



Agenda

Village of Arlington Heights
Foreign Fire Insurance Tax Board
Fire Station #2, Conference Room
Arlington Heights Fire Department
Administrative Headquarters
1150 N. Arlington Heights Road
Arlington Heights, IL 60004
February 19, 2020
9:00 AM

I. CALL TO ORDER

II. ROLL CALL

- A. Nomination of Positions - 2020

III. APPROVAL OF MINUTES

- A. 11/20/19 Minutes

IV. REPORTS

- A. Treasurer's Report

V. OLD BUSINESS

- A. Education Funding Requests
- B. Hose Testing
- C. Gym Shoe Program
- D. Kitchen Supplies Program
- E. Station Assignment Board Project (Update)
- F. Specialty Teams - Technical Rescue
- G. Patio Furniture

VI. NEW BUSINESS

- A. Specialty Teams - HazMat
- B. Television - Station 1
- C. Ballistic Vests
- D. Internet Service
- E. Personal Item Replacement Requests

VII. OTHER BUSINESS

- A. Any Other Business That Comes Properly Before the Board

VIII. ADJOURNMENT

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**Foreign Fire Insurance Tax Board
2/19/2020**

Item: Minutes - November 20, 2019

Department: Fire Department

ATTACHMENTS:

Description	Type
Minutes from November 20, 2019 Meeting	Minutes

FOREIGN FIRE INSURANCE TAX BOARD

Minutes of Meeting
1150 N. Arlington Heights Road
Arlington Heights, IL 60004
November 20, 2019

Board Members

in Attendance: James Stempien
Andrew Larson
Rob Losik
Kevin Flynn
Martin Moran
Michael Schubert
Ross Chapman

Guests: Resident Melissa Cayer

Jim Stempien called the fourth quarter 2019 meeting to order at 9:08 A.M.

REVIEW OF MINUTES: Minutes of the August 21, 2019 meeting were reviewed. Chief Larson made a motion to approve the minutes; it was seconded by Rob Losik; all voted in favor; motion carried.

TREASURER'S REPORT: Marty Moran reports that the current fund balance as of November 20, 2019 was \$506,964.55; Expenses were \$74,670.25; Interest earned was \$4,951.13; Contribution from Foreign Fire Insurance Tax was \$134,894.55. It appears as though the money spent on Scott Air Packs has not yet been debited from the current fund balance.

OLD BUSINESS

1. Education reimbursement requests – Martin requested to discuss Nozzle Forward class. We had 10-12 guys attend the class in at Midwest Fire Academy in Rockford last week. The class was administered by Fire Nuggets and the attendees paid for the class themselves at a rate of \$300 per person. The class does not issue a certificate, but Marty has heard it's a good class. It was discussed to pre-approve the class now for personnel to use their 2019 educational funds to get it approved now so it's not carried into their 2020 educational budget. Stempien is comfortable approving this course seeing as how we've had extraordinary attendance. Marty said he would like to have the specific class Nozzle Forward approved, although it's not an institution, and we typically approve just institutions. It was stressed that what we don't want to see happen is that personnel would have to travel to California or Florida to take the class. Stempien suggested we have a temporary approval for the class. Chief is more comfortable approving the course at this point, as opposed to the corporation, and we could always amend it. Chief recommends we add Nozzle Forward to pre-approved course selection and Stempien suggested we make this a one-time approval for 2019. Marty made the motion that we cover the

cost of any submission for reimbursement for the attendees who went to Nozzle Forward in November 2019. It was seconded by Stempien, not to exceed \$6,000.

Ayes: A. Larson, R. Losik, K. Flynn, M. Moran, J. Stempien, M. Schubert, R. Chapman

Nays: None

Ayes 7; Nays 0

Motion carried.

Marty stated Dave Roberts would like to attend “Calm the Chaos” class in Brainerd, Minnesota, that is held by TrainFirefighters.com. The training will be held December 7-8, 2019, and he would to use his education funds to cover the cost of the class, lodging and travel. It is unsure whether Roberts will be traveling by air or by car. Moran doesn’t have a problem with the expenditure as Roberts has been an applying candidate in the past for Battalion Chief. Chief Larson questioned how it differs from other travels and it was concurred that it does not. The cost of the class is \$250, plus travel costs, which are unknown at this time. Moran made a motion to accept Roberts’ submission for approval for “Calm the Chaos” in Brainerd, Minnesota for December 7-8, 2019 and the expense come out of his tuition reimbursement. It was seconded by Ross Chapman.

Ayes: A. Larson, R. Losik, K. Flynn, M. Moran, J. Stempien, M. Schubert, R. Chapman

Nays: None

Ayes 7; Nays 0

Motion carried.

Chief Larson asked whether it was a reasonable expectation that the personnel who attend these trainings bring back their newly acquired knowledge to share what they learned with the training division. It was agreed that it should be encouraged and that some personnel need to be asked to share what they gained.

2. Hose Testing – Lt. Perkovich coordinated a success and everything went well. He spent under what was allotted by a few thousand dollars. The initial bid was around \$9,000. Chief Larson said the reports he received were favorable and that going forward, we were looking to further reduced the cost next year and perhaps we can sign a multi-year contract, it could drive the price even lower. However, Chief cannot make any decisions regarding the Fire Department’s participation in 2020. The savings were more beneficial for the FFITB and had a much larger impact on the Fire Department’s budget, which Chief did not anticipate. If we decide to make this a regular expenditure, the future costs should be lower because we are removing some hoses from services and if we sign a three year contract, the cost would go down between \$1,000-\$2,000, somewhere in that range. This is the cost of the service alone, excluding personnel time. Now that we have some experience with this, even the personnel costs will be significantly decreased. Bar-coding up front took a while and we are working the kinks and bugs out the first year, so we should see a significant decrease in cost next week. Lt. Perkovich requested advance notice if FFITB is going to discuss this subject so they can put it on their calendar for our preferred dates. Chief Larson requested we put this on the agenda for the next FFITB meeting.

3. Air Packs – New air packs arrived and the check went out for this purchase. Stempien did not have hard numbers, but what was brought to him by BC Hanselman was that they spent under what we approved by a few thousand dollars. He had asked the question that if they found they were missing adapters and various parts, are they allowed to spend the remainder of what they had not spent of the pre-approved money on adapters and various parts? The original language specified just “air packs,” and that he did not plan on going over what was pre-approved. Chief said BC Hanselman came to him and he authorized some adapters and he was going to get a few more adapters. Chief said we should follow up with him before we make any additional purchases or allotment of money. We will stop our spending and allow no additional funds until next meeting.

4. Kitchen Supplies – Every couple years, we give each house money to purchase supplies. In the past we used Schweppes, but they are out of town. They are more of a restaurant grade supply shop. The idea brought in was that we have pre-approved money every year and the house fund manager for each station have the ability, for example, to go to a local store and pay for a toaster out of his pocket and submit a receipt for reimbursement from the FFITB? It was suggested we could keep a supply on hand of toasters, etc. However, Chief does not want to keep inventory on hand. It was suggested that we have a ‘not to exceed’ amount when purchasing items on an individual basis and one house fund manager was able to purchase the items. Discussion ensued regarding having a \$1,000 budget and then having the person in charge feel like they have to use it all, and it doesn’t work well. While Marty doesn’t have a problem with someone needing something and putting on their personal credit card, they will have to wait 2-6 weeks for reimbursement. Visa gift cards were also mentioned, but there is the possibility that if it’s lost, the money is gone. It was further discussed that if a station needed to replace a mixer, that person shouldn’t be out \$400 until the next FFITB meeting. Chief suggested we come up with a quarter master style list of approved items. Stempien motioned that the general fund manager for each fire house has the ability to submit receipts for small kitchen appliances or utensils as needed to the treasurer in an amount of \$50 or less. This program will run for the next six months as a trial program, and applies to no other member other than the house fund manager at each station. It does not matter if it’s from amazon or target or other. If they purchased it and understand there is a delay in reimbursement and it will be a six month test run and two meetings from now, we will put something hard in place. Seconded by Marty, with the caveat that the Treasurer has the discretion to disapprove of a submission of a request for reimbursement. It is a pilot program and the Treasurer has the ability to halt the reimbursement of the test program at any time.

Ayes: A. Larson, R. Losik, K. Flynn, M. Moran, J. Stempien, M. Schubert, R. Chapman

Nays: None

Ayes 7; Nays 0

Motion carried.

5. Patio Furniture – Nothing new on patio furniture, according to Marty.

6. Item Replacement – Discussion was that if a member received an item on initial issue of a service item, if they can submit a receipt for reimbursement. A firefighter recently lost a flashlight in a fire and we should reimburse for a new one as he went and bought it himself. Discussion ensued that if we feel it's important to buy it in the first place, does that person need it going forward? It was also brought up that if a member comes to a meeting and comes to us for a replacement item, we will reimburse for a new item. This will be a pilot program on a case by case basis. A motion was made by Rob that a member may come to a meeting and request reimbursement on a case by case basis. Seconded by Stempien.

Ayes: A. Larson, R. Losik, K. Flynn, M. Moran, J. Stempien, M. Schubert, R. Chapman

Nays: None

Ayes 7; Nays 0

Motion carried.

A new discussion ensued regarding getting the locker out of the basement and putting it in the mezzanine. Rob Losik requested permission to buy a new cabinet. Stempien made a motion to approve an amount not to exceed amount of \$1,000 to purchase an appropriate cabinet to maintain our supplies and equipment.

Ayes: A. Larson, R. Losik, K. Flynn, M. Moran, J. Stempien, M. Schubert, R. Chapman

Nays: None

Ayes 7; Nays 0

Motion carried.

7. Technical Rescue Team – Previous meeting approved funds not to exceed \$20,000 for uniforms and equipment for Tech Rescue Team. No purchase has been made yet.

NEW BUSINESS

1. SHOES – Discussion commenced regarding using Runners High 'n Tri to provide up to \$150 per pair of gym shoes for each fire safety personnel in the spring. Complaints discussed about them not carrying more popular brands, and not having a good selection. Chief noted that perhaps it would be beneficial to speak with the owner Mark directly and tell him that while we like to spend our money in town, however it is not a requirement. Additionally, Mark is nice to work with and has opened early – at 8:00 a.m. – for us, and he will accommodate special requests under the caveat that if you order a pair of shoes and don't like them, you're must stay with them as Runners High 'n Tri should not be forced to stock a shoe they cannot sell, unless there is an error in the order on their part. Ross Chapman sent out a survey last year about the program and since a minimum of 70% of the people are happy with the store, we will continue to do business with them for this program.

Jim Stempien made a motion to approve a not-to-exceed amount of \$13,000 for Ross to oversee the program, with the understanding that Ross will coordinate with Biljana to make a deposit up front and pay the balance when the program is over. It was seconded by Rob Losik. Roll was called with:

Ayes: A. Larson, R. Losik, K. Flynn, M. Moran, J. Stempien, M. Schubert, R. Chapman
Nays: None
Ayes 7; Nays 0

Motion carried.

2. TELEVISION – Darren Morton researched and recommended purchasing a 75” QLED Samsung, Model QN75Q70RA television for Station 2 for a total cost of \$3,138, including a sound bar and installation. Discussion ensued regarding whether to replace the remaining stations’ televisions at this time. The new TVs are nice and have internet, which is helpful for training. Additionally, the TVs at Stations 3 and 4 are approximately 10 years old, and Station 1’s is unknown at this time. Since there are no current requests for new TVs at this time, should we pre-approve some money ahead of time so if one of them breaks before the next FFITB meeting. Currently if one breaks, that station would have to contact the entire FFITB Board to authorize an immediate purchase of a new TV. It was agreed that Darren Morton did a nice job researching the purchase and that his parameters should be available the next time TV purchases are required. It was discussed that three TVs would total approximately \$10,000. Chief Larson asked if we could table this item to the next meeting and do research in the interim as to what features they have, pricing, etc., and then at the next meeting, make a decision as to approve purchase.

MISCELLANEOUS DISCUSSION

Chief Wood mentioned to Jim Stempien that the training dummies are getting wear and tear and he may attend a future meeting to request replacement of those.

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Motion made by Marty Moran to Adjourn, seconded by Rob Losik. The meeting was adjourned at 10:28 a.m.