

# BARTLETT FIRE PROTECTION DISTRICT

## TRUSTEES MEETING

OCTOBER 18, 2017

### Meeting Call to Order

Trustee McCarthy called the meeting of the Board of Trustees of the Bartlett Fire Protection District to order at 7:04 p.m. Those in attendance were Trustee McCarthy, Trustee Wisniewski, Trustee Giovannelli, Trustee Robbins, and Trustee Langfelder. Also in attendance were Chief Falese, Battalion Chief Gabrenya, Battalion Chief Clarke, and Executive Administrative Assistant Kolber.

Firefighter David Bartelt led those in attendance in the pledge of allegiance.

### Public Comments

There were no public comments.

### Special Presentations

A Swearing-in Ceremony was held for Firefighter/Paramedic David Bartelt.

Trustee McCarthy made a motion to adjourn for a recess at 7:15 p.m. Trustee Giovannelli seconded the motion and with a roll call vote as follows: Trustee Langfelder, yes; Trustee Robbins, yes; Trustee Giovannelli, yes; Trustee McCarthy, yes; Trustee Wisniewski, yes; the motion so carried.

The regular session resumed at 7:27 p.m. Those in attendance were Trustee McCarthy, Trustee Wisniewski, Trustee Langfelder, Trustee Robbins, and Trustee Giovannelli. Also in attendance were Chief Falese, Assistant Chief Gabrenya, Battalion Chief Clarke, and Executive Administrative Assistant Kolber.

## ORDER OF BUSINESS

### Trustee's Report

Trustee Wisniewski – Very impressed with the open house. It was very nicely done.

Trustee Robbins – Welcome and congratulations to Firefighter David Bartelt. Wishing him all the best.

Thank you to everyone involved with the activities during Fire Prevention Week and the Open House.

Trustee Giovannelli – Welcome and congratulations to Firefighter David Bartelt. This well qualified hire is a testament to our Commissioners and Chiefs involved with the interviewing and hiring process.

Trustee Langfelder – Echo the comments from the previous Trustee reports. Also, compliments to the District on the appearance of Station 1 at the Open House.

Trustee McCarthy – There is much respect for the hiring process and how important it is to find the right candidate. The Bartlett Fire District continues to improve the hiring process and this a testament to this District getting better every time.

## Approval of the Minutes

### Financial Report

Accountant James Howard provided the 3<sup>rd</sup> quarter financial analysis ending September 30, 2017 and presented the proposed 2017 Tax Levy. A discussion was held.

Trustee Langfelder reported that the total bills were:

FIRE FUND	\$ 70,932.66	PAYROLL	\$355,538.70
AMBULANCE FUND	\$ 109,565.52	VEHICLE	\$ 10,861.44
CAPITAL FUND	\$ 2,682.67	STATION 1	\$ 4,742.85
BUILDING FUND	\$ 214.08	STATION 2	\$ 1,364.88
VEHICLE FUND	\$ 23,449.31	STATION 3	\$ 1,756.52
TOTAL ALL BILLS		\$581,108.63	

### Old Business

OneNote has moved forward adding additional security. Butch Smith will be providing guidelines as to access, editing, etc. The Board needs to decide on a variety of rights, keeping in mind not violating the Open Meetings Act. It was decided that Trustee McCarthy and Trustee Langfelder will work with Butch Smith and come back with further information for the Board.

### New Business

The Trustees were provided with a form for the Fire Chief's evaluation. President McCarthy requested the Trustees turn in the completed evaluation either in paper form or electronic form by the November Board meeting. President McCarthy will then compile the information for the December meeting.

### Consent Agenda

Trustee Wisniewski made a motion to approve the consent agenda items 1 through 4. Trustee Langfelder seconded the motion and with a roll call vote as follows: Trustee Langfelder, yes; Trustee Robbins, yes; Trustee Giovannelli, yes; Trustee McCarthy, yes; Trustee Wisniewski, yes; the motion so carried.

1. Approval of the Bill List as presented
2. Approval of the Board meeting regular session minutes 09-20-17
3. Approval of the Board meeting closed session minutes 09-20-17
4. Approval of a Public Hearing to consider testimony regarding the Annual Budget & Appropriation Ordinance of the BFPD for the Fiscal Year beginning January 1, 2018 and ending December 31, 2018. Public Hearing to be held December 20, 2017 at 6:55 p.m.

### Action to be taken by the Board

#### Attorney's Report

No report

#### Chief Falese's Report

- The proposed budget for 2018 is being developed.
- Officer Development training included a presentation on situational awareness.
- Currently evaluating the emergency services billing ordinance. This includes billing involving assists, vehicle fires, and vehicle accidents.
- Mary Fields, owner of Paramedic Services of Illinois, has purchased Fire Safety Consultants, Elgin, Illinois.

**Assistant Chief Gabrenya's Report**

- Staff has been aggressively applying for grants through a variety of sources. Bartlett Fire has been awarded a \$20,000 grant from Canadian Pacific for one mechanical CPR device.
- Performance evaluations are due at the end of October for firefighters, end of November for lieutenants, followed by the battalion chiefs in December.

**Fire Marshal Heimbecker's Report**

- A written report was provided on the Fire Prevention Bureau monthly activities.

**Upcoming Calendar**

- NIAFPD Fall Seminar for Advanced Trustee Training, Lisle-Woodridge FPD, October 21, 2017
- 45<sup>th</sup> Annual DuPage County Christmas Prayer Breakfast, Westin Chicago Northwest, Itasca, December 14, 2017
- NIAFPD Conference, Hilton Chicago Oak Brook Hills Conference & Resort Center, Oak Brook, IL January 25-28, 2017

**Correspondence**

- Thank you from the Bartlett Police Department for the participation at the 24<sup>th</sup> Annual National Night Out Celebration.
- Thank you from Battalion Chief Clarke and family for the support in the loss of his brother-in-law, Greg Gaumont.
- Thank you to the Bartlett Firefighters for the response on October 2, 2017 from a Bartlett resident.

**Closed Session**

No closed session was held.

With no further business to be brought before the Board, Trustee Robbins made a motion to adjourn. Trustee Wisniewski seconded the motion and with a roll call vote as follows: Trustee Langfelder, yes; Trustee Robbins, yes; Trustee Giovannelli, yes; Trustee McCarthy, yes; Trustee Wisniewski, yes; the regular session of the meeting was adjourned at 8:14 p.m.

Respectfully submitted,

Colleen Kolber  
Executive Administrative Assistant

ATTEST:

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President, James McCarthy

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Secretary, Frank Giovannelli

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Treasurer, Jay Langfelder

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Trustee, Larry Robbins

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Trustee, Don Wisniewski