

FOREIGN FIRE INSURANCE TAX BOARD

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

March 13, 2024

Board Members

in Attendance:

Lance Harris
Ross Chapman
James Stempien
Marty Moran
Scott Miller
Kevin Flynn
Robert Losik

Guests:

Catherine Miarnowski
David Roberts
David Strojny

Jim Stempien called the 1st quarter 2024 meeting to order at 9:03 am.

ANNUAL ELECTIONS:

Chairman, Vice Chairman, Treasurer, Secretary.

Rob Losik nominated Scott Miller for Foreign Fire Tax Board Secretary. Second Marty Moran. Position accepted by Scott Miller.

Kevin Flynn nominated Marty Moran for Foreign Fire Tax Board Treasurer. Seconded by Jim Stempien. Position accepted by Marty Moran.

Marty Moran nominated Ross Chapman for Foreign Fire Tax Vice Chairman. Seconded by Jim Stempien. Ross Chapman accepted position.

Rob Losik nominated Jim Stempien for Foreign Fire Tax Chairman. Seconded by Ross Chapman. Position accepted by Jim Stempien.

All nominees ran unopposed for all positions.

APPROVAL OF MINUTES: Minutes of the November 28th, 2023 meeting were reviewed. Chief Harris made a motion to approve the minutes; it was seconded by Rob Losik; no objections; motion carried.

TREASURER'S REPORT: The current fund balance as of 02/29/2024 is \$476,152.16. Total amount paid out this year so far is \$60,509.85 Jim Stempien made a motion to accept the Treasurer's Report to the record; it was seconded by Rob Losik; no objections; motion carried.

OLD BUSINESS:

House Fund Requests – There is a new process of the house fund requests – instead of the member going and purchasing the item themselves and submitting the receipt for reimbursement, the process now is to find the item online and submit this information within budget to Marty Moran and once approved, the request will be forwarded to Catherine to be purchased by her.

Education Reimbursement Requests – Division Chief David Roberts is requesting to attend the International Association of Fire Chiefs Leadership Conference on behalf of the Community Risk Reduction Division in Glendale, Arizona on May 13- May 16. It is a request for a 3-night hotel stay, airfare and meals. He believes attending this conference will be beneficial to the Department as it has a lot of valuable trainings.

Marty Moran made a motion for cover the costs of Division Chief Dave Roberts attending the Conference through his pre-approved tuition funds. Seconded by Ross Chapman.

Roll was called:

Ayes: R. Chapman, K. Flynn, S. Miller, M. Moran, L. Harris, R. Losik, J. Stempien

Nays: None

Ayes: 7; Nays 0

Motion Carried.

Marty Moran of behalf of Collin Ellison is requesting to use his additional \$500 for tuition reimbursement to cover attending his Training Division approved classes.

Jim Stempien made a motion to allow Collin Ellison to use his remaining \$500 beyond his annually preapproved \$1,500 to be used for reimbursement for his education tuition retroactive from his 2023 budget year. Seconded by Ross Chapman.

Roll was called:

Ayes: R. Chapman, K. Flynn, S. Miller, M. Moran, L. Harris, R. Losik, J. Stempien

Nays: None

Ayes: 7; Nays 0

Motion Carried.

Ross Chapman on behalf of Ed Weiler is presenting a request to utilize his education funds to obtain a CDL License. Application to attend the CDL training was submitted to the Training Division and approved by Division Chief Strojny. The training is held at Oakton Community College Program (CDL – Class A) and the total cost is \$5,250.

Jim Stempien made a motion to pre-approve Ed Weiler to attend the CDL Training up to \$1,500 of his pre-approved tuition amount contingent upon proper documentation. Seconded by Rob Losik.

Roll was called:

Ayes: R. Chapman, K. Flynn, S. Miller, M. Moran, L. Harris, R. Losik, J. Stempien

Nays: None

Ayes: 7; Nays 0

Motion Carried.

Fitness Shoe Program – Ross Chapman wanted to provide an update regarding our annual fitness shoe program. There have been some issues with the process this year with shoe availability as well as poor customer service by the vendor. The program might be utilizing for a new vendor next year. More discussion to be held.

Station Assignment Board – Scott Miller wanted to provide an update regarding the station assignment board project – it has been completed and the cost came in under budget. He added that there is a need for chalk markers at every station – the markers will be purchased through the house fund.

Multipurpose Tool – Jim Stempien wanted to provide an update on the snagger tool which was requested on the previous meeting. The snagger tool has been presented and is receiving positive feedback. We have about 100 in stock and available for those who are interested in trying it out but is not available for full distribution yet. If the item works out well, it will be added to the continuous purchase list.

Training Props – The door and window props were also requested at the previous meeting and are also being tested out currently. If they work out well, we will consider purchasing more.

Helmet Decals – The funds for the helmet decals have been approved at the previous meeting contingent on approval from Administration. They haven't been purchased yet as this topic hasn't been fully discussed. Chief needs to speak more in-depth with Deputy Chief as he is in charge of Operations.

NEW BUSINESS:

Training (DVC Strojny) – Division Chief Strojny presented a request for Fire Blankets and Turtle Fire System for EV Fires. These blankets are currently being used in service in the area, particularly in Chicago for Electric Vehicle fires as well as the Electric Vehicle charging stations. There are several new charging stations that have recently been put in the Village parking garage, creating a necessity for the Fire Department to have these EV Fire Blankets on hand. There will be two new policies explaining and providing training on how to use these blankets. Division Chief Strojny is asking for Foreign Fire Tax Board to supplement the initial startup cost for 4 blankets and 1 turtle fire system. He would like 2 of the blankets to be in service, 1 in a reserve vehicle and 1 used for training. The cost break down is \$2,985 for the Turtle nozzle, \$4,600 for 4 blankets and outside instructor cost \$4,800. Training Division has \$1,000 to contribute, bringing the total down to \$11,385.

Jim Stempien made a motion not to exceed \$16,000 for training equipment. Seconded by Ross Chapman.

Roll was called:

Ayes: R. Chapman, K. Flynn, S. Miller, M. Moran, L. Harris, R. Losik, J. Stempien

Nays: None

Ayes: 7; Nays 0

Motion Carried.

EMS (DVC East) – request has been delayed.

RIT Pack – request has been delayed.

FFIT Guideline Drafts – Jim Stempien has been working on typing up guideline documents to organize and clarify all of the purchase, reimbursement and election processes. He is asking for ideas for any other guidelines that should be included.

Building Maintenance – Battalion Chief Carpenter has been tasked with making building maintenance upgrades for the Fire Administration offices. Jim Stempien will be helping plan the upgrades. The goal is to revamp the space to make it a more useable workspace with new furniture and convenient setup. Battalion Chief Carpenter currently has a \$30,000 budget to work with, which will limit the scope of the project. Jim Stempien has suggested to have the Foreign Fire Tax Board match the current budget for an additional \$30,000 to assist if needed.

Jim Stempien has made a motion to approve funds up to \$30,000 to match Battalion Chief Carpenter’s Fire Administration office remodel budget. Seconded by Ross Chapman.

Roll was called:

Ayes: R. Chapman, K. Flynn, S. Miller, M. Moran, L. Harris, R. Losik, J. Stempien

Nays: None

Ayes: 7; Nays 0

Motion Carried.

FFT Inventory & Storage – It has been brought to attention that the Foreign Fire Tax inventory storage is broken and there is a need for new lockable storage cabinets. The storage keeps all the continuous purchase items inventory on hand and therefore needs to be properly stored and secured. Jim Stempien would like to purchase a couple of the cabinets or one large one to keep these items safe and organized.

Rob Losik made a motion to approve up to \$5,000 for cabinets for Foreign Fire inventory storage. Seconded by Kevin Flynn.

Roll was called:

Ayes: R. Chapman, K. Flynn, S. Miller, M. Moran, L. Harris, R. Losik, J. Stempien

Nays: None

Ayes: 7; Nays 0

Motion Carried.

Fitness Equipment – No requests submitted.

Annual Internet Service – Every year the Foreign Fire Tax Board approves funds for the annual cost of internet services for all 4 stations. Last year the board approved amount of \$1,500 per station for distribution to each house manager for bill paying purposes. Given the rising costs it was suggested to increase the amount to \$2,000.

Ross Chapman made a motion to approve funds for \$2,000 per station - \$8,000 total to cover the cost of the annual internet services. Seconded by Rob Losik.

Roll was called:

Ayes: R. Chapman, K. Flynn, S. Miller, M. Moran, L. Harris, R. Losik, J. Stempien

Nays: None

Ayes: 7; Nays 0
Motion Carried.

Peloton Subscription Renewal – Scott Miller, on behalf of all 4 stations, is requesting a Peloton subscription renewal as the trial has recently ended. The bikes have been used frequently by majority of the members during the first-year trial and have been very well received. The cost for subscription renewal is \$528 per bike per year for a total cost of \$2,112. Scott Miller suggests making this a recurring approval.

Jim Stempien made a motion to approve \$2,500 for Peloton bike yearly subscription renewal for all 4 stations. Seconded by Rob Losik.

Roll was called:

Ayes: R. Chapman, K. Flynn, S. Miller, M. Moran, L. Harris, R. Losik, J. Stempien

Nays: None

Ayes: 7; Nays 0

Motion Carried.

Jim Stempien made a motion to make this a recurring approval for the Peloton subscription to be paid annually, overseen by Scott Miller. Seconded by Kevin Flynn.

Roll was called:

Ayes: R. Chapman, K. Flynn, S. Miller, M. Moran, L. Harris, R. Losik, J. Stempien

Nays: None

Ayes: 7; Nays 0

Motion Carried.

OTHER BUSINESS:

Flashlight Replacement – Carson Zastrow has requested a replacement for his helmet flashlight and it was been damaged beyond repair during his most recent training. There is no opposition. The flashlight is on the continuous purchase list and will be replaced once the item is back in stock.

Motion made by Jim Stempien to adjourn 1st quarter meeting; seconded by Rob Losik. The meeting was adjourned at 10:44 am.