

NEW LENOX FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING
JANUARY 15, 2018

MINUTES OF THE REGULAR PUBLIC MEETING OF THE BOARD OF TRUSTEES OF THE NEW LENOX FIRE PROTECTION DISTRICT, COUNTY OF WILL, HELD AT FIRE STATION #1, 261 E. MAPLE STREET, NEW LENOX, ILLINOIS, IN SAID DISTRICT AT 7:00 P.M. ON MONDAY THE 15TH DAY OF JANUARY 2018.

Trustees Roll Call:

Trustee Minger	P
Trustee Sauter	P
Trustee Levey	A
Trustee DiFiori	P
Trustee McCollum	P

Others Present:

Chief Adam Riegel, Admin. Assistant Linda Baaske, Battalion Chief Josh Swanson, Fire Marshal James Brown, Lt. Lucas Rettke, FF/Paramedic Joe Ward, Mr. Jim Pitcairn, Mr. Marty Terlep, Mr. Bob Fronek.

The Monday meeting was called to order at 7:00 p.m. with a quorum present.

PUBLIC COMMENTS

None

TREASURER'S REPORT

Treasurer's Report for December 30, 2017. As of December 2017, the beginning balance was \$2,722,974.00. The total receipts were \$149,039.00. The total disbursements were (\$524,422.00). The total ending cash balance as of December 31, 2017, was \$2,347,590.47. The payroll for January 5, 2018 was \$60,890.00. Accounts Payable for January 2018 total \$360,540.88. Cash on Deposit as of January 12, 2018 is \$1,926,160.08.

*Land Extraction balance of \$407,966.00 can't be used for general funds. Our report shows funds of 1.9 Million, when in reality we have 1.5 Million in available funds. With this current balance, we will be out of funds possibly in April for sure in May.

A motion was made by Trustee McCullum seconded by Trustee DiFiori to approve the December's Treasurer's report as given and pay the outstanding bills for this month.

SECRETARY'S REPORT

A motion was made by Trustee Sauter second by Trustee McCollum to approve the minutes of the Public Meeting of the Board of Trustees of the New Lenox Fire Protection District on Monday, December 18, 2017.

FIRE CHIEF'S REPORT

Vehicle Report

- Ambulance 64 is out of service at the dealer for an oil leak. We had it back after three (3) weeks of being there for 48 hours before it was sent back for another oil leak. Lance has been dealing with the dealership about the return trip.

Facility Report

- The phone system switchover is complete.

Administration Report

- The department ran 4252 calls in 2017 a 345call increase from 2016.
- We received two (2) grants this month, one from ExxonMobil for \$2,000.00 for communication equipment and a grant from Dryer Vent Wizard for \$500.00 for public education material.
- Lindsay Cullen gave her two (2) weeks' notice; her last day will be January 26, 2018.
- The district website is still in the design process, we do not have a date to go live.

DEPUTY CHIEF'S REPORT

Given by Fire Marshal James Brown. FM Brown was sworn into the Board of Directors of the Illinois Fire Inspectors Association at the December 15th Meeting. YTD False Alarm Fees received are \$11,560.00. YTD Plan Review Fees are \$11,449.00. The Division received \$61,717.48 in Land Extraction Fees for 2017.

OLD BUSINESS

None

NEW BUSINESS

- A. Resolution No. 17-06 Amending the Sexual Harassment Policy of the New Lenox Fire Protection District.

A motion was made by Trustee McCollum seconded by Trustee DiFiori to adopt Resolution No. 17-06 Amending the Sexual Harassment Policy of the New Lenox Fire Protection District.

ROLL CALL:

Trustee DiFiori - Yea

Trustee Levey – Absent

Trustee Minger – yea

Trustee McCollum - Yea

Trustee Sauter - Yea

Motion carried by four (4) Ayes

- B. Ordinance No. 251 Approving the Intergovernmental Agreement Regarding Allocation of Alarm Fees

A motion was made by Trustee DiFiori seconded by Trustee McCollum to adopt Ordinance No. 251 Approving the Intergovernmental Agreement Regarding Allocation of Alarm Fees.

ROLL CALL:

Trustee DiFiori - Yea

Trustee Levey – Absent

Trustee Minger – Yea

Trustee McCollum - Yea

Trustee Sauter - Yea

Motion carried by four (4) Ayes

- C. Discussion and Possible action on Tax Anticipation Warrants.
Attorney Tom Gilbert explained the process. A bank would issue warrants secured by next year's taxes. This is done when there is not enough money to get thru this year. We will keep this on the Agenda until we need the money. Council needs three (3) to Four (4) weeks to secure the funds. The Board of Trustees will tell him how much money we need and when we need it to cover the time gap until we receive our tax payment from Will County. We will have six (6) month to pay the funds back with interest.
- D. Approval for James Brown and Marisa Schrieber to attend the IFIA Conference (Illinois Fire Inspectors Association Annual Conference)

A motion was made by Trustee McCollum seconded by Trustee DiFiori to approve James Brown and Marisa Schrieber to attend the IFIA Conference.

E. Approve 2018 Board of Trustee Meeting dates

A motion was made by Trustee Sauter seconded by Trustee McCollum to approve the 2018 Board of Trustee Meeting Dates.

F. Standardization of Old Plank Trail Bank account signers

Per the Board of Trustee's, the signers on the accounts will be as follows:

Skip Minger, President

Joe Levey, Vice President

Tom Sauter, Treasurer

Adam Riegel, Chief

Linda Baaske, Admin. Assistant

G. Review of Job Descriptions – in closed session.

FIRE COMMISSIONER'S REPORT

Mr. Jim Pitcairn reported the Commissioners met a week ago and reviewed three (3) bids from companies to do the Lieutenants and Battalion Chief's tests. Two (2) of the bids were very poor, the I Chief's bid was very thorough. Their next meeting is in April.

FOUNDATION REPORT

Trustee McCullum reported the Raffle date has been pushed back one (1) week. The Foundation has donated \$4,000.00 to the Referendum fund which came out of the 50/50 Raffle fund. The pancake breakfast last weekend was well attended and support continues in the Boot donations.

TRUSTEE COMMENTS

Trustee Sauter – Thank you Firefighters for setting up the pancake breakfast and the great job you have been doing throughout the year.

Trustee McCollum – None.

Trustee DiFiori – None.

Trustee Levey – Absent.

Trustee Minger – Thank you to the Firefighters and the Union for the Santa Clause visits, those were a huge success. Trustee Training will be in March, please contact Linda Baaske if you plan on attending.

ROLL CALL: Tuesday, February 20, 2018.

Trustee DiFiori - Yes

Trustee Levey – Absent

Trustee Minger – Yes

Trustee McCollum – Yes

Trustee Sauter – Yes

The next Board of Trustees meeting will be held Tuesday, February 20, 2018.

CLOSED SESSION

A motion was made by Trustee DiFiori seconded by Trustee McCollum to enter closed session at 7:23 p.m.

ROLL CALL:

Trustee DiFiori - Yea

Trustee Levey – Absent

Trustee Minger – Yea

Trustee McCollum - Yea

Trustee Sauter – Yea

Motion carried and board went into closed session at 7:23 pm.

OPEN SESSION

The Board of Trustees returned to open session at 8:10 p.m. with no action taken.

ADJOURNMENT

A motion was made by Trustee DiFiori seconded by Trustee Minger to adjourn at 8:10 p.m.

ROLL CALL:

Trustee DiFiori - Yea

Trustee Levey – Absent

Trustee Minger – Yea

Trustee McCollum - Yea

Trustee Sauter – Yea

Motion carried and meeting was adjourned at 8:10 p.m.

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Linda Baaske", is written over a horizontal line.

Linda Baaske

Recording Secretary