

**MINUTES OF THE
FOREIGN FIRE INSURANCE MEETING
FRIDAY, DECEMBER 6, 2013**

BOARD OF TRUSTEES

*BRIAN CRAMER, PRESIDENT 2013-2015
TOM BENSFIELD, VICE PRESIDENT 2013-2015
JAMES BAUM, SECRETARY 2013-2015
ERIC JAEGER, TREASURER 2013-2015
CRAIG MARTINAITIS, TRUSTEE 2013-2015
REID SELVIK, TRUSTEE 2013-2015
CHIEF WILLIAM BRYZGALSKI - EX-OFFICIO*

CALL TO ORDER

President Cramer called the meeting to order at 0813 hours.

Roll Call by Secretary Baum

Present: President Cramer, Secretary James Baum, Treasurer Eric Jaeger, Trustee Craig Martinaitis, Trustee Reid Selvik, Chief Bryzgalski,

Absent: Vice President Tom Bensfield

SECRETARY'S REPORT

A motion by President Cramer to accept the October 31, 2013 minutes as presented seconded by Treasurer Eric Jaeger and carried unanimously by voice vote.

TREASURER'S REPORT

Treasurer Jaeger reviewed the monthly financial report with the Board. We now have a remaining balance of \$22,652.29.79 in our account.

We also have 199.00 available on the FD Visa following the return of a RIT BAG

A motion by Secretary Baum to approve the financial report as presented by Treasurer Jaeger, seconded by Reid Selvik and carried unanimously by voice vote.

A motion by Trustee Craig Martinaitis to approve the following expenditures: Comcast Cable \$98.25, 11/16/13 – 12/15/13 seconded by Trustee Reid Selvik and carried unanimously by voice vote.

Treasurer Jaeger will fill out a request for the following expenditure: Instructor & Fire Chief Conference hotel expenses for Vice President Tom Bensfield \$482.83 as approved by the board during the meeting held on 10/31/13.

We received a check for our new FY 2014/2015 budget for \$26,624.08. The check was deposited 11/6/2013.

OLD BUSINESS

Trustee Selvik and Trustee Martinaitis were requested to complete ethics training as soon as possible to ensure that all board members are current.

Old Leg press Machine

A scrap metal company picked up the broken leg press machine and provided a check for \$46.00. Chief Bryzgalski advised that the check went to the village general fund.

PURCHASE RESPONSIBILITY

Chairs for the Dining Room – Vice President Bensfield (Purchase Complete)
Leg Exercise Machine – President Cramer, Secretary Baum
A/V System in Training Room – Treasurer Jaeger
Scan-Am Speaker – Treasurer Jaeger (TABLED)
Thermal Imaging Camera – Vice President Bensfield
Reconfigure Bunkroom – Vice President Bensfield, Trustee Reid Selvik

Leg Exercise Machine

President Cramer will complete this purchased following the completion of repairs to the weight room floor in the Fire Station basement. Chief Bryzgalski informed the board he is currently waiting for public works to complete the floor repair. Repairs should be complete before next meeting pending the availability of public works personnel.

Discussion Followed

A/V System in Training Room

Treasurer Eric Jaeger , President Cramer, and LT. Berghaus (Training Officer) attended a demo at a company called AVS. The demo provided excellent input and added options to the purchase. The total cost for the project is projected at around \$9850.00. An amendment to the budget will be written along with a letter regarding the purchase plan. This will than be submitted for approval through Chief Bryzgalski to the Village Manager.

Discussion followed

Thermal Imaging Camera

Vice President Bensfield provided President Cramer with information regarding feedback from a department evaluation on all demoed thermal imaging cameras. President Cramer discussed the feedback, which showed the department members favoring the Bullard Eclipse LD. The total purchase cost with equipment, upgrades, and warranties falls under budget at around \$9400.00. The item was budgeted for \$10,000.00.

A motion by Treasurer Jaeger for Vice President Bensfield to complete the purchase following approval of Chief Bryzgalski , seconded by Secretary Baum and carried unanimously by voice vote.

Discussion Followed

Reconfigure Bunkroom

Trustee Selvik had one company come out to the Fire Station to draw up options to reconfigure the bunk room. Three drawing were purposed by William’s architecture free of charge. The board did not favor the purposed options.

Discussion followed

NEW BUSINESS

Budget 2014-2015

Purchase Responsibility

- | | |
|---------------------------------|---|
| 1. Kitchen improvements/remodel | Trustee Selvik |
| 2. Misc Exercise equipment | Secretary Baum |
| 3. Window A/C Units | Vice President Bensfield |
| 4. Locker room lockers | Trustee Martinaitis & Trustee Selvik |
| 5. Pots and Pans | Trustee Eric Jaeger |
| 6. Spare Hose trays for 1111 | President Cramer |

RAM GEAR DRYER- \$2400.00

For FY 2014/2015 the RAM gear dryer will have \$2400.00 budgeted to complete payment on this item

Discussion Followed

Exercise Equipment-\$2000.00

Secretary Baum conducted a survey of department members to gain input on equipment members would use to exercise. Following research on the internet for pricing Misc exercise equipment should not exceed \$2,000.00.

Discussion Followed

Hose Tray(s) \$2,000.00

President Cramer along with Chief Bryzgalski requested prices for hose trays from Ferrara. We are currently awaiting the salesman to contact us with a price. The board decided that the price should not exceed \$2,000.00.

Discussion Followed

Kitchen cookware & utensils \$2,500.00

Treasurer Eric Jaeger check pricing on two types of pots and pans. The first was made with a calphalon material and the others were commercial grade. The board agreed that commercial grade is a better option due to the frequent use of these items by department members. Commercial grade equipment will cost around \$2,500.00.

Discussion Followed

A/C Window Units

President Cramer was informed by Vice President Bensfield that this item will cost around \$1500.00. More information to follow as Vice President Bensfield was absent from this meeting.

Discussion followed

Station Improvements

Trustee Reid Selvik discussed his research of costs to remodel the kitchen and locker room. Reid had three companies provide insight to the kitchen remodel in regards to refurbishing cabinets and countertops. Pricing for this project could range anywhere from \$30K - \$70K.

One company provided pricing for new lockers at around \$20K.

The board requested that Chief Bryzgalski discuss these improvements with the village in order to share costs.

The board will put aside \$25K for this year's budget for station improvements.

Discussion Followed

FY 2014/2015 Budget

#22-00-58-6899	
Financial Expenses	
Treasurer's Bond	\$50.00
Auditing Expenses	\$250.00
Financial Expenses	\$500.00
TOTAL	\$800.00
#22-00-66-6600	
Annual Expenses	
Cable	\$1,500.00
Training/Conference	\$2,000.00
TOTAL	\$3,500.00
New Equipment Expenses	
A/C window units	\$1,500.00
Exercise equipment	\$2,000.00
Gear Dryer (rental \$200/mo x 12mo)	\$2,400.00
Hose tray(s)	\$2,000.00
Kitchen cookware & utensils	\$2,500.00
Station Improvements	\$25,000.00
TOTAL	\$35,400.00
Unanticipated Expenses	\$7,000.00
TOTAL	\$7,000.00
Total Expenses	\$45,900.00
Financial & Equipment Expenses Total	\$46,700.00

#22-00-66-5500	
Investment Interest (revenue)	\$50.00
#22-00-66-5000	
Fire Insurance Tax (revenue)	\$19,000.00
Revenue Total	\$19,050.00

November 06, 2013-FFI Tax Board received	\$26,624.00
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Fund Balance 04/30/2013	\$58,062.00
Anticipated Expenses 2013-2014	\$32,000.00
Anticipated Balance 04/30/2014	\$26,062.00

Anticipated Fund Balance 05/01/2014	\$52,686.00
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Anticipated TOTAL Fund Balance after 2014-15 expenses
does not include 2014-2015 budgeted
revenue

\$5,986.00

A motion by Treasurer Jaeger to approve the FY 2014/2015 Budget, seconded by Trustee Selvik and carried unanimously by voice vote.

THE NEXT MEETING WILL BE FRIDAY, FEBUARY 28, 2014, AT 0800 HOURS. (BLACK) THE MEETING WILL BE HELD IN THE FIRE DEPARTMENT TRAINING ROOM.

A motion by President Cramer to adjourn at 1000 hours seconded by, Secretary Baum and carried unanimously by voice vote.

Respectfully Submitted,
James Baum, Secretary
12-06-13 FFIMIN
BOARD APPROVED