

DOWNERS GROVE FIRE DEPARTMENT

FOREIGN FIRE INSURANCE (2%) BOARD MEETING MINUTES

For Meeting Held on 28 January 2021

Meeting called to order at 0811 hrs. via Zoom

2% Board Members in attendance: Chief Pindelski, Lt. Mowery, PM Meister (late), PM S. Marksowski, PM Kinney, PM Nowak, PM Kairis

Members Absent: *None*

Guests: T.S.O. Werner, Lt. Cipra, PM Beck

Approval of Last Meeting Minutes: Motion to approve the meeting minutes from December 10 that were distributed by PM Nowak, 2nd by PM Kairis. Motion passed by unanimous vote.

<u>Treasurer Report:</u>	Beginning Balance:	\$255,842.13
	Ending Balance:	\$249,048.19
	Widow's Fund (CD 1):	\$ 25,296.78
	Widow's Fund (CD 2):	\$ 28,104.03
	Total Widow's Fund:	\$ 53,400.81

Discussion on the matured CD that can be renewed at less than 1% interest. Treasurer Nowak is asking the board what direction we would like to go moving forward. Keep in checking account or re-invest? After some discussion the board is okay with re-investing for a short term C.D. and seeing how it plays out and make a decision upon maturity.

A motion to approve the treasurer's report was made by PM S. Markowski, and 2nd by PM Kairis. Motion passed by unanimous vote.

Old Business: Follow-up on air purifiers purchased at the December meeting. Chief Pindelski relayed that all of the purifiers have been purchased and installed at the various stations. We found two (2) issues during the installations and those have been repaired and all the units are working correctly.

Follow-up and discussion on the thermometers that were proposed and denied during the last meeting. EMS Coordinator Rietveld advised he did not want the thermometers proposed and presented a new request for hospital grade thermometers. The original thermometers was presented by PM Kairis and the idea was to get thermometers that did not require paramedics making invasive contact (mouth) to get a temperature. This was meant to get through the Coronavirus time frame at a reasonable cost. The total was a not to exceed (NTE) price of \$400 for all the thermometers. The new proposal is for \$400 each unit times 8 units. PM Kairis and PM S. Markowski both spoke out about trying to utilize the EMS budget rather than over \$3000 for thermometers from the 2%

fund. Chief Pindelski discussed he understood the concern and the issue at hand but we need to be respectful of his position as EMS Coordinator and he needs to approve the equipment being purchased. PM Kairis advised he did not get the proposal in on time due to a printer issue. We will table and discuss further at the next meeting if a proposal is presented.

New Business:

GENERAL PURCHASES – *None requested.*

STATION FUND REQUESTS

Station #103: Request from PM Beck asking for reimbursement for helmet shields purchased for all members at station #103. Total cost for all shields total is not to exceed (NTE) \$1,400. Discussion was held on reimbursement of items already purchased. Lt. Mowery advised this is a violation of the by-laws. All requests to be considered must be original and can not be reimbursed to individual members for items already purchased. Chief Pindelski reiterated that for transparency we need to do things the right way and reimbursement to members causes questions to be raised. Lt. Mowery closed the discussion by advising some items had been paid for in the past and reimbursed, however those particular cases were where the item(s) was approved prior to the purchase being made. A motion to DENY the purchase request was made by PM Kairis due to the request violating the by-laws. 2nd by Lt. Mowery motion passed by unanimous vote.

Station #105: Request for a Milwaukee tool kit that includes impact drivers, sawzall, multi tool, circular saw, 2 gallon wet dry vacuum and grinder NTE \$700. A motion to approve this purchase was made by PM Kairis, 2nd by Lt. Mowery. Motion approved by unanimous vote.

Station #105: Request for rags and towels NTE \$60. Motion to approve this purchase by PM Kairis, 2nd by Lt. Mowery. Motion passed by unanimous vote.

Station #105: Request to purchase an immersion blender from Amazon NTE \$50. Motion to purchase made by PM Kairis, 2nd by PM Meister. Motion passed by unanimous vote.

Station #105: Request to purchase a Dyson cordless cyclone vacuum NTE \$600. A discussion was held regarding another member purchasing the same unit at a discount at Home Depot. The cost was relayed at \$150. It was discussed if the better price could be obtained we could buy one for each station for the cost of one. It was relayed that Station #103 and Station #101 already purchased one of these and they are being used without issue. Lt. Mowery made a motion to purchase two (2) units if the \$150 price for each could be obtained, if not then purchase one at a NTE cost of \$600 for station #105 only. NOTE: If 2 units purchased this would be from the general fund rather than a station fund. 2nd by PM Meister. Motion passed by unanimous vote.

Station #105: Request to purchase two (2) cutting boards size 8x10 and two (2) cutting boards size 11x14 NTE \$60. A motion to purchase was made by PM Nowak and 2nd by PM Kairis. Motion passed by unanimous vote.

A discussion was initiated by PM S. Markowski regarding regularly replacing the cutting boards maybe every other year? He stated that as much as they get used, after a period of time it is very hard to get them cleaned appropriately. This was received well by the board and will leave it to the stations to put in for new cutting boards as needed.

Lt. Mowery brought up the discussion regarding reimbursement for cell phones. In the past it was required to have the reimbursed number be on file for the Fire Department to use for contact of members for emergencies and allow for text and other emergency messaging. Lt. Mowery brought up the possibility of reimbursing each member up to \$150 per year for their phone use provided the above is followed, with the reasoning of how much they are used for Fire Department use. Some items noted were Active 9-1-1, Flow MSP, and mapping software. There was some discussion regarding some phones being billed to the spouse of the member. It was decided that the bill needed to have the phone number listed that the member provided to the Fire Department to use to contact the member and that would be appropriate. The board thought this was an appropriate expenditure. Lt. Mowery made a motion to allow up to \$150 reimbursement for cellular phone use similar to the way we provide reimbursement for fitness memberships. The phone number had to be provided to the Fire Department for use for contacting the member both by phone and/or text. The bill for the phone number indicated would need to be presented by the October meeting for the year requesting reimbursement up to a maximum of \$150. Bills must meet or exceed the amount being requested for reimbursement. Motion 2nd by PM Kairis. Motion passed by unanimous vote.

PM Nowak brought up the amount of money in the fund. He was concerned about having such significant amounts not used. Lt. Mowery advised that we were prepared for a shortfall this year, and the board was pleasantly surprised by the amount issued, but this should be cautioned by the status of the economy currently. PM Kinney advised he was working on a plan for an addition to the tower specifically a roof prop. He has been working with PM Hoff and design engineers to get a mock up and possible costs. He will be contacting members of the administration once he has the correct information needed to present the proposal. This cost will be significant so some of the budget will be eaten up by this addition if it is approved.

Lt. Cipra is asking about his line item for awards. Lt. Mowery said the budget has been approved and he can utilize the budgeted monies available as he needs to. This doesn't need to get voted on by the board, but a formal request for purchase still needs to be completed and presented.

Lt. Mowery advised that positions on the board need to be elected by the board membership. PM S. Markowski advised that we have not used a Vice President position for some time so that will not be nominated or voted on as was mentioned in the agenda.

PM Meister nominated PM S. Markowski as board president. 2nd by PM Kinney. No other nominations heard. Motion passed by unanimous vote.

Lt. Mowery nominated PM Nowak to retain the treasurer position. 2nd by PM Kairis. No other nominations heard. Motion passed by unanimous vote.

PM S. Markowski nominated Lt. Mowery to retain the secretary position. 2nd by PM Kairis. No other nominations heard. Motion passed by unanimous vote.

Good of the 2% Fund: Lt. Mowery asked the Chief for planning going forward if the next meeting will be in person or via Zoom, and if by Zoom any thought on a time frame to in-person meetings again? Chief Pindelski advised that we should just plan on the next meeting for now and plan on it being via Zoom. After the next meeting we should have a better idea if we will be able to go to in-person meetings. Lt. Mowery will get a link from PM Meister and provide it with the February agenda.

Next Meeting: February 25th via Zoom meeting link.

Motion to adjourn made by PM Kairis, 2nd by PM Meister.

Meeting adjourned at 0906 hrs.

DOWNERS GROVE FIRE DEPARTMENT

FOREIGN FIRE INSURANCE (2%) BOARD MEETING MINUTES

For Meeting Held on 25 February 2021

Meeting called to order at 0801 hrs.

2% Board Members in attendance: Chief Pindelski, Lt. Mowery, PM Meister, PM S. Markowski, PM Nowak, PM Kinney, PM Kairis

Members Absent: *None*

Guests: D/C Tasso, D/C Spinazola, Lt. Cipra

Approval of Last Meeting Minutes: PM S. Markowski advised that in review of the draft minutes there was an error in the voting for positions on the board where the treasurer position was indicated twice by different individuals. It was realized that Lt. Mowery made a typographical error in which his position should read "secretary" not "treasurer" otherwise there were no other problems with the minutes. With that correction a motion to approve the minutes from the 28 January 2021 meeting was made by PM Meister, and 2nd by PM Kairis. Motion Passed by unanimous vote.

<u>Treasurer Report:</u>	Beginning Balance:	\$249,048.19
	Ending Balance:	\$235,056.77
	Widows Fund (CD 1):	\$ 25,296.78
	Widows Fund (CD 2):	\$ 28,104.03
	Total Widows Fund:	\$ 53,400.81

A short discussion on fund balance was presented by PM Nowak. PM S. Markowski reminded the board that there were two potentially significant expenditures being put together that may use some of the surplus money from the budget.

Motion to approve the treasurers report as presented made by PM Kairis, 2nd by PM Meister. Motion passed by unanimous vote.

Old Business: PM Meister reported that all the items purchased for station #105 were purchased except for the Milwaukee tool kit. Apparently this item is not available and it will be replaced with something similar at or below the not to exceed (NTE) price. (Milwaukee M18 18 Volt Lithium Ion Cordless Combo Tool Kit (4-Tool)).

All other items Rags and Towels, Immersion Blender, and cutting boards were purchased and delivered.

Lt. Mowery asked about the status of the Dyson vacuum since the board approved to purchase two units if we could get them for \$150 each. Apparently

this offer was no longer available so only one was purchased for station #105 and delivered.

PM S. Markowski advised he would send an e-mail to station #102 personnel and see if they wanted the Dyson battery vacuum that the other three stations have. PM Kairis advised he would handle this as he is now assigned to station #102.

PM Meister advised that he felt that stations could monitor their own cutting boards and request replacements as needed. He didn't think the board should be automatically getting items for the stations that are not needed/wanted. All agreed and will not purchase cutting boards unless a station requests them through the regular channels.

PM S. Markowski did not look into further action for the cell phone reimbursement plan, and if it is reflected in the by-laws. Lt. Mowery asked if we wanted to put a policy in place since we had discussed making policies as needed to direct actions that will be on-going for the board. All thought that was a good idea. A policy will be drafted and forwarded to the Chief so that it can be reviewed for legal issues. More to follow once the policy draft is presented.

New Business: Chief Pindelski presented a request from the general fund by PM S. Markowski for 4 pressure washers at a cost NTE \$1196. Chief Pindelski also presented a request for 4 undercarriage pressure washers for the apparatus to be used with the previously noted pressure washers at a cost NTE \$171.96.

PM Meister advised that station #101 just purchased a pressure washer last year, and this would not be needed. Lt. Mowery asked PM S. Markowski if there was any issue with using an existing pressure washer or were these items paired for a particular reason. PM S. Markowski advised that he asked for the slightly higher-pressure model (3000 p.s.i.) as that was recommended for this use. PM Kinney checked the pressure washer at station #101 and advised it would be acceptable to use.

With the aforementioned information, PM Meister made a motion NTE \$950 for three (3) pressure washers as presented by the Chief. 2nd by PM Nowak. Motion passed by unanimous vote.

A motion was made by PM Nowak to purchase four (4) undercarriage pressure washer attachments for a cost NTE \$200. 2nd by Lt. Mowery. Motion passed by unanimous vote.

Chief Pindelski presented a request by D/C Tasso for a pelican case and foam to store, transport, and protect the ceremonial Bell purchased by the Foreign Fire Tax Board a few years ago at a cost NTE \$350. Lt. Mowery made a motion to purchase the Pelican case as presented. 2nd by PM Kairis. Motion passed by unanimous vote.

Station #101: A request was made by PM Jagger to purchase blackout curtains similar to the ones previously purchased for the day room and bunk room to replace broken blinds in the lieutenant office. A motion to purchase the curtains

and associated materials to install at a cost NTE \$175 was made by PM Kairis. 2nd by PM Nowak. Motion passed by unanimous vote.

A request was made for a pair of K-30 30" Snow Plow shovels similar to the ones purchased for station #102 for a cost NTE \$150. A motion to approve the purchase of the snow shovels as presented by PM Kairis. 2nd by Lt. Mowery. Motion approved by unanimous vote.

Station #102: A request was made to purchase 2 sets of ceramic bowls for the kitchen at a cost NTE \$60. A motion to purchase the ceramic bowls as presented by PM Nowak. 2nd by PM Meister. Motion passed by unanimous vote.

A request was made to purchase 4 sets of bath towels for station #102 bathroom use at a cost NTE \$145. A motion by PM S. Markowski was made to purchase the 4 sets of towels as presented. 2nd by Lt. Mowery. Motion passed by unanimous vote.

A request was made to purchase a Ninja blender for kitchen use at a cost NTE \$140. A motion to purchase the Ninja blender as presented by PM Meister. 2nd by PM Kinney. Motion passed by unanimous vote.

Good of the 2% Fund: PM Meister asked if PM S. Markowski would send an e-mail to everyone reminding them of the cell phone reimbursement plan so everyone isn't scrambling in October to turn in for reimbursement. PM S. Markowski will handle.

Next Meeting: A discussion was presented by PM Meister as to at what point we will be back to in-person meetings? Chief Pindelski felt that unless something drastically changes in the next month, we should be able to have an in-person meeting at station #102. Lt Mowery advised he will post the meeting as being held in person at station #102 unless he hears differently from the Fire Chief. If this happens PM Meister will obtain a Zoom link and the notice will be updated.

It was decided that the best date for the March meeting will be on 18 March 2021, 0800 hrs. at Fire Station #102 (5420 Main St., Downers Grove, IL).

Motion to adjourn made by Lt. Mowery, 2nd by PM Kairis. Motion passed by unanimous vote.

Meeting adjourned at 0830 hrs.

**DOWNERS GROVE PUBLIC LIBRARY
BOARD OF LIBRARY TRUSTEES
FEBRUARY 24, 2021, 7:30 P.M.
ONLINE VIA GOTO MEETING**

MINUTES

1. **Call to Order.** President Graber called the meeting to order at 7:30 p.m.
2. **Roll Call.** Members present: Trustee Carissa Dougherty, Trustee Swapna Gigani, Trustee David Humphreys, Trustee Barnali Khuntia, Trustee Kim Stapleton, President Jonathan Graber. Absent: None.

Also present: Library Director Julie Milavec, Assistant Library Director Jen Ryjewski, Executive Assistant Katelyn Vabalaitis, Media Lab Coordinator Ed Bromiel, Building Operations Director Ian Knorr, John Shales from Shales McNutt Construction, Jason Perkunas from Shales McNutt Construction, Alex Krug from Product Architecture + Design.

3. **Welcome to Visitors.** President Graber welcomed visitors and thanked them for their interest in the library.
4. **Approval of Minutes.**
 - a. January 27, 2021 Regular Meeting. Trustee Khuntia noted that her name was spelled wrong in Section 5b. It was moved by Stapleton and seconded by Gigani THAT the Minutes of the January 27, 2021 Regular Monthly Meeting be approved as corrected. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
5. **Financial Matters.**
 - a. Final 2020 Year End Financial Report. Library Director Milavec presented the report. Revenues stood at 100.81% collected, which was great to see in such a difficult year. Capital expenditures, which included the masonry project that came in far under budget, were at 53% of budgeted expenditures. All 2020 projects plus additional work was done for that amount. Operating expenditures finished at 95.6% spent, which was decently under budget.
 - b. January 2021 Financial Report. Library Director Milavec presented the report. At the end of January, the library was 8.3% into fiscal year 2021. Revenue was at 0.27% collected, which is typical due to the regular tax collection timetable. For the Capital Replacement Fund, expenditures were at 1.7%, which was for pre-bid work done by the construction management firm and architects in preparation for the roof project. Milavec highlighted the Data Processing Services expenditure line, which was at 13.1% spent due to quarterly and annual fees, such as SWAN fees. She also noted the Postage

- expenditure line at 23.5% spent, which was due to postage paid in advance for the Discoveries newsletters. The Insurance – Other Policies expenditure line was at 80.9% spent, due to the LIRA package for property and liability policies, which is an annual cost that comes in January every year. Capital Equipment was at 19.3% spent due to a necessary server replacement.
- c. February 2021 Invoices. It was moved by Humphreys and seconded by Dougherty THAT the payment of February 2021 Operating Fund invoices totaling \$97,971.48, the acceptance of February 2021 credit memos totaling \$346.39, and the ratification of January 2021 payrolls totaling \$242,205.42 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.
6. **Public Comment on Agenda Items**. President Graber invited comment. There was none.
7. **Public Comment on Other Library Business**. President Graber invited comment. There was none.
8. **New Business**.
- a. Roof Replacement Project Bid Award. Jason Perunas from Shales McNutt presented the Recommendation to Award as well as the bid numbers to the Board. He noted that there were seven bidders and numbers came in close. The Recommendation to Award included an alternate for the removal of sheet metal. Jason and Building Operations Director Ian Knorr met with Riddiford Roofing, who are one of the top installers of the Tremco roofing system. They understood the scope and phases of the project. The overcall cost report showed the project coming in \$250,000 under what was budgeted in the initial building assessment.
- It was moved by Khuntia and seconded by Gigani THAT the Roof Replacement Project Bid be awarded to G.E. Riddiford Company Inc.
Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber.
Nays: None. Abstentions: None.
- b. Bibliotheca Annual Service and Maintenance Agreement Renewal. Library Director Milavec presented the annual agreement renewal, which included the automated material handler, induction points, conveyer system, sorting stations, self-checks, RFID stations, and the software to power all of the components. It also included two preventative maintenance tune-ups as well as any additional service required. The total cost is less than last year due to the purchase of new self-check machines last year that came with one-year warranties still in effect.

It was moved by Dougherty and seconded by Khuntia THAT the Bibliotheca Annual Service and Maintenance Agreement in the amount of \$36,961.97 be approved. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

9. Unfinished Business.

- a. COVID-19 Response and Phased Reopening Plan. The library had a fairly smooth reopening on February 1. At the time of the meeting, there were a number of patrons banned for repeated mask violations. Reduced hours remain with visits set at a maximum of one hour per day with 45-minute computer sessions. The Curtiss Street entrance was also reopened and there have been door monitors at each entrance to monitor capacity. The plan is to move to Phase 4 on March 1, which includes increasing visit times to two hours and PC sessions to 90 minutes. On March 3, the Management Team will be discussing next steps, including reintroducing tables and chairs. RAILS reduced material quarantine time to 24 hours, which allowed quarantined materials to be moved back to the Circulation workroom. The Meeting Room is now open and undergoing a refresh, with the removal of wallpaper and fresh paint to match the staff lounge. The divider wall is also being refreshed.

It was moved by Gigani and seconded by Stapleton THAT the Library Director be reauthorized to make temporary policy changes in consultation with the Board President and within the parameters of the COVID-19 Response and Reopening Phasing Plan as presented. Roll call: Ayes: Dougherty, Gigani, Humphreys, Khuntia, Stapleton, Graber. Nays: None. Abstentions: None.

- 10. Library Director's Report.** Library Director Milavec presented her report. The leadership team has had two of its four sessions with Reesheda Graham Washington to work on Equity, Diversity, and Inclusion training. The next step is to get the Equity Advisory Team meetings scheduled. Staff are working on diversity audits of the collections, books being used for book discussions, booklists, etc. Staff are working to keep an equity lens when creating items and selecting for the collection. A staff member brought forward the idea of a land acknowledgement and using it for library programming and on the library's website. Staff reached out to the Downers Grove Historical Museum to begin the process. Milavec received the final word from the DuPage County Health Department that they will not be including library workers in Group 1b for vaccinations. Frontline library workers are anticipated to be included in Group 1c. The Aspen Discovery beta catalog should appear on the library's website sometime in early March. It will be a little button in the upper right hand corner of the library's main web page. Usability testing shows that patrons really like this new catalog. The Illinois Public Library Per Capita Grant application has been submitted and a copy is included in the Board Packet. Assistant Library Director Jen Ryjewski just submitted the Illinois Public Library Annual Report to the state library and a copy will be included in next month's packet. Milavec thanked the

Board for their support and sympathy during the past month with her father's passing.

11. Trustee Comments and Requests for Information.

President Graber thinks the library has a very strong Equity Advisory Team assembled and asked if the Team will be discussing ideas and offering recommendations to the Board. Library Director Milavec responded that the number one task of the Equity Advisory Team is to create the Equity Strategic Plan. Moving forward, they will be shepherding the library through that process, evaluating how it is going, and determining and taking the next steps.

Trustee Stapleton thanked Trustee Barnali Khuntia for serving on the Equity Advisory Team.

Trustee Humphreys noted that many buildings in the area had leaky roofs over the last couple of weeks due to heavy snow and subsequent melting. He asked if there were any issues at the library. Building Operations Director Ian Knorr noted that at this time, there have been no issues.

Trustee Humphreys is thrilled that Cavanaugh Gray is a member of the Equity Advisory Team. He is also happy to hear about the land acknowledgement discussion and is hoping for library programming around that to acknowledge the source of our land and engage the community in talking about it. He is getting his second vaccine shot on Saturday.

Trustee Stapleton had an idea to offer a community event for recycling batteries.

Trustee Dougherty does not know all of the library managers well and she appreciates the way the department reports are written and how she can hear their voices come through the report. She also commented on circulation and programming data and noted that next month we will begin comparing COVID data between this pandemic year and last. Looking at last year versus other libraries, do we know if we are comparable to other libraries in our region during the pandemic? Library Director Milavec noted that the library uses data from SWAN to compare area libraries and DGPL has been one of the busiest libraries during this time. Typically, libraries in the pandemic range have been running at about 60% of circulation.

12. Adjournment. President Graber adjourned the meeting at 8:30 p.m.