

# **Meeting Minutes of the Bartlett Foreign Fire Insurance Board**

**Meeting held on August 18, 2017 at Station 1**

Meeting called to order at 08:30 hrs by FFIB Chairman Michels

Roll Call is taken by Secretary Maulding.

Those in attendance are Chairman Michels, Secretary Maulding, Treasurer Scumaci, Chief Falese and Trustee Filpi.

Absent is Trustee Maiz, Purchase Coordinator Gustafson.

## **Approval of the Agenda:**

Chief Falese moved to approve the amended agenda; seconded by Treasurer Scumaci.

- Ayes – Chairman Michels, Secretary Maulding, Treasurer Scumaci, Chief Falese and Trustee Filpi.
- Opposed – none

Agenda was approved

## **Approval of the Minutes:**

Motion made to accept the May 15, 2017 meeting minutes by Treasurer Scumaci; seconded by Trustee Filpi.

- Ayes – Chairman Michels, Secretary Maulding, Treasurer Scumaci, Chief Falese and Trustee Filpi.
- Opposed – none

Minutes were approved for May 15, 2017 meeting.

Purchase Coordinator Gustafson entered the meeting at this time.

Motion made to accept the July 24, 2017 special meeting minutes by Treasurer Scumaci; seconded by Chief Falese.

- Ayes – Chairman Michels, Secretary Maulding, Treasurer Scumaci, Purchase Coordinator Gustafson, Chief Falese and Trustee Filpi.
- Opposed – none

Minutes were approved for July 24, 2017 special meeting.

**Open Forum/Public Comment:** none

**Correspondence:** none

**Chairman's Report:** none

**Treasurer's Report:**

Discussion was held on coordinating the Treasurer's Report with the Purchase Coordinator's report so they more accurately reflected the actual amount of funds available. Treasurer Scumaci and Purchase Coordinator Gustafson will decide by next meeting the methods to develop the coordinated report.

As of the July 31, 2017 bank statement the fund balance is \$99,546.51.

Year to date the fund has paid out \$37,922.57 in approved expenses. Please keep in mind there are other purchases that have been approved that have not yet been paid.

Secretary Maulding moved to approve the Treasurer's Report; seconded by Chairman Michels.

- Ayes – Chairman Michels, Secretary Maulding, Treasurer Scumaci, Purchase Coordinator Gustafson, Chief Falese and Trustee Filpi.
- Opposed – none

Treasurers Report was approved

**Purchase Coordinator's Report:**

- As of 7/31/17 the Treasurer shows a bank balance of \$99,546.51.
- There are 4 outstanding checks written since 7/31/17 totaling \$5,780.98.
- There is also a total outstanding balance of approved purchases that have not been paid yet totaling \$81,289.99.
- The 7/31 bank balance, minus written checks, minus outstanding approved purchases, leaves the available fund balance at \$12,475.54

Secretary Maulding moved to approve the Treasurer's Report; seconded by Chief Falese.

- Ayes – Chairman Michels, Secretary Maulding, Treasurer Scumaci, Purchase Coordinator Gustafson, Chief Falese and Trustee Filpi.
- Opposed – none

Purchase Coordinator's Report was approved

**Old Business:** none

**New Business:**

**Purchase Requests:**

**2017-12** submitted by Battalion Chief DeFreece for 11 new mattresses to be split between Station 1 and Station 3.

Discussion was held on this item.

Motion made to approve 2017-12 by Chairman Michels; there was no second.

Purchase request failed for lack of motion.

Motion made to adjourn by Chairman Michels; seconded by Chief Falese.

Meeting Adjourned at 08:41 hrs.