

MINUTES

CITY OF DEKALB

DeKalb Foreign Fire Insurance Tax Board

SPECIAL MEETING

March 15, 2021

The Foreign Fire Insurance Tax Board (“FFITB”) conducted a Special Meeting on March 15, 2021, at the DeKalb Police Department Headquarters, 700 West Lincoln Highway, 2nd Floor, DeKalb, Illinois.

Chairman Matt Klotz called the meeting to order at 8:15 A.M. and called the roll.

ROLL CALL

Members present were Matt Holuj, Matt Klotz, Joe Long, Bill Lynch (newly elected), and Fire Chief Jeff McMaster; Dan Franklin and Zak Prielipp (both outgoing) participated remotely by audio. Members absent were Trevor Chilton and Vinny Laudicina (newly elected).

Others present were Firefighter/Paramedic Dave DeLille, Firefighter/Paramedic Brett Gautcher, and Administrative Assistant Natalie Nelson, as recording secretary.

APPROVAL OF AGENDA – ADDITIONS / DELETIONS

Joe Long motioned to approve the agenda as presented; Matt Holuj seconded the motion; a voice vote was conducted; and the motion passed unanimously.

PUBLIC PARTICIPATION

None.

APPROVAL OF MINUTES

Chief McMaster motioned to approve regular meeting minutes from November 9, 2020, as presented; Joe Long seconded the motion; a voice vote was conducted; and the motion passed unanimously.

OLD BUSINESS

Review of Completed and Pending Purchases

The purchasing of Wish List items #1-6 was discussed:

- Helmets have been ordered, but they will take 29-30 weeks to receive.
- Office chairs will be purchased soon.

- Lexipol, the grant service provider, has been paid and has been used.
- The mattress the next new hire at Station 2 has been purchased. Another old mattress at Station 2 needs to be replaced, so another purchase is necessary.
- The “Raspberry” mini-computers for Stations 2 and 3 must be discussed and approved with IT prior to purchase.

NEW BUSINESS

Seating New Board

Chairman Klotz thanked Zak Prielipp and Dan Franklin for serving on the board last year and welcomed Bill Lynch and Vinny Laudicina to the board.

Election of officers

Officers were elected among the current members:

- Chairperson – Matt Klotz was nominated by Chief McMaster. Klotz accepted nomination.
- Treasurer – Trevor Chilton was nominated by Matt Klotz, as he has expressed interest in continuing in this role.
- Secretary – Matt Holuj was nominated by Chief McMaster. Holuj accepted nomination.

Board member duties

- Grocery shopping – duties will be shared. Lynch volunteered to shop in March, April, May; Long in June, July, August; future months will be determined.
- Gym equipment – Long.
- Technical/TVs/AV equipment – Holuj will look into the current cable service for each station and will consult Joe Wempe who initially set up the service.
- Kitchen Supplies – Lynch.
- Bedding and lounge chairs – Chilton will check the underside of lounge chairs for warranty expiration dates and determine if repairs may be covered.

Approval of Treasurer’s Report for 4th quarter of 2020

Matt Klotz distributed copies of the 2020 Treasurer’s Report for Q4.

Discussion occurred regarding Lexipol’s assistance in writing the SAFER grant application, which was recently submitted. The City Manager’s Office agreed to pay \$2,500 for this add-on service, which is separate from the services provided in the current contract. Fire

Administration recommended not using this service again, as fire personnel are more knowledgeable about this department, and therefore, better suited to writing grants.

FFITB will purchase 11-12 new helmets for approximately \$7,500. The order has been placed; payment will not be due until closer to the anticipated delivery date in August.

Chief McMaster motioned to approve the 2020 Treasurer's Report for Q4 as presented. A roll call vote was conducted. Aye votes were cast by Holuj, Klotz, Long, Lynch, and McMaster. No nay votes were cast. The motion passed.

Approval of Items to Purchase

Discussion of purchasing items #7-15 from the 2021 Wish List:

- #7 – Respectful Entry kits (3) for the frontline ambulances. Adam Miller is making the purchase and will work with captains to develop training for paramedics.
- #8 - Airduct cleaning at all stations by ServiceMaster. Station 1 will be included since the upcoming HVAC renovations do not include any ductwork.
- #9-12 – Milwaukee tools/accessories.
- #13 – InstaPots (3) for each station.
- #14 – Blackout shades for Station 2.
- #15 – Elkhart Brass Standpipe Kit to be an additional tool for high-rise structure fires; no change to tactics are necessary.

Chief McMaster motioned to approve purchase of items 7-15. Matt Holuj seconded the motion. A roll call vote was conducted. Aye votes were cast by Holuj, Klotz, Long, Lynch, and McMaster. No nay votes were cast. The motion passed.

Discussion on Squat Rack at Station 1

A member of the operations personnel requested FFITB to purchase a new wall-mounted folding squat rack at Station 1 for approximately \$800.00. This item was not voted upon when the 2021 Wish List was compiled. While maintenance/replacement of gym equipment is an FFITB responsibility, this would be additional equipment, not replacement. The members agreed purchases for items not on the FFITB Wish List should be considered first at a Union meeting. If the Union determines the unplanned purchase is necessary, a recommendation will be forwarded to FFITB.

Discussion of Topics for Next Meeting Agenda

The next regular meeting Next meeting: May 10, 2021, 8:00 AM, PD Training Room. Discussion occurred regarding the following:

- Unplanned purchase requests to FFITB – development of a procedure.
- Gear washer/dryer purchase status – the environmental impact report has been submitted; FEMA’s review/approval takes a few weeks, after which the funds will be available to use.
- Brett Gautcher asked for Station 2 improvements, including asphalt/concrete and shed, to be considered.

ADJOURNMENT

Joe Long motioned to adjourn; Matt Holuj seconded the motion; a voice vote was conducted; and the motion was approved unanimously. The meeting adjourned at 9:06 A.M.

Natalie Nelson, FFITB Recording Secretary

Minutes approved by the Foreign Fire Insurance Tax Board on May 10, 2021.