

Meeting Minutes of the Bartlett Foreign Fire Insurance Board

Meeting held on November 9, 2018 at Station 1

Meeting called to order at 09:00 hrs by Trustee Filpi.

Motion made to have Trustee Filpi act as Chairman in the absence of Chairman Michels by Chief Falese; seconded by Purchase Coordinator Gustafson.

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

Trustee Filpi is Acting Chairman Filpi in the Absence of Chairman Michels.

Roll Call is taken by Secretary Maulding.

Those in attendance are Secretary Maulding, Chief Falese, Acting Chairman Filpi, and Purchase Coordinator Gustafson.

Absent are Chairman Michels, Trustee Galloway, and Treasurer Maiz.

Approval of the Agenda:

Chief Falese moved to approve the agenda; seconded by Secretary Maulding.

- Ayes –Secretary Maulding, Chief Falese, Acting Chairman Filpi, and Purchase Coordinator Gustafson.
- Opposed – none

Agenda was approved

Approval of the Minutes:

Motion made to accept the August 31, 2018 meeting minutes by Chief Falese; seconded by Secretary Maulding.

- Ayes –Secretary Maulding, Chief Falese, Acting Chairman Filpi, and Purchase Coordinator Gustafson.
- Opposed – none

Minutes were approved for August 31, 2018 meeting.

Open Forum/Public Comment: none

Correspondence: none

Chairman's Report: none

Treasurer's Report:

District accountant James Howard has indicated that a separate audit of the FFIT Fund is not required. He stated the Fund is audited each year along with the District's books and he does not recommend a separate audit as auditors do not know why items are purchased, but he recommends going through an internal audit; which Janice can do for us through Quick Books. He stated that FOIAs of FFIT Boards are looking for what type of items were approved for purchase and we can do that internally.

All checks issued from January 1, 2018 through August 28, 2018 have cleared the bank and have been drawn against the FFITF account.

Amount spent from January 01, 2018 through October 23, 2018 is \$35,671.81

Ending balance as of September 30, 2018 bank statement is \$33,933.15

Outstanding checks that have not cleared from September 18, 2018 through October 23, 2018 total \$793.06

Total balance as of October 23, 2018 is \$33,140.09

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

- Ayes –Secretary Maulding, Chief Falese, Acting Chairman Filpi, and Purchase Coordinator Gustafson.
- Opposed – none

Treasurers Report was approved.

Purchase Coordinator's Report:

Factoring in outstanding purchases of \$5054.60, there is a remaining balance of \$28,085.49 in the account.

Chief Falese moved to approve the Purchase Coordinator's Report; seconded by Acting Chairman Filpi.

- Ayes –Secretary Maulding, Chief Falese, Acting Chairman Filpi, and Purchase Coordinator Gustafson.
- Opposed – none

Purchase Coordinator's Report was approved.

Old Business: none

New Business: none

Purchase Requests:

2018-13 submitted by FF Galloway for the purchase of a one year subscription to Amazon Prime services.

Proposal failed for lack of motion.

2018-14 submitted by FF Michels for coffee fund supplies.

Motion made to approve 2018-14 by Secretary Maulding; seconded by Purchase Coordinator Gustafson.

- Ayes –Secretary Maulding, Chief Falese, Acting Chairman Filpi, and Purchase Coordinator Gustafson.
- Opposed – none

Item #2018-14 is approved in the amount of \$3,000.00 for coffee fund supplies.

2018-15 submitted by Lt. Filpi for annual cable subscriptions for the three stations for 2019.

Motion made to approve 2018-15 by Secretary Maulding; seconded by Chief Falese.

- Ayes –Secretary Maulding, Chief Falese, Acting Chairman Filpi, and Purchase Coordinator Gustafson.
- Opposed – none

Item #2018-15 is approved in the amount of \$1,900.00 for annual cable subscriptions for the three stations for 2019.

2018-16 submitted by Lt. Filpi a one year subscription to the Daily Herald newspaper for all 3 stations.

Motion made to approve 2018-16 by Purchase Coordinator Gustafson; seconded by Secretary Maulding.

- Ayes –Secretary Maulding, Chief Falese, Acting Chairman Filpi, and Purchase Coordinator Gustafson.
- Opposed – none

Item #2018-16 is approved in the amount of \$600.00 for a one year subscription to the Daily Herald newspaper for all 3 stations.

Secretary Maulding made a motion to recess at 09:10 and reconvene when board members returned from an emergency response; seconded by Purchase Coordinator Gustafson.

- Ayes –Secretary Maulding, Chief Falese, Acting Chairman Filpi, and Purchase Coordinator Gustafson.
- Opposed – none

Meeting went to recess at 09:10

Meeting reconvened at 09:26

Roll Call is taken by Secretary Maulding.

Those in attendance are Chairman Michels, Treasurer Maiz, Secretary Maulding, Chief Falese, Trustee Filpi, and Purchase Coordinator Gustafson.

Absent is Trustee Galloway.

2018-17 submitted by FF Maulding for an EMS manikin.

Discussion was held on this item.

Motion made to approve 2018-17 by Chief Falese; seconded by Chairman Michels.

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

Item #2018-17 is approved in the amount of \$6,175.71 for an EMS manikin.

Upcoming Election:

Discussion was held on the proceedings for the upcoming election for seats currently occupied by Treasurer Maiz and Purchase Coordinator Gustafson. A vote will be organized by Chairman Michels to fill the positions prior to the next scheduled meeting.

2019 Meeting dates:

2019 meetings of the FFIB were set at 8:30 AM at Station 1 for the following dates:

January 11, 2019

May 3, 2019

August 23, 2019

November 15, 2019

Chairman Michels made a motion to adjourn; Chief Falese second.

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

Meeting adjourned at 09:36 hrs.