

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

**Meeting held on January 20, 2023 at Station 1**

Meeting called to order at 08:33 hrs by Chairman Maulding.

Roll Call is taken by Trustee Saenz filling in as Secretary.

Those in attendance are Purchase Coordinator Galloway, Trustee Lewis, Trustee Saenz ,  
Chairman Maulding.

Absent are Fire Chief Gabrenya, Treasurer Scumaci, and Trustee Garcia

## **Approval of the Agenda:**

Chairman Maulding made a motion to approve the agenda; seconded by Purchase Coordinator Galloway.

- Ayes – Chairman Maulding, Trustee Lewis, Trustee Saenz, Purchase Coordinator Galloway.
- Opposed – none

Agenda was approved

## **Approval of the Minutes:**

Motion made to accept the November 18, 2022 meeting minutes by Chairman Maulding; seconded by Trustee Lewis.

- Ayes – Chairman Maulding, Trustee Saenz, Trustee Lewis, Purchase Coordinator Galloway.
- Opposed – none

Minutes were approved for November 18, 2023 meeting.

**Open Forum/Public Comment:** none

**Correspondence:** none

**Chairman's Report:** State statute has changed and gone into effect on January 1, 2023. No change in current operations within BFD. Chief Gabrenya has recommended creating a MOU agreement due to the FFIB and BFD now being two separate entities. The purpose of this MOU is to agree on what services each entity will be supplying to each other. A possible committee will be established to write up a MOU after discussion with Chief Gabrenya at a later date.

**Treasurer's Report:**

Ending balance bank statement as of December 31, 2022 was \$129,802.18

Outstanding checks \$4,851.45

Outstanding approved expenses \$12,500.00 (Coffee fund/Education Reimbursement)

Balance available for new purchases \$112,450.73

Chairman Maulding made a motion to approve the Treasurer's Report; seconded by Purchase coordinator Galloway.

- Ayes – Chairman Maulding, Trustee Saenz, Trustee Lewis, and Purchase Coordinator Galloway.
- Opposed – none

Treasurers Report was approved.

**Purchase Coordinator's Report:**

Amount of new requests for January 20, 2023 meeting: \$ 3,387.00

Secretary Maulding made motion to approve the Purchase Coordinator's Report; seconded by Trustee Saenz.

- Ayes – Trustee Saenz, Chairman Maulding, Trustee Lewis, and Purchase Coordinator Galloway.
- Opposed – None

Purchase Coordinator's Report was approved.

**Old Business:**

**Certify Election Results:** Did not need to have a certified election with only 2 members running for two open positions. Firefighter Garcia and Chairman Maulding ran for the two open board positions. Firefighter Meinen stepped down from the FFIB.

Chairman Maulding made a motion to certify the election results; seconded by Purchase Coordinator Galloway.

- Ayes- Trustee Saenz, Chairman Maulding, Trustee Lewis, and Purchase Coordinator Galloway.
- Opposed- None

Election results were certified.

**2023 Board Positions:** Discussion was held on board positions for the year of 2023.

Chairman Maulding made proposal for the positions of Chairman, Purchase Coordinator, Trustee, and Treasurer to remain status quo and the position of Secretary to be assigned to Trustee Saenz

- Ayes – Trustee Saenz, Chairman Maulding, Trustee Lewis, and Purchase Coordinator Galloway.
- Opposed – none

**New Business:**

**Purchase Requests:**

**2023-001** submitted by Lt. Michels for the purchase of 1 coffee maker and 4 carafes (2 per station).

Discussion was held on this item.

Motion made to approve 2023-001 by Chairman Maulding; seconded by Secretary Saenz.

Roll call vote was taken with present board members.

- Purchase Coordinator Galloway-Yes
- Trustee Lewis-Yes
- Chairman Maulding-Yes
- Secretary Saenz-Yes

Item #2023-01 is approved in the amount not to exceed \$1,028.96 for the purchase of coffee maker and 4 carafes.

**2023-002** submitted by Lt. McLeod for 3 smokeless fire pits and covers

Discussion was held on this item.

Motion made to approve 2023-002 by Chairman Maulding; Seconded by Trustee Lewis.

Rollcall vote was taken with present board members.

- Purchase Coordinator Galloway-Yes
- Trustee Lewis-Yes
- Chairman Maulding-Yes
- Secretary Saenz-Yes

Item #2023-002 is approved in the amount not to exceed \$3387.00

Chairman Maulding made a motion to adjourn at 8:49 AM ; seconded by Purchase Coordinator Galloway

- Ayes – Trustee Saenz, Chairman Maulding, Trustee Lewis, and Purchase Coordinator Galloway.
- Opposed – none

Meeting adjourned at 8:49 AM