

## MINUTES

### CITY OF DEKALB

#### Foreign Fire Insurance Tax Board

November 9, 2020

On Monday, November 9, 2020, the Foreign Fire Insurance Tax Board (“FFITB”) held a regular meeting at DeKalb Fire Station #1, 700 Pine Street, DeKalb, Illinois, on the bay floor.

#### ROLL CALL

At 8:14 A.M., President Matthew Klotz called the roll. Members present were Fire Chief Jeff McMaster, Matthew Klotz, Trevor Chilton, Matthew Holuj, Zakary Prielipp. Members who attended remotely by Zoom were Joseph Long and Daniel Franklin. Other attendees were Assistant City Manager Joshua Boldt and Administrative Assistant Natalie Nelson, as recording secretary. At 8:26, BC Todd Stoffa joined the meeting.

#### APPROVAL OF AGENDA – ADDITIONS / DELETIONS

Chief McMaster motioned to approve the agenda as presented; Holuj seconded the motion; and a voice vote was conducted. The motion passed unanimously.

#### PUBLIC PARTICIPATION

None.

#### APPROVAL OF MINUTES

Holuj motioned to approve the February 10, 2020, regular meeting minutes as presented; Prielipp seconded the motion; and a voice vote was conducted. The motion passed unanimously.

#### OLD BUSINESS

##### Completed and Pending Purchases

The SCBA room door has not yet been purchased. BC Stoffa and BC Thomas are working on this task. The Oakley glasses were purchased.

#### NEW BUSINESS

##### Treasurer’s Reports

Chilton distributed to the members hard copies of the 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> quarter 2020 reports.

Holuj motioned to approve the 1<sup>st</sup> Quarter 2020 Treasurer’s Report as presented, Chief McMaster seconded the motion, and a roll call vote was conducted. Aye votes were cast by

McMaster, Klotz, Chilton, Holuj, Prielipp, Franklin, and Long. The motion passed unanimously.

Chief McMaster motioned to approve the 2<sup>nd</sup> Quarter 2020 Treasurer's Report as presented, Holuj seconded the motion, and a roll call vote was conducted. Aye votes were cast by McMaster, Klotz, Chilton, Holuj, Prielipp, Franklin, and Long. The motion passed unanimously.

Prielipp motioned to approve the 3<sup>rd</sup> Quarter 2020 Treasurer's Report as presented, Holuj seconded the motion, and a roll call vote was conducted. Aye votes were cast by McMaster, Klotz, Chilton, Holuj, Prielipp, Franklin, and Long. The motion passed unanimously.

### Purchases and Receipts

Discussion followed regarding lingering approved purchases.

Greenacre Cleaners service for replacing patches will conclude on December 31, 2020. Klotz will work with Greenacre Cleaners to remove the Foreign Fire debit card from the account, as personnel will be responsible for the cost of this service beginning January 1, 2021.

The Station 1 kitchen table has not been paid for because it was not completed upon deliver. BC Thomas is in touch with the builder, who has been busy with other projects.

Trevor Chilton will write the check to pay for the 2021 Pro-calendars and mail it today; they will be shipped upon receipt of the payment and distributed shortly thereafter.

### Purchases off of 2020 list

The purchase of the Blowhard fan for Engine 1 (#7 on the 2020 wish list) was discussed. Since this vehicle responds primarily to residential calls, ventilating buildings with a Blowhard fan is preferable to using an electric powered fan.

BC Todd Stoffa arrived at 8:26 AM. He spoke upon the railroad shipping containers (#12 on the 2020 wish list) to be used to construct a training facility. Union Pacific Railroad donates the containers. FFITB members considered the costs of transporting the containers, installing them in a permanent location, design, and materials and labor to necessary to use the space for training. Discussion followed regarding the number of containers, location, logistics, and use of FFITB funds.

Holuj motioned to approve purchasing the Blowhard fan for Engine 1 and retaining \$10,000 of the remaining 2020 funds to contribute toward the cost of the shipping container training facility, pending the input and approval of Public Works, Fire Administration, and other City departments. Chilton seconded this motion. A roll call vote was conducted. Aye votes cast by McMaster, Klotz, Chilton, Holuj, Prielipp, Long, and Franklin. No nay votes were cast. The motion passed unanimously.

### Gear Washer Purchase

The cost the new gear washer and dryer for Station 3 and the new gear dryer for Station 1 exceeds the FEMA grant award. Discussion followed regarding contributing 2020 FFITB funds to make up the difference. An environmental impact study application must be submitted to and approved by FEMA before the award funds are released.

Chilton motion to approve spending up to \$2,000 toward the cost of the gear washer and two dryers. Prielipp seconded this motion. A roll call vote was conducted. Aye votes cast by McMaster, Klotz, Chilton, Holuj, Prielipp, Long, and Franklin. No nay votes were cast. The motion passed unanimously.

### IT Equipment for CAD at Stations

Personnel at Stations 2 and 3 have requested installation of a visual CAD setup similar to Station 1. A purchase of two (2) small new “raspberry” computers and two (2) wireless keyboards and mice would be necessary. Purchase of a screen and small desk or stand to place the hardware would be necessary for Station 2 as well. The estimated cost is \$250-\$500 for each station. Discussion followed regarding the benefits of having visual CAD information available at each station.

The City’s IT staff must be involved in any CAD-related matters. Chief McMaster will discuss with IT the current CAD program and any costs of adding access to Stations 2 and 3. He will also inquire whether eDispatches might provide information similar to CAD.

Holuj motion to approve spending up to \$750, pending approval from IT, to purchase the hardware and desk necessary to provide visual CAD to Stations 2 and 3. Chilton seconded this motion. A roll call vote was conducted. Aye votes cast by McMaster, Klotz, Chilton, Holuj, Prielipp, Long, and Franklin. No nay votes were cast. The motion passed unanimously.

### Items to Purchase from 2021 List

Klotz reported receiving positive feedback about the wish list voting procedure this year. The annual funds deposit is higher than last year.

Purchasing leather helmets (#5) was discussed. Chief McMaster stated department will purchase fiberglass helmets, which are replacement every ten (10) years. Holuj motioned to approve the purchase of leather helmets. Klotz seconded the motion. A roll call vote was conducted. Aye votes cast by McMaster, Klotz, Chilton, Holuj, Prielipp, Long, and Franklin. No nay votes were cast. The motion passed unanimously.

Purchasing a two-year subscription to Lexipol, a grant assistance platform (#6), was discussed. This company locates fire-department-related grants and reviews and/or writes grant applications. A committee comprised of operations and administration personnel will be established to decide upon seeking grant awards for larger ticket items. Lt. Tom Conley is familiar with this company and may be contacted for more information.

Purchasing other wish list items 1-4 was also discussed: (#1) Milwaukee Sawzall, (#2) PolyTac Flashlights, (#3) Office Chairs 2 & 3, (#4) Milwaukee Cut-off Saw.

Long motioned to approve purchasing 2021 wish list items #1-4 and 6. Prielipp seconded the motion. A roll call vote was conducted. Aye votes cast by McMaster, Klotz, Chilton, Holuj, Prielipp, Long, and Franklin. No nay votes were cast. The motion passed unanimously.

#### Discussion of and approval of reoccurring purchases for 2021

Recurring expenses include cable TV at each station, carpet cleaning stations and ambulances, pro-calendars, Daily Chronicle subscription, condiments, coffee, mattresses, bedding, and the insurance bond. The costs for these services and goods remain approximately the same year-to-year.

Chilton motioned to approve allotting funds for these recurring expenses. Holuj seconded the motion. A roll call vote was conducted. Aye votes cast by McMaster, Klotz, Chilton, Holuj, Prielipp, Long, and Franklin. No nay votes were cast. The motion passed unanimously.

#### Discussion of Topics for Next Meeting Agenda

McMaster thanked the current FFITB members for supporting the fire department.

#### Scheduling of Meetings for 2021

The quarterly meetings are typically scheduled on Mondays at 8:00 AM on weeks when payroll is not due. The members discussed and agreed upon these 2021 meeting dates:

February 22, 2021  
May 10, 2021  
August 16, 2021  
November 8, 2021

Natalie Nelson will confirm the Police Department training room is available for each meeting and communicate any changes with the members.

#### Adjournment

Chilton motioned to adjourn; Franklin seconded the motion; and a voice vote was conducted. The motion was unanimously approved. The meeting adjourned at 9:24 AM.

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Natalie Nelson, FFIT Recording Secretary

Minutes approved by Foreign Fire Insurance Tax Board on March 15, 2020.