

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

Meeting held on May 6th, 2022, at Station 1

Meeting called to order at 08:31 Hrs by Chairman Maulding, Second by Trustee Lewis.

Roll Call is taken by Secretary Meinen.

Those in attendance are Chief Gabrenya, Purchase Coordinator Galloway, Trustee Lewis, Chairman Maulding, and Secretary Meinen, Trustee Saenz.

Absent: Treasurer Scumaci..

Approval of the Agenda:

Chairman Maulding moved to approve the agenda, seconded by Trustee Saenz.

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

The agenda was approved.

Approval of the Minutes:

Motion made to accept the February 18th, 2022 meeting minutes by Trustee Lewis, seconded by Purchase Coordinator Galloway.

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

Minutes were approved.

Open Forum/Public Comment:

- None.

Correspondence:

- None.

Chairman's Report:

- None.

Treasurer's Report:

As of April 30th, 2022 fund balance was \$100,318.33

Total of outstanding withdraws and checks \$5,000.00

Outstanding approved expenses \$23,785.56

\$71,532.77 ending fund balance after committals.

Note: At this time Treasurer Scumaci joined the meeting.

Chairman Maulding moved to approve the Treasurer's Report, Seconded by Trustee Lewis.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Trustee Lewis, Chairman Maulding, and Secretary Meinen, Trustee Saenz, Treasurer Scumaci.

- Opposed – None.

Treasurers Report was approved.

Purchase Coordinator's Report:

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

Roll-up doors & paint still outstanding.

Coffee & fund, newspaper still ongoing.

Fitness is still outstanding.

Two new proposals for challenge coins and flashlights.

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

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Trustee Lewis, Chairman Maulding, and Secretary Meinen, Trustee Saenz, Treasurer Scumaci.
- Opposed – None.

Purchase Coordinator's Report was approved.

Old Business:

10-A Purchase request language adjustment. Revision to wording, purchase coordinator has the ability to return a purchase report request. Time table for submissions were also adjusted.

Secretary Meinen looking into purchasing policy aligning with the district.

Chairman Maulding moved to approve the language to include the amendments into purchase instructions, seconded by Purchase Coordinator Galloway.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Trustee Lewis, Chairman Maulding, and Secretary Meinen, Trustee Saenz,
- Abstain - Treasurer Scumaci.
- Opposed – None.

10-A approved.

New Business:

A discussion was held on the provision for adding language to the purchase request form. The language will be drawn up to discuss at the next meeting.

Secretary Meinen made a motion to change the purchase request form, seconded by Chairman Maulding.

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

Purchase Requests:

2022-05 Submitted by FF Kathryn Cockrum for individual flashlights.

A discussion was held on this item. Liabilities and spares for new hires discussed.

Motion made to approve 2022-05 by Chairman Maulding; seconded by Purchase coordinator Galloway.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Trustee Lewis, Chairman Maulding, and Secretary Meinen, Trustee Saenz, Treasurer Scumaci.
- Opposed – None.

Item #2022-05 was approved in the amount not to exceed \$4,986.00 for flashlights.

2022-06 submitted by FF Barbeau for the purchase of challenge coins.

A discussion was held on this item.

Motion made to approve 2022-06 by Chairman Maulding, seconded by Trustee Lewis.

- Ayes – Chief Gabrenya, Purchase Coordinator Galloway, Trustee Lewis, Chairman Maulding, and Secretary Meinen, Trustee Saenz, Treasurer Scumaci.
- Opposed – Chairman Maulding.

Item #2022-06 was approved in the amount not to exceed \$2,234.00 for challenge coins.

Motion to adjourn Chairman Maulding, seconded by Secretary Meinen

Meeting adjourned at 0930.