

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

MEETING MINUTES

**Meeting Date:** 24 October 2013  
**Meeting Time:** 0730 hrs.  
**Meeting Location:** Fire Station #2 (5420 Main St., Downers Grove, IL.)

Meeting called to order at 0847 hrs.

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

Guests: D/C Daly, FF Cipra, FF Moy

Previous Meeting Minutes: Motion to approve minutes from the September 26 meeting with a correction to the widow fund account to \$25,037.59 (from a typographical \$23,037.59) by PM S. Markowski, 2<sup>nd</sup> by PM Meister. Motion passed by vote.

Treasurer Report: Checking Account: \$153,518.91

Widows Fund: \$25,039.64 (w/\$25,000 C.D. also)

A discussion on the 2013 vs. 2014 budget requirements for the fund was held. A motion to approve the treasurer report was made by Chief Jackson, 2<sup>nd</sup> by PM Meister. Motion passed by vote.

Old Business: Station #5 update. D/C Daly advised the project is essentially complete. There are some punch list items that will be dealt with, but project major funding is complete. He also advised that the fund only used \$11,000 of 2% budgeted funds for this project (for table, chairs, T.V., and appliances).

A motion to purchase 6 chairs to match station #2 style by PM Conway, 2<sup>nd</sup> by Lt. Mowery. The replacement table will be discussed with the station #5 Lieutenants (and crews) to determine if a table will be replaced. If a table is needed this will be presented at the next meeting.

Since these items were purchased from the general fund, PM Meister made a motion to place the cost of the chairs purchased from the station #2 fund be put back into the station #2 fund. (This purchase would be from the general fund.) 2<sup>nd</sup> by PM S. Markowski. Motion passed by vote.

The updated 2% request form has been tabled. There has been a lot of work going on this past month that has prevented productive meetings with the Chief and PM Meister. This form update will be discussed at the next meeting.

Marsha interactive training program will be presented next month. Lt. Mowery did not contact Marsha to remind her that she had an item on the agenda. This will be placed on next month's agenda and he will contact her prior to the meeting.

Training tuition and reimbursement schedule update is on-going. A draft proposal and discussion was held on this topic. PM Meister will continue to tweak the draft and present at the next meeting. All members will receive the draft in an e-mail attachment and should be prepared to comment at the November meeting.

Due to PM Brainard and Lt. Pajak schedule this past month no work has been done on the Comcast sub-committee. This is only for information to be presented for the 2015 budget year, and work on this will be on-going.

A discussion was held on the direction the board would like to take on the \$30,000 capital line item (there are many projects at the outlying stations). This will be tabled and on-going.

Health and Wellness initiative will be tabled until November – PM Conway does not have his full report ready.

The elliptical machine at station #1 is being replaced. PM Hills has been given direction that he can get this machine ordered, and must follow the procedure by the fitness committee and budgeting rules.

December 1 is the last day to have any purchases in to be considered for this year's budget.

The replacement weight equipment has been ordered. A W-9 needs to be presented complete to the board and finance. Possibly this coming Monday the equipment could be delivered. PM Hills is working on this. This is the on-going project to have the same (or very similar) equipment at each of the fire stations.

New Business: PM Jagger will be heading up the voting for the December meeting. A new board should be in place by January.

Requests for purchase:

Station #1: None

Station #2: 6 fitness items for the fitness center @ station #2 not to exceed \$1,000.00. PM Hills approved this purchase for the fitness committee. A motion to approve the purchase was made by PM S. Markowski and 2<sup>nd</sup> by PM Meister. The motion passed by vote.

Station #3: None

Station #5: A 32" flat screen T.V. for the kitchen area was requested with a bracket and shelf to hold the cable box. The amount was amended to not to exceed \$1,000.00 with the extended warranty. Motion to approve the purchase was made by PM Jagger, and 2<sup>nd</sup> by PM Conway. Motion approved by vote.

Administration: None

General Fund: Medication boxes for each station @ \$500.00 each. (One at each station.) A motion to approve this purchased from the coffee/knives line item made by Lt. Pajak and 2<sup>nd</sup> by PM Conway. Motion approved by vote.

Good of the 2% Fund: A discussion point was brought up about getting a credit card for the treasurer of the fund since many items are now purchased on line. Lt. Mowery said it was a good idea, but in the past we have tried to get a credit card and we had so many obstacles to complete the application, the idea was then dropped. Lt. Pajak and PM Jagger will work on this and see if it can be done.

Next Meeting: November 21 @ 0730 hrs. at Station #2.

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

Meeting adjourned at 0855 hrs.