

MINUTES OF THE REGULAR MEETING OF THE
BOARD OF TRUSTEES OF THE PALATINE RURAL
FIRE PROTECTION DISTRICT
HELD THE 25th DAY OF JANUARY, 2016
AT PALATINE RURAL FIRE STATION #36
35 N. ELA ROAD, INVERNESS, ILLINOIS

The regular meeting of the Board of Trustees of the Palatine Rural Fire Protection District was called to order by Trustee Grosch at 1:00 p.m.

A roll call was taken, and the following Trustees were present: Glenn Grosch, William Murray, and Aaron DelMar. Chief Hank Clemmensen, Deputy Chief Rich May, and Assistant Chief Scott Mohr were also present.

Trustee Grosch opened the floor for public comment. Those members of the public present had no questions or comments for the Board.

A motion was made by Trustee Grosch to approve the minutes from the Regular Meeting of the Board of Trustees held December 14, 2015 with the following addition:

On page 2, after the paragraph regarding payment of bills, the following paragraph should be added: "Discussion was conducted regarding the check written to Dawn Andrluk in the amount of \$1,500. In accordance with the current collective bargaining agreement, all employees are given a \$100 gift card for additional expenses for clothing. In order to avoid any activation fees on the American Express Gift Cards, Dawn Andrluk purchased the 15 gift cards through a gift card program that waives the activation fee and paid for them with a personal check. The District's check #17479 was written to reimburse Dawn for the gift card expenditure."

The motion was seconded by Trustee DelMar. A roll call vote was taken with Trustee Grosch voting yes, Trustee Murray voting yes, and Trustee DelMar voting yes.

A motion was made by Trustee Grosch to approve the Closed Session minutes from the Regular Meeting of the Board of Trustees held December 14, 2015 as presented. The motion was seconded by Trustee DelMar. A roll call vote was taken with Trustee Grosch voting yes, Trustee Murray voting yes, and Trustee DelMar voting yes.

A motion was made by Trustee Grosch to accept the financial report for the month ended December 31, 2015 as presented. The motion was seconded by Trustee Murray. A roll call vote was taken with Trustee Grosch voting yes, Trustee Murray voting yes, and Trustee DelMar voting yes.

Discussion was conducted regarding the year-end financial report. Trustee Murray asked for clarification as to why the amount of Grant Money received was not closer to the amount budgeted. Deputy Chief May indicated that the amount of money requested in the Grant that was submitted was reduced to give the District a better chance of receiving the Grant. Trustee Murray and Trustee Grosch asked for clarification as to why the Rescue Levy and Tort Levy income was well below the budgeted amount. The Chief explained that if the District's EAVs had gone down, the District may have collected more via those two Funds.

There was a question about the Worker's Compensation budgeted amount. Deputy Chief May stated that the budgeted amount is an estimated number based on information received from the District's insurance carrier. That number can change depending on the District's claims between budget time and the insurance renewal in May. The Board suggested staff try to be more accurate in the expense budgeting.

Chief Clemmensen reminded the Board that they will see the Post-Retirement Health Fund on the financial reports beginning with January's reports. This is as a result of the Board's action in 2015, establishing and funding that Post-Retirement Fund with \$100,000 in 2016.

A motion was made by Trustee Grosch to approve payment of the December bills which includes check numbers 17478 through 17502 for a total of \$14,651.99, payroll of \$144,299.00, and net other expenditures of \$14,951.12 for a total cost to the District of \$173,902.11. The motion was seconded by Trustee DelMar. A roll call vote was taken with Trustee Grosch voting yes, Trustee Murray voting yes, and Trustee DelMar voting yes.

Trustee DelMar questioned why there are large variances between paychecks for some individuals during the month of December. For the most part, the variances are due to overtime hours, which will add approximately \$1000 per overtime day worked to an employee's paycheck. During the month of December, education pay is included on the first payroll of the month and special teams pay is included on the second payroll of the month. Chief Clemmensen provided a short explanation of education pay and special teams pay for Trustee DelMar.

A motion was made by Trustee Grosch to enter Closed Session at 1:16 p.m. to discuss Collective Bargaining Negotiations in accordance with Section 2(c)(2) of the Illinois Open Meetings Act. The motion was seconded by Trustee Murray. A roll call vote was taken with Trustee Grosch voting yes, Trustee Murray voting yes, and Trustee DelMar voting yes.

A motion was made by Trustee Murray to exit Closed Session at 1:45 p.m. The motion was seconded by Trustee Grosch. A roll call vote was taken with Trustee Grosch voting yes, Trustee Murray voting yes, and Trustee DelMar voting yes.

There was no action taken as a result of the Closed Session.

Trustee DelMar asked for clarification regarding suspension hours and the increase and decrease in overtime hours during 2014 and 2015. Staff explained what can influence the increase or decrease of overtime hours from year to year. Trustee DelMar asked what “funded by hcc” means. The Chief indicated that means he is paying for costs associated with a given item. Trustee DelMar asked what kind of address signs are installed by the District. Deputy Chief May explained about the District’s reflective address sign program.

Trustee Murray reported that he had seen an article in the Daily Herald regarding the possibility of Rolling Meadows building/moving their fire stations, and has received questions from residents in the Forest Estates/Plum Grove Estates area. Trustee Murray asked how this would affect the current southeast area contract with the Village of Palatine. Chief Clemmensen indicated there is no definitive plan for Rolling Meadows, but he will continue to monitor the situation and report any changes to the Board.

The District held a Code 3 Program after the recent fire on Frost Road in Schaumburg Township. Chief Clemmensen explained what District personnel do when a Code 3 program is held. Chief Clemmensen indicated that he was impressed by the turn out of residents from the area that attended the Code 3 presentation.

There is nothing new to report as it relates to Grievance 2014-01. Chief Clemmensen reminded the Board that the Northern Illinois Alliance of Fire Protection District’s Annual Conference will be held on January 28 – 30, 2016. Staff is working on a plan for tracking exempt staff hours. The Chief will report back to the Board once something has been decided on.

A motion was made by Trustee Grosch to approve Resolution 2016-001, A Resolution Authorizing the Release of Closed Session Minutes and the Destruction of Closed Session Audio Recordings as presented. The motion was seconded by Trustee Murray. A roll call vote was taken with Trustee Grosch voting yes and Trustee Murray voting yes. Trustee DelMar abstained from the vote.

Chief Clemmensen and Deputy Chief May provided a brief explanation regarding funding of and expenditure of funds as it relates to the District’s Foreign Fire Insurance Board. A motion was made by Trustee Grosch to approve the Foreign Fire Insurance Board purchases, as requested, in the amount of \$529.30. The motion was seconded by Trustee Murray. A roll call vote was taken with Trustee Grosch voting yes, Trustee Murray voting yes, and Trustee DelMar voting no.

Chief Clemmensen reported that staff met with Sawyer Falduto regarding investing of District funds. Sawyer Falduto manages investments for the Pension Fund. The District currently has approximately \$1.6 million in a money market account with PMA. The Chief believes that the District could increase interest income by moving that money to Sawyer Falduto.

If a money management change is approved by the Board, the District would need to update their Investment Policy. Trustee Murray asked what type of changes would need to be made. The Chief indicated only minor language changes (i.e. firm name change), nothing major.

Trustee DelMar indicated he would prefer that the District secure proposals from several other companies before signing with Sawyer Falduto. He believes there are other companies that would be able to do the investing for the District and maybe charge less for the service.

Trustee Grosch asked if PMA was also a privately owned firm. Chief Clemmensen indicated it PMA and Sawyer Falduto are both privately owned.

A motion was made by Trustee Grosch to authorize the Chief to begin the process of moving money from PMA to Sawyer Falduto in order to maximize interest income for the District. The motion was seconded by Trustee Murray. A roll call vote was taken with Trustee Grosch voting yes, Trustee Murray voting yes, and Trustee DelMar voting no.

Trustee DelMar had asked the Chief to put the matter of the District's website on the agenda for discussion at this meeting. The District's current website does not work on mobile devices, and seems a bit old and outdated. Trustee DelMar would like to see more transparency when it comes to items included on the website. Chief Clemmensen reported that the District's Administrative Assistant is currently working on designing a new website which will work with mobile devices. She anticipates having something up and running within a few weeks. After further discussion, the matter of the website was tabled, but will be put on the agenda for further discussion at the February Board Meeting.

The February 8th Board meeting is a 1:00 p.m. meeting.

With no further business to come before the Board, a motion was made by Trustee Grosch to adjourn the regular meeting of the Board of Trustees at 2:18 p.m. The motion was seconded by Trustee Murray. A roll call vote was taken with Trustee Grosch voting yes, Trustee Murray voting yes, and Trustee DelMar voting yes.

Approved this 8th day of February, 2016, by a roll call vote as follows:

AYES: __Grosch, Murray, DelMar__

NAYS: _____0_____

ABSTAIN: _____0_____

Glenn Grosch
President
Palatine Rural Fire Protection District

ATTEST:

Aaron DelMar
Secretary
Palatine Rural Fire Protection District