

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

**Meeting held on February 26, 2021 at Station 1**

Meeting called to order at 08:36 hrs by Chairman Maulding, Second by Purchase Coordinator Galloway

Roll Call is taken by Secretary Meinen.

Those in attendance are Chief Gabrenya, Purchase Coordinator Galloway, Treasurer Maiz, Chairman Maulding, Secretary Meinen, and Trustee Sylvester.

Absent: Trustee Michels.

### **Approval of the Agenda:**

Chairman Maulding moved to approve the agenda; seconded by Secretary Meinen.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Treasurer Maiz, Chairman Maulding, Secretary Meinen, and Trustee Sylvester.
- Opposed – none.

Agenda was approved.

### **Approval of the Minutes:**

Motion made to accept the November 20th, 2020 meeting minutes by Chairman Maulding; seconded by Purchase Coordinator Galloway.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Treasurer Maiz, Chairman Maulding, Secretary Meinen, and Trustee Sylvester.
- Opposed – none

Minutes were approved for November 20th, 2020 meeting.

**Open Forum/Public Comment:** Chairman Maulding outlined some of the criteria with public comments. Discussion was held on public comments with Lt. Filpi. No further comments

**Correspondence:** none

### **Chairman's Report:**

With 17 new items for approval, they will be in the order that they were submitted. This is due to the number of submissions, and to make it fair for all parties that submitted a request.

### **Treasurer's Report:**

As of January 1st, 2020 fund balance was \$101,601.36

Total fund expenses for 2020 is \$3,805.21

Fund balance as of December 31<sup>st</sup>, 2020 was \$156,783.29

Check issued from January 01, 2021 thru February 17, 2021 in the amount of \$2,000.00 have cleared

Check issued from January 01, 2021 thru February 17, 2021 in the amount of \$167.09 are outstanding.

\$151,179.96 realized fund balance after committals

Chairman Maulding moved to approve the Treasurer's Report; Purchase Coordinator Galloway.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Treasurer Maiz, Chairman Maulding, Secretary Meinen, and Trustee Sylvester.

- Opposed – none

Treasurers Report was approved.

**Purchase Coordinator's Report:**

Updated the master request list that was sent out to the board for review.

Some discussion was held on the outstanding items still ongoing. How the tuition reimbursement funds were marked. The remaining balance not utilized remained in the FFIB fund.

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

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Treasurer Maiz, Chairman Maulding, Secretary Meinen, and Trustee Sylvester.
- Opposed – none

Purchase Coordinator's Report was approved.

**Old Business:**

Election: According to the by-laws in 2.01 sub-section E we have to run an election, but because of only two members running for two open positions, we do not need to review the votes. Firefighter TJ Lewis will be the new member on the board, nominated through acclimation. Firefighter Kevin Francis Galloway is retaining his seat for another term.

Motion made to approve the election results by Chairman Maulding, Seconded by Chief Gabrenya.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Treasurer Maiz, Chairman Maulding, Secretary Meinen, and Trustee Sylvester.
- Opposed – none

Board positions: Motion made by Secretary Meinen for all board members to remain in their previous positions, with the exception of Firefighter Lewis who would replace Lt. Michels as trustee on the board. Seconded by Chief Gabrenya.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Treasurer Maiz, Chairman Maulding, Secretary Meinen, and Trustee Sylvester.
- Opposed – none

**New Business:**

Purchase Requests:

**2021-01** for Man Plow snow shovels.

Discussion was held on this item.

Motion made to approve 2021-01 by Chairman Maulding; seconded by Purchase Coordinator Galloway.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Trustee Lewis, Treasurer Maiz, Chairman Maulding, Secretary Meinen.
- Opposed – Trustee Sylvester.

Item #2021-01 was approved in the amount not to exceed \$861.00 for Man Plow snow shovels.

**2021-02** submitted by FF Maulding for spare hood and FF gloves.

Discussion was held on this item. Failed due to lack of motion.

**2021-03** submitted by FF Maulding for 3 sets of spare turnout gear.

Discussion was held on this item. Failed due to lack of motion.

**2021-04** submitted by FF Maulding for the delivery of fresh fruits and vegetables at each station.

Discussion was held on this item. Failed due to lack of motion.

**2021-05** submitted by Lt. Michels for cooking thermometer for each station.

Motion was made to approve item 2021-05 by Chairman Maulding, Seconded by Purchase Coordinator Galloway.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Trustee Lewis, Treasurer Maiz, Chairman Maulding, Secretary Meinen, and Trustee Sylvester.
- Opposed – none

Item #2021-05 was approved in the amount not to exceed \$300.99 for cooking thermometer for each station.

**2021-06** submitted by B/C Richard Wilson for 12 recliners.

Discussion was held on this item. Failed due to lack of motion.

**2021-07** submitted by Lt. William Filpi for the purchase of SCBA mask name plate.

Discussion was held on this item.

Motion was made to approve item 2021-07 by Chairman Maulding, seconded by Purchase Coordinator Galloway.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Trustee Lewis, Treasurer Maiz, Chairman Maulding, Secretary Meinen, and Trustee Sylvester.
- Opposed – none

Item #2021-07 was approved in the amount not to exceed \$824.45 for SCBA mask name plate.

**2021-08** submitted by Lt. Nick McLeod for assistance with funding the construction of a training tower.

Discussion was held on this item.

Motion was made to table 2021-08 until next meeting by Purchase Coordinator Galloway, Seconded by Chairman Maulding.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Trustee Lewis, Treasurer Maiz, Chairman Maulding, Secretary Meinen, and Trustee Sylvester.
- Opposed – none

**2021-09** submitted by Firefighter Sam Sylvester for kitchen supplies.

Discussion was held on this item.

Motion was made to approve item 2021-09 by Purchase Coordinator Galloway, Seconded by Chief Gabrenya.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Trustee Lewis, Treasurer Maiz, Chairman Maulding, Secretary Meinen, and Trustee Sylvester.
- Opposed – none

Item #2021-09 was approved in the amount not to exceed \$999.99 for kitchen supplies.

**2021-10** submitted by Firefighter Rick Sadowski for safety glasses.

Discussion was held on this item.

Motion was made to approve item 2021-10 by Chairman Maulding, seconded by Secretary Meinen.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Treasurer Maiz, Chairman Maulding, Secretary Meinen, and Trustee Sylvester.
- Opposed – none

- Absent - Trustee Lewis.

Item #2021-10 was approved in the amount not to exceed \$2,815.00 for safety glasses.

**2021-11** submitted by Lt. William Filpi for smoking pellets (for the smokers).

Discussion was held on this item.

Motion was made to approve item 2021-11 by Chairman Maulding, Seconded by Purchase Coordinator Galloway.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Treasurer Maiz, Chairman Maulding, Secretary Meinen, and Trustee Sylvester.
- Opposed – none
- Absent - Trustee Lewis.

Item #2021-11 was approved in the amount not to exceed \$555.00 for smoking pellets (for the smokers).

**2021-12** was submitted by Firefighter Victor Arlis for the purchase of sleep number beds.

Discussion was held on this item.

Motion was made to table item 2021-12 by Chairman Maulding, seconded by Purchase coordinator Galloway.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Treasurer Maiz, Chairman Maulding, Secretary Meinen, and Trustee Sylvester.
- Opposed – none
- Absent - Trustee Lewis

Item #2021-12 was tabled for further discussion in the next meeting.

**2021-13** submitted by Firefighter Chapman for the replacement of 3 refrigerators and one range at station 3.

Discussion was held on this item. Failed due to lack of motion.

**2021-14** submitted by Firefighter Kevin Chapman for piper plaid and kilt.

Motion was made to approve item 2021-14 by Chairman Maulding, seconded by Secretary Meinen.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Treasurer Maiz, Chairman Maulding, Secretary Meinen, and Trustee Sylvester.
- Opposed – none
- Absent - Trustee Lewis

Item #2021- 14 was approved in the amount not to exceed \$898.00 for piper plaid and kilt.

**2021-15** submitted by Firefighter Kevin Chapman for formal bagpiper uniform.

Motion was made to approve item 2021-15 by Purchase Coordinator Galloway, Seconded by Trustee Sylvester.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Treasurer Maiz, Chairman Maulding, Secretary Meinen, and Trustee Sylvester.
- Opposed – none
- Absent - Trustee Lewis

Item #2021-15 was approved in the amount not to exceed \$715.00 for piper plaid and kilt.

**2021-16** submitted by Firefighter Kevin Chapman for Hazmat suits

Discussion was held on this item.

Motion was made to approve item 2021-16 by Chief Gabrenya, Seconded by Chairman Maulding.

- Ayes – Chief Gabrenya, Treasurer Maiz, Chairman Maulding, and Trustee Sylvester.
- Opposed – Purchase Coordinator Galloway, Secretary Meinen
- Absent – Trustee Lewis

Item #2021-16 was approved in the amount not to exceed \$11,520.50 for hazmat suits.

**2021-17** submitted by Firefighter Kevin Galloway for the purchase of Bunn Coffee Maker for Station 2.

Motion was made to approve item 2021-17 by Chairman Maulding, seconded by Trustee Sylvester.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Treasurer Maiz, Chairman Maulding, Secretary Meinen, and Trustee Sylvester.
- Opposed – none

Item #2021-17 was approved in the amount not to exceed \$725.00 for Coffee Maker.

Comment Chairman Maulding made a motion to adjourn; seconded by Purchase Coordinator Galloway.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Treasurer Maiz, Chairman Maulding, Secretary Meinen, and Trustee Sylvester.
- Opposed – none
- Absent - Trustee Lewis

Meeting adjourned at 11:51 hrs.