$2067.98 (split cost). These beds will be in place (one at each station) for a trial period of 60 days. After this trial period, we will evaluate and move to purchase following the plan if the feedback is positive. PM Brainard locked this pricing for a three year period, so the purchase period can be budgeted accordingly. Purchase will be 8 beds per year until 2014.

PM Brainard talked with Brian Bigelow regarding other department’s use of wi-fi. They have used old equipment discarded by official village use and set up for use

of specific department personal use. D/C Pindelski and PM Brainard will follow up with Brian Bigelow on this, however it appears that the 2% Foreign Fire Tax will purchase Wi-Fi for the stations. A follow-up report will be updated at the July meeting.

New Business: There was a discussion on budget. In question were the line item numbers and the board and village requirement of the budget and line item numbering. PM Mowery asked why we are continually catering to the village, when by ordinance the fund is it's own entity with no influence from the village, and the village can not control funds. Lt. Pajak reminded PM Mowery that it is required that the fund be audited each year, and it is a free audit for the fund if we run everything through the village purchase system. Lt. Pajak explained how we got the budgeting numbers and the definition of what could be placed in each line item number.

Grill timers have been completed (delivered and installed), except station #5. They are waiting on the new grill and will be installed after the grill comes in.

PM Mowery fielded a question on the heartscan from a retired member. The fund board stated that it could not fund these for any personnel who are not current employees of the fire department. PM Mowery will follow up on if the hospital will offer a heart scan for the \$99 rate for retired personnel at their own expense?

Station Requests:

Station #1: No request.

Station #2: \$969 Weber grill. Vote sheet signed and approved by Chief Jackson presented. Motion to approve by PM Sig Markowski, 2<sup>nd</sup> by PM Conway. Motion approved by vote.

Station #3: From the general fund to purchase litman stethoscopes to replace all adult stethoscopes for all front line rigs. PM Joy noted there is no funding from this at this time from the EMS budget. The cost is \$1400. 3 quotes were obtained. PM Conway made a motion to approve this request, 2<sup>nd</sup> by PM Mowery. Vote taken, motion passed 3 to 2.

Station #5: No request.

Administration: An additional \$32 for the previous request for an I-pad type device for administrative use that was previously approved. Price changes required a price adjustment. All paperwork signed and appropriately approved. Motion to pay the additional amount made by PM Brainard, 2<sup>nd</sup> by PM Conway. Motion approved by vote.

Follow up on I-Pads. PM Conway stated that this is an on-going topic/discussion and we will place this into the budget on the idea that this may or may not be approved as research is done.

PM Mowery asked that we check the legality of the widows fund. He will follow up with the Downers Grove legal department and report back to the fund possibly by July meeting.

Good of the 2% Fund: Next meeting schedules: June 19<sup>th</sup> at Station #5 0730 hrs.

July 17<sup>th</sup> at Station #5 0730 hrs.

Sept. 4 at Station #2 0730 hrs.

Next Meeting: June 19<sup>th</sup> at Station #5 (budget)

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

Meeting adjourned at 0922 hrs.

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

**Meeting Date:** September 4, 2012

**Meeting Time:** 0730 hrs.

**Meeting Location:** Fire Station #2, 5420 Main St., Downers Grove, IL

Call to Order @ 0747 hrs.

Roll Call: PM Conway, Lt. Pajak, PM Mowery, PM S. Markowski, Chief Jackson

Absent: PM Meister, PM Brainard

Guest: D/C Ben Deanda

LAST MEETING MINUTES: Motion to approve the minutes from July 17 by Chief Jackson, 2nd by Lt. Pajak. Motion passed by vote.

TREASURER REPORT: Checking Account: \$163,212.40

Widows Fund: \$25,012.13 with C.D. at above \$25,000.

All purchases must be in by December 1, 2012 (End of year balance.)

Changing banks currently, we should be complete by the next meeting. The discussion on why we are changing banks is that the village is changing banks, and we keep the same bank so we can use them as one of our audits.

Motion to accept the report by PM Conway, 2nd by Chief Jackson. Motion passed by vote.

OLD BUSINESS: Chief Jackson inquired about the budget meeting and the removal of the telestaff maintenance line. PM Mowery indicated that we have had it in the budget for the past two years (possibly three) and we have not used it at all during that time. We removed it because it was not being used. Chief Jackson asked PM Mowery to look at the budget meeting minutes to see if there was any more information or discussion on this. He will look into the costs of any maintenance.

Continue to gather feedback on the sleep number beds. PM Mowery advised there were a few that had some issues with the beds, and possibly more feedback should be gained. Chief Jackson will possibly do a survey. NOTE: PM Mowery sent out an e-mail to gather any information on these beds. He will try to have some better idea of the feedback in October.

D/C Deanda presentation on the I-Pads being used in F.P.B. Some of the items he brought up was that it had good memory, they have done a lot of inspections with them so far and only used a very small amount of the memory. Licensing will be a lower fee than with a normal use of programs - firehouse and image trend. They are looking at adding a drafting program for sketching to be used for the fire investigators.

He is asking for a purchase of 4 (one for each station) at \$620 per tablet with Wi-Fi (4G). \$2480 total cost for 4 tablets. PM Conway made a motion to purchase the 4 I-Pads with cases as noted for \$2654.99. 2nd by Lt. Pajak. Motion passed by vote.

There was a short discussion on the firehouse program on these tablets regarding licensing and integration. Chief Jackson will follow up on this. This will possibly be later depending

on the budget. When they are put into service they will be kept on the front-line engines and truck for use with the inspection program.

There was a discussion on the Station #5 grill process. We need to have transparency with the voting process and implementation. There were two voting sheets up for the same grill with two groups working on the same item. It was understood that someone was looking at an upgrade which is the right thing to do, but we need to follow an appropriate process and work on the "upgrades" or alternative items at the board level. We can not have sheets being removed and/or competing vote sheets working against one another.

A request was placed for the station #2 water system. Rather than bottled (or filtered water), they want a hard piped filtered cold water station. Full maintenance for the year with regular maintenance throughout the year will cost \$360/year. Discussion on how this is going, and a suggestion that we approve for one year and see how it works out. If it seems like it is going well we can look at extending the contract at that time and possibly expanding to the other stations if there is a desire.

A motion was made by PM Conway on approving the above water system for \$360/year for a 1 year period, funds to come from Station #2 account. PM Mowery 2nd. Motion approved with the following stipulation: FF Collins will follow up with contract language for 1 year only.

A discussion was held on the step mill and the tread mill at station #1. PM Mowery advised that at the budget meeting we were not going to buy treadmills based solely on age, and we would look at maintenance cost and on-going problems. We would keep money in the budget for purchase, however not purchase solely based on the age of the unit. Lt. Pajak stated that the station #1 treadmill is causing problems again. Lt. Pajak will check on this equipment and follow up at the next meeting. A discussion was brought up about the step mill at station #2, there are 2, and they need some more room and don't want it to be there any more. Chief Jackson will see what we need to do to have it moved back to station #1. PM Conway made a suggestion on trading in the treadmill on a new one as the budget has \$4700, and a new one is \$5000. Possible to get \$300 for the current one? Lt. Pajak will follow up.

#### NEW BUSINESS:

##### REQUEST FOR PURCHASE:

Station #1: Towels and washcloths to be replaced worn items not to exceed (N.T.E.) \$100. Fred made a motion to pay from station #1 allotted funds and 2nd by PM Markowski.

Request for a 51" television for the exercise room to replace the broken television. PM S. Markowski advised that we will need to add the extended warranty to this item and increased the request to include this at a cost N.T.E. \$900. Motion to pay with Station #1 funds by Lt. Pajak. 2nd by S. Markowski. Motion approved by vote.

Station #2: Request for a leg press/hack squat machine. Discussion due to funds in the station #2 account. PM Mowery advised that all the stations had a leg curl machine - where are they? It was noted that D/C Tutko had put them in the scrap bin at the garage. Are the machines requested approved by the fitness committee? It is unknown at this time. It was decided by the board that they should be approved by the Chief and the fitness committee prior to approval for purchase. Also, it was noted that as much as possible the 4 stations should be set up as much as possible the same. PM Kocolowski is working on bringing the stations to having the same equipment. There are budget line items for this and he should be starting in January.

Station #3: None

Station #5: None

General Fund request: PM Hoff brought forward a request for B/C Hardy on the diver program. PM Mowery said he talked to B/C Hardy and he said he would be at the meeting today. Some discussion on the board position on tuition, classes, and schooling money. We have been paying for 1/2 of fire related classes for the past few years as long as the individual passed the course. PM Mowery stated that he did not see how this would be any different than if someone put in for a class and requested reimbursement for 1/2 of the cost, this would be just a group instead of one individual. PM Mowery did not have paperwork given by B/C Hardy at the meeting, however does have it and will get the appropriate signatures completed. PM Mowery asked if we had money in the education budget to cover the cost requested. Lt. Pajak advised that we have well over the dollar amount requested and does not foresee getting a lot of requests for reimbursement between now and Dec. 1. PM Conway made a motion to pay 1/2 of the costs of the dive class requested for 6 personnel at a cost of not to exceed (N.T.E.), \$2800. PM Mowery 2nd the motion. Motion passed by vote.

New treadmill for station #1 will be tabled until it is needed.

GOOD OF THE FUND: PM Mowery brought up looking at possibly encumbering funds at a year to year basis for potential retiring personnel. He advised that we are now getting to a point where there will be a lot of personnel eligible and it will possibly be a heavy cost and unknown when personnel will decide to retire. Chief Jackson advised that we can not encumber funds from one budget year to another. PM Conway advised that we will do our best to budget each year appropriately, and if necessary we can amend the budget during the year.

NEXT MEETING: October 18 @ 0730 hrs. Location: Station #2 (Black Shift)

Motion to Adjourn made by PM Conway, 2nd by Chief Jackson. Motion approved by vote.

Meeting adjourned at 0909 hrs.

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

MEETING MINUTES

**Meeting Date:** 29 November 2012

**Meeting Time:** 0730 hrs.

**Meeting Location:** Fire Station #2, 5420 Main Street, Downers Grove, IL

Meeting called to order at 0737 hrs.

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

Absent: None

Guests: TSO Tasso, Marsha Giesler, PM Bonsonto, PM Demasi

LAST MEETING MINUTES: Motion to approve by Lt. Pajak, 2<sup>nd</sup> by Brian Meister.

Discussion that PM Brainard was listed as present and absent. PM Mowery will adjust minutes to reflect that PM Brainard was present, not absent. Motion approved by vote with change noted.

Treasurer Report: \$78,079.36 received from DuPage County for F.Y. 2013

\$215,122.97 current checking account balance.

\$25,018.43 in widows fund, with an additional \$25,000 C.D.

PM Conway made a motion to approve the treasurer report, and PM Meister 2<sup>nd</sup>. Motion approved by vote.

Old Business: PM Brainard discussed the sleep number bed systems. Both administration and 2% board both purchased 4 beds this year. The price has been locked for 8 beds in early 2013. He looked into the wired beds, they are not available any longer. When programming, do not do beds at the same time so there will not be any interference. The new beds being purchased have a 20 year warranty whereas the beds already purchased have a 15 year warranty.

PM Mowery updated board on the ice machine purchase for station 5. As previously noted the ice machine is on its last leg and rusting. It is literally being held together with duct tape. It was noted that the other 3 stations have new ice machines but have relatively small ice quantity. A larger unit was requested for events such as heritage fest where multiple coolers may be needed and more quantity of ice. This purchase was already approved, and the board was waiting to use the excess station fund money for this purchase. The cost will be just over \$3,200 for a bluestone 460 lb. machine. An approval for purchase was made by PM Brainard and 2<sup>nd</sup> by PM Meister. Motion passed by vote.



The water cooler has been installed at station #2. It is complete with 1 year service warranty and service. If this works well this may be something to look at for the other stations.

A discussion was held on the gear drying station. PM Bonsonto did an overview on the gear dryer prototype. He will get a list of materials to build the prototype and the cost to Lt. Pajak as soon as possible for the end of year purchasing.

Chief Jackson discussed the 5 year plan for the fitness committee. He has received a draft 5 year plan from Lt. Kocolowski. He commented on the good work and nice job that was demonstrated in the plan. Station #2 will be the template, and the committee will work with peer fitness trainers to obtain equipment that is appropriate for the station. They will approve items that are requested and then they will be available for quotes.

Wi-Fi systems at all stations are complete. The board rushed this project through at the last meeting due to the price of \$2000 less than projected. Original cost of \$3000 was able to be completed for \$1000. The village policy is still in effect while employees are working. PM Brainard reminded everyone that this is still village equipment and employees are bound by the policy while on duty. Should any problems arise, they will be addressed on next years budget. PM Mowery talked to Brian Bigelow and noted that they are already correcting one problem noted at station #3 (dead spot).

Chief Jackson discussed the glidescope. There have been recent failures, and the warranty is not being honored. Our issue is currently at legal at the Village. We have had poor customer service. The units appear fragile and more for a sterile setting such as a hospital. It is not a fiscally good idea at this point to put any more money into repair, warranty, or replacing units.

Chief Jackson updated the board on the interactive learning program that Marsha had requested to match grant funds earlier this year. Marsha was waiting for further details from the board and over the summer this purchase was not tracked. This will be taken from schools and books. This will be completed by the end of the fiscal year so the books can be closed.

PM S. Markowski advised that he had requested the better stethoscopes for each of the ALS units. He has been trying to contact the business he was going to order from and has had bad customer service. He will withdraw the request that was approved and get a new vendor and make a new request at the next meeting.

#### NEW BUSINESS:

Station #1: Discussion on the current treadmill situation. The treadmill had been worked on over a period of time and was not being repaired. A new treadmill has been purchased for station #1. As of this point forward the treadmill replacement will be done by the fitness committee recommendation only.

Station #1 recliners were discussed. The chairs will be the lazy boy style chairs that are currently at station #5. P.O. has been approved by the administration.

PM Brainard got bids as a formality. A motion to purchase was made by PM Brainard, 2<sup>nd</sup> by PM Mowery, and motion was approved by vote.

Chief Jackson asked if any split purchases were noted ahead for BY 2014. He would like to know ahead of time so that appropriate budget lines could be made. PM Mowery asked about a project that was abandoned when D/C Mikel left that outlined a 5 year replacement plan. PM S. Markowski advised that PM Brainard was also involved and they were trying to come up with life cycles for split purchase items such as T.V.'s, Recliners, and mattresses.

Station #3: Request a black and decker leaf blower for \$125.10 for station use. A motion was made by Lt. Pajak and 2<sup>nd</sup> by PM Meister to purchase. Motion approved by vote.

Pans were requested for \$304.08 from an internet site. Lt. Pajak advised that internet sales is reimbursement only after someone pays up front for the items, and the village does not pay sales tax. Some discussion on why we are purchasing on the internet instead of locally. PM Bonsonto advised that he tried to purchase what they were looking for and it was very difficult and he could get exactly what he wanted via this internet site. Lt. Pajak advised he would need a W-9 form filled out and invoice by December 15 if they wanted it from this year budget. A motion not to exceed (N.T.E.) \$400 for pots and pans for Station #3 made by PM Meister, 2<sup>nd</sup> by Lt. Pajak. Motion approved by vote.

A request for a new T.V. was made by Station #3. Chief Jackson had some questions, and wanted to table this request. Board is in agreement with Chief Jackson's wishes to gather more information on this. He will follow up at the next meeting.

Station #1 request for new furniture to go with the new recliners. The furniture as quoted will not exceed \$800. A motion was made by Lt. Pajak to purchase furniture items, second by S. Markowski. Motion passed by vote.

A request was also noted for Station #1 for replacement dish towels. PM Meister made a motion to approve purchase of dish towels as noted N.T.E. \$100. Motion passed by vote.

Station #5 had a request for shop tools with the appropriate signatures, however the Chief had not received the paperwork for signature. This item will be tabled until the January meeting.

PM Mowery asked about the ice machine for station #5. He advised we tabled the purchase earlier in the year to utilize monies not used from the station funds to purchase the unit. He also advised that the unit shall be larger than those at the other stations to accommodate those times such as heritage fest where a lot of ice is needed. The smaller units will not provide enough ice for station use and a large event like this. All agreed. PM Brainard advised that this was approved already and we just needed to get the paperwork to Lt. Pajak so a check could be made. PM Mowery will follow up on paperwork for Lt. Pajak.

Good of the 2% Fund: PM Brainard advised that the calendars have been purchased and are in. Cal will distribute by Christmas.

Some people are up for Elections. PM S. Markowski III, PM Conway, and PM Brainard positions are up for elections. PM Mowery will send out an e-mail soon to get nominations for the board positions. We will follow up in January.

T.S.O. Tasso, PM Brainard, and Lt. Pajak had a discussion on classes being sought. Some discussion was how to transfer money to the F.D. for classes being approved if the Department sends people. Some discussion on possibly every other person would be fully paid by the board. PM Mowery advised that it has always been pre-paid by an individual, and they could request ½ the cost associated with the approved class reimbursed when a completion or certificate was provided. The board discussed this and advised that money will not be covered until a certificate or state certificate was provided to the board.

PM Mowery asked Chief Jackson about the open meeting act forms. Chief Jackson advised they should go to Enza at 801. He does not want them.

PM Mowery is following up on Heart Scans to see how many we have left.

Chief Jackson thanked the board for the hard work all year.

Chief Jackson asked that possibly try to set a year schedule for 2013 in January. PM Brainard advised it may be smarter to wait until the make up of the new board is in place as it may be easier to have meetings on a certain shift.

Next Meeting: January 17<sup>th</sup> at 0730 to be held at Fire Station #2. (Red Shift)

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

Meeting adjourned at 0844 hrs.