

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

Meeting held on November 17, 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, Purchase Coordinator Gustafson, Chief Falese and Trustee Filpi.

Absent are Trustee Maiz, Treasurer Scumaci.

Approval of the Agenda:

Chief Falese moved to approve the agenda; seconded by Purchase Coordinator Gustafson.

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

Agenda was approved

Approval of the Minutes:

Motion made to accept the August 18, 2017 meeting minutes by Chief Falese; seconded by Chairman Michels.

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

Minutes were approved for August 18, 2017 meeting.

Open Forum/Public Comment: none

Correspondence: none

Chairman's Report: none

Treasurer's Report:

Balance as of 10/31/2017 \$79,484.69

Outstanding Purchases \$ (65,676.12)

2017 Deposit \$55,997.19

Remaining Funds: \$69,805.76

Chairman Michels moved to approve the Treasurer's Report; seconded by Trustee Filpi.

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

Treasurers Report was approved

Purchase Coordinator's Report:

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

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

Purchase Coordinator's Report was approved

Old Business: none

New Business:

Purchase Requests:

2017-13 submitted by Firefighter Ben Michels for the purchasing of coffee related supplies for the Bartlett Fire Protection District.

Discussion was held on this item.

Motion made to approve 2017-13 by Secretary Maulding; seconded by Trustee Filpi.

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

Item #2017-13 was approved in the amount not to exceed \$3,000.00 for purchasing of coffee related supplies for the Bartlett Fire Protection District.

2017-14 submitted by Firefighter Sam Sylvester for the purchasing of 3 class A garment bags for the honor guard.

Discussion was held on this item.

The board was in agreement that the garment bags are intended to be returned upon a firefighter's separation from the honor guard. In the case of retirement, as long as the firefighter is in good standing with the Bartlett Fire Protection District with intentions of continuing honor guard duties in retirement, they can retain the class A garment bag, otherwise it is to be returned and reused.

Motion made to approve 2017-14 by Purchase Coordinator Gustafson; seconded by Chairman Michels.

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

Item #2017-14 was approved in the amount of \$690.00 for purchasing of 3 class A garment bags for the honor guard.

2017-19 submitted by Firefighter Sam Sylvester for the purchasing of supplies for the Christmas party hosted by the Bartlett Fire Protection District. This request was moved up on the agenda due to attendance of Firefighter Sylvester at the meeting.

Discussion was held on this item.

Motion made to approve 2017-19 by Chairman Michels; there was no second.

Purchase request failed due to lack of second.

2017-15 submitted by Firefighter Ben Michels for 3 one year subscriptions to Firehouse Magazine.

Discussion was held on this item.

Motion made to approve 2017-15 by Trustee Filpi; seconded by Chief Falese.

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

Item #2017-15 was approved in the amount of \$75.00 for purchasing 3 one year subscriptions to Firehouse Magazine.

2017-16 submitted by Firefighter Ben Michels for 3 two year subscriptions to Fire Engineering Magazine.

Discussion was held on this item.

Motion made to approve 2017-16 by Chief Falese; seconded by Purchase Coordinator Gustafson.

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

Item #2017-16 was approved in the amount of \$120.00 for purchasing 3 two year subscriptions to Fire Engineering Magazine.

2017-18 submitted by Firefighter Mike Ramirez and Assistant Chief Gabrenya for high visibility parka jackets. This request was moved up on the agenda due to the attendance of Firefighter Mike Ramirez at the meeting.

Discussion was held on this item.

Motion made to approve 2017-18 by Trustee Filpi; seconded by Chairman Michels.

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

Item #2017-18 was approved in the amount not to exceed \$12,992.00 for purchasing high visibility parka jackets.

2017-17 submitted by Firefighter Andy Scumaci for replacement kitchen and bath towels.

Discussion was held on this item.

Motion made to approve 2017-17 by Chief Falese; seconded by Chairman Michels.

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

Item #2017-17 was approved in the amount of \$459.74 for replacement kitchen and bath towels.

2017-20 submitted by Lieutenant William Filpi for one copy of the Daily Herald newspaper for all three Bartlett stations in 2018.

Discussion was held on this item.

Motion made to approve 2017-20 by Secretary Maulding; seconded by Purchase Coordinator Gustafson.

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

Item #2017-20 was approved in the amount of \$570.00 for one copy of the Daily Herald newspaper for all three Bartlett stations in 2018.

2017-21 submitted by Lieutenant William Filpi for cable television for all 3 stations through Comcast in 2018.

Discussion was held on this item.

Motion made to approve 2017-21 by Secretary Maulding; seconded by Purchase Coordinator Gustafson.

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

Item #2017-21 was approved in the amount of \$1,900.00 for cable television for all 3 stations through Comcast in 2018.

Upcoming Election:

Chairman Michels and Treasurer Scumaci's positions are up for election in 2018. Chairman Michels will coordinate the election in accordance with the bylaws.

2018 Meeting Dates:

Discussion was held on 2018 Foreign Fire Insurance Board meeting dates. Meeting dates were scheduled for 2018 at 08:30 at Station 1 on the following dates:

March 23, 2018 (Gold)

May 18, 2018 (Red)

August 24, 2018 (Black)

November 9, 2018 (Gold)

Motion made to adjourn by Secretary Maulding; seconded by Chief Falese.

Meeting Adjourned at 09:24 hrs.