

**SPRING GROVE FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES
MONTHLY MEETING MINUTES-APRIL 17, 2018
7:00 PM**

1. CALL TO ORDER TIME 7:00PM PRESIDENT RUSHER

2. ROLL CALL PRESENT SECRETARY D. KATTNER

L. Rusher X
E. Kattner X
D. Kattner X
H. Petska X
P. Tierney X
R. Curran, Atty. X
R. Tobiasz, Chief X
J. Karaszewski, Admin X

Visitors **DC Larry VanHoorelbeke, BC Joe Christopherson, Retired BC Bob Stevens, Drew Calhoun, Joe Bartmann, AO Nikki McDevitt, Lt. Justin Kenyon, Evan Giacomo, BC Dan Illges, Greg Gillund**

3. MINUTES OF THE PREVIOUS MEETING SECRETARY D. KATTNER

MOTION TO APPROVE L. RUSHER SECOND D. KATTNER VOTE AAMC

4. MINUTES OF THE PREVIOUS EXECUTIVE SESSION SECRETARY D. KATTNER

MOTION TO APPROVE L. RUSHER SECOND D. KATTNER VOTE AAMC

5. MINUTES OF THE SPECIAL MEETING (3/27/18) SECRETARY D. KATTNER

MOTION TO APPROVE L. RUSHER SECOND H. PETSKA VOTE AAMC

6. MINUTES OF THE EXECUTIVE SESSION (3/27/18) SECRETARY D. KATTNER

MOTION TO APPROVE L. RUSHER SECOND P. TIERNEY VOTE AAMC

7. TREASURER'S REPORT TREASURER PETSKA

- See attached report

MOTION TO APPROVE H. PETSKA SECOND E. KATTNER VOTE AAMC

8. ACCOUNTS PAYABLE TREASURER PETSKA

- See attached report

MOTION TO APPROVE E. KATTNER SECOND L. RUSHER VOTE AAMC

9. COMMITTEES/REPORTS

A. ATTORNEY

1. Approval of a Resolution honoring Ed Kattner for his 50 years of service to the District.

MOTION TO APPROVE RESOLUTION 22018-7 HONORING ED KATTNER FOR HIS 50 YEARS OF SERVICE TO THE DISTRICT L. RUSHER SECOND H. PETSKA VOTE D. KATTNER-OBSTAINED AAMC

2. Adoption of a Resolution approving changes to the pooling agreement for IPRF.

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- **Prolonged until May Meeting**
- **Chief will provide a copy of the pooling agreement**

OTHER ITEMS:

- **McHenry County tax confirmation report**
- **April is the last meeting for the budget year – last opportunity for expenditures**

B. BUSINESS REPORT

1. Review, discussion and possible action regarding ambulance billing including the possibility of sending non-resident unpaid bills to collections.

- **Discussion regarding sending unpaid ambulance bills to collections**
- **20% collection fee – collection company keeps 20% of paid bills**
- **Not many departments seems to be sending unpaid bills to collections**
- **Typically there are three attempts**
- **Board would like to know how much money is not currently being collected**
- **Prolonged until May Meeting**
- **Chief will bring statistics to next meeting**

2. Approval of Assignment Pay for Information Systems (\$0.25/hr).

MOTION TO APPROVE JUSTIN KENYON’S ASSIGNMENT PAY FOR INFORMATION SYSTEMS BY \$0.25/HR__L. RUSHER__SECOND__D. KATTNER__ VOTE__AAMC

3. Review, discussion and possible action regarding approval for the financing of the new tanker.

- **See attached documents**
- **Discussion regarding tanker financing**
- **L. Rusher suggested to borrow \$200,000 from Spring Grove State Bank and put down \$100,000 at time of purchase**
- **Paul Tierney suggested to borrow the whole \$300,000**

MOTION TO APPROVE FINANCING \$200,000 AT 3.51% FROM SPRING GROVE STATE BANK FOR THE TANKER LOAN__L. RUSHER__SECOND__D. KATTNER__ VOTE__H. PETSKA – YES__L. RUSHER – YES__D. KATTNER – YES__E. KATTNER – YES__P. TIERNEY – NO__MOTION PASSED

4. Approval of the Engagement Letter for the Auditor, Dam, Snell and Tavierne, LTD.

MOTION TO APPROVE THE ENGAGEMENT LETTER FOR THE AUDITOR, DAM, SNELL AND TAVIERNE, LTD.__L. RUSHER__SECOND__H. PETSKA__ VOTE__AAMC

C. INSURANCE

1. Review, discussion and possible action regarding adding spouse, child and family coverage for employees who receive health insurance as a benefit vs. hiring contract service employees so that coverage is provided.

- **Prolonged for now**
- **No action taken**

2. Review, discussion and possible action regarding insurance for an employee who is nearing Medicare age.

- **No action taken**

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D. BUILDING AND GROUNDS

1. Review, discussion and possible action regarding approval of a quote for the carpeting for Project #1 and Project #2.

- **Discussion regarding carpeting for Project #1 and Project #2**

**MOTION TO APPROVE SPENDING UP TO \$3,500 FOR CARPETING__H.
PETSKA__SECOND__D. KATTNER__ VOTE__AAMC**

2. Review, discussion and possible action approving the modification to Project #2 to allow for the installation of the stairstepper in the back building.

- **No action taken**

3. Review, discussion and possible action regarding a maintenance agreement for the roof.

- **BC Dan Illges – Olson Roofing came out to look at the roof**
- **Noticed a lot of seams that are peeling**
- **Cost to pull up all seams and reseal them, fix the arch seams, and to fix the flashing issues is \$3,650 (1 to 1 ½ days to repair)**
- **Maintenance contract for \$850 with Olson Roofing would cover yearly maintenance and could extend the roof to last another 5-7 years**

**MOTION TO APPROVE THE BID OF \$3,650 TO FIX THE ROOF__E.
KATTNER__SECOND__D. KATTNER__ VOTE__AAMC**

**MOTION TO APPROVE THE MAINTENANCE CONTRACT OF \$850__H.
PETSKA__SECOND__E. KATTNER__ VOTE__AAMC**

4. Review, discussion and possible action regarding a maintenance agreement for the overhead doors.

- **BC Dan Illges – current overhead doors are facing weather stripping issues**
- **There is no remote that works for the back door**
- **Some issues have been fixed**
- **Timers for automatic shutting would cost \$300 a door**
- **More quotes to come**
- **No action taken**

5. Review, discussion and possible action regarding the spring lawn clean up quotes.

- **Spring lawn clean up quotes include: trimming trees and bushes, spreading mulch and grass seeding**
- **Quote #1 – Glen’s Lawn Maintenance @ \$1,455**
- **Quote #2 – Jeff Thurwell @ \$1,800 (sod instead of seeding, plus weed preventer)**

**MOTION TO APPROVE HIRING GLEN’S LAWN MAINTENANCE FOR \$1,455__H.
PETSKA__SECOND__D. KATTNER__ VOTE__AAMC**

E. EQUIPMENT MAINTENANCE

- **N/A**

F. SPRING GROVE VILLAGE/SGFD

- **N/A**

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G. FIRE PREVENTION BUREAU

- N/A

H. SAFETY COMMITTEE REPORT

- N/A

I. CHIEF'S REPORT

- **See attached report**

10. OLD BUSINESS

A. Review, discussion and re-consideration of the use of Target Solutions as the backbone of the training program.

- **BC Joe Christopherson – discussion regarding current issues with not having a training program and how this training program would be more efficient.**

**MOTION TO APPROVE PURCHASING TARGET SOLUTIONS TRAINING PROGRAM__L.
RUSHER__SECOND__E. KATTNER__ VOTE__AAMC**

B. Review, discussion and possible action regarding modifying BC Position Description.

- **No Action**

C. Review, discussion and possible action regarding replacing retiring BC Dan Illges.

- **No Action**

D. Review, discussion and possible action regarding re-establishing the Captain's position.

- **No Action**

11. NEW BUSINESS

A. Review, discussion and possible action regarding the SG FF Association Policy.

- **Discussion regarding changes to the Associating Policy**
- **Chief will rewrite policy for May Meeting**

B. Review, discussion and possible action regarding promoting one or more cadets to Active Status.

**MOTION TO APPROVE THE PROMOTIONS FOR ANDREW CALHOUN AND LUKE
BRINKMANN__L. RUSHER__SECOND__D. KATTNER__ VOTE__AAMC**

12. PUBLIC PARTICIPATION

The public is invited to make an issue oriented comment on any matter of public concern. The public comment may be no longer than 3 minutes in duration. Interrogation of the staff or the Board of Trustees will not be allowed at this time. Personal invectives against staff or officers are not permitted.

- **Nikki – Questioned whether there will be retesting for lieutenants**

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- **Chief – The current lieutenant list is good for another year. There is no need for lieutenants at this time.**
- **Paul Tierney – We should void the current list and retest**
- **Harvey Petska – We should void the current list and retest**
- **Greg Gillund – The Board keeps changing policies and not following them**

13. EXECUTIVE SESSSION

- A. Personnel. 5ILCS120/2(c)(1).

MOTION TO GO INTO EXECUTIVE SESSION AT 8:45PM__L. RUSHER__SECOND__P. TIERNEY__ VOTE__AAMC

MOTION TO RETURN FROM EXECUTIVE SESSION AT 9:18PM AND RESUMED THE REGULAR MEETING __L. RUSHER__SECOND__D. KATTNER__ VOTE__AAMC

14. POST EXECUTIVE SESSION MOTINS

- A. Possible action regarding above personnel issues.

MOTION TO AUTHORIZE CHIEF TOBIASZ TO PERFORM BACKGROUND CHECKS, TESTING AND INTERVIEWS FOR BC, PPT AND PT POSITIONS__L. RUSHER__SECOND__D. KATTNER__ VOTE__AAMC

15. ADJOURNMENT

MOTION TO ADJOURN AT 9:25PM__L. RUSHER__SECOND__P. TIERNEY__ VOTE__AAMC

POSTED: Thursday, May 17, 2018