

**Minutes of the Regular Meeting
Of the Foreign Fire Insurance Board
Of the Wauconda Fire Protection District
Friday, May 5th, 2023**

The regular meeting of the Foreign Fire Insurance Board (FFIB) of the Wauconda Fire Protection District was called to order Friday May 5th, 2023 at 08:02 at Wauconda Fire Station 1, 109 West Liberty Street, Wauconda, Illinois.

Attendance: Trustees present were Chief Kane, Lt. Savage, Lt. Stasieczek, FireMedic Koffen, FireMedic Herdegen, FireMedic Miller, FireMedic Marchel. Also in attendance Deputy Chief Mueller, Deputy Chief Buschick, Division Chief Miller, Battalion Chief Frey, Lt. Daun, Lt. Wagner, Lt. Christensen, FireMedic Tracz, FireMedic Staniszweski and FireMedic Loesch.

Public Comments: None

Approval of Minutes: A motion was made by Trustee D. Miller and seconded by Trustee Stasieczek to approve the minutes of the February 3, 2023 meeting. On a call of voice vote, all were in favor.

Treasurer's Report: Treasurer Koffen reported to the Board that as of May 5th, 2023 the account had a balance of \$160,481.21 and a quarterly invoice of \$8,994.12, leaving a remaining balance of \$151,487.09. A motion was made by Trustee Herdegen and seconded by Trustee D. Miller to approve the Treasurer's report as presented. On a call of voice vote, all were in favor.

Old Business: None

New Business:

a. Thank you and Welcome

Thank you to Secretary Bublitz for his time and commitment on the board.

Welcome newest elected FFIB Trustee FireMedic Marchel.

b. Review and Acceptance of the March 2023 FFIB Trustee Nomination / Election process and Two Elected Trustees

A motion was made by Trustee Savage and seconded by Trustee Stasieczek to accept the March 2023 Nomination and Election Results as presented. On a call of voice vote, all were in favor.

Term for Fire Chief Kane is continuous
Term for Trustee Koffen expires April 2024
Term for Trustee Herdegen expires April 2024
Term for Trustee Stasieczek expires April 2025
Term for Trustee Savage expires April 2025
Term for Trustee D. Miller expires April 2026
Term for Trustee Marchel expires April 2026

c. Discussion on Election Process/By-Laws moving forward.

FFIB discussion on removing personal signatures from ballots to retain anonymity. FFIB Election/Voting Process to include each voting member by signing their name upon receiving their ballot for voting. Second, each voting member required to sign their name after placing their ballot in the ballot box. Both signatures will be recorded as proof of receiving their ballot and casting their vote. FFIB discussed further false ballot measures by purchasing own seal stamp embosser for each individual ballot as well as colored paper.

d. 2023 Election of Officers

Chairman:

A motion was made by Trustee D. Miller and seconded by Trustee Marchel to **OPEN** nominations for Chairman. Call of voice vote, all in favor.

FireMedic Herdegen nominated by Trustee D. Miller.

A motion was made by Trustee Marchel and seconded by Trustee Koffen to **CLOSE** nominations for Chairman. Call of voice vote, all were in favor.

FireMedic Herdegen received 7 votes.

A motion was made by Trustee Koffen and seconded by Trustee D. Miller to elect Trustee Herdegen as Chairman. On call of roll:

Chief Kane – Yes

Lieutenant Stasieczek – Yes

Lieutenant Savage – Yes

FireMedic Koffen – Yes

FireMedic Herdegen – Yes

FireMedic D. Miller – Yes

FireMedic Marchel – Yes

VICE CHAIRMAN:

A motion was made by Trustee Koffen and seconded by Trustee D. Miller to **OPEN** nominations for VICE CHAIRMAN. Call of voice vote, all in favor.

Lieutenant Stasieczek nominated by FireMedic Koffen.

A motion by Trustee Savage seconded by FireMedic Koffen to **CLOSE** nominations for VICE CHAIRMAN. Call of voice vote, all were in favor.

Lieutenant Stasieczek received 7 votes.

A motion was made by Trustee Marchel and seconded by Trustee Koffen to elect Lieutenant Stasieczek as VICE CHAIRMAN. On call of roll:

Chief Kane – Yes

Lieutenant Stasieczek – Yes

Lieutenant Savage – Yes

FireMedic Koffen – Yes

FireMedic Herdegen – Yes

FireMedic D. Miller – Yes
FireMedic Marchel – Yes

SECRETARY:

A motion was made by Trustee Savage and seconded by Trustee Stasieczek to **OPEN** nominations for SECRETARY. Call of voice vote, all in favor.

Lieutenant Savage nominated by Trustee D. Miller.

A motion by Trustee Stasieczek seconded by Trustee Marchel to **CLOSE** nominations for SECRETARY. Call of voice vote, all were in favor.

Lieutenant Savage received 7 votes.

A motion was made by Trustee Marchel and seconded by Trustee D. Miller to elect Lieutenant Savage as SECRETARY. On call of roll:

Chief Kane – Yes
Lieutenant Stasieczek – Yes
Lieutenant Savage – Yes
FireMedic Koffen – Yes
FireMedic Herdegen – Yes
FireMedic D. Miller – Yes
FireMedic Marchel – Yes

TREASURER:

A motion was made by Trustee Stasieczek and seconded by Trustee Marchel to **OPEN** nominations for TREASURER. Call of voice vote, all in favor.

FireMedic Koffen nominated by Trustee Savage.

A motion by Trustee Savage seconded by Trustee Stasieczek to **CLOSE** nominations for TREASURER. Call of voice vote, all were in favor.

FireMedic Koffen received 7 votes.

A motion was made by Trustee Marchel and seconded by Trustee Stasieczek to elect FireMedic Koffen as TREASURER. On call of roll:

Chief Kane – Yes
Lieutenant Stasieczek – Yes
Lieutenant Savage – Yes
FireMedic Koffen – Yes
FireMedic Herdegen – Yes
FireMedic D. Miller – Yes
FireMedic Marchel – Yes

e. Review and Possible Action on Office Chairs – Visoky (Absent), Deputy Chief Buschick Designee.

Deputy Chief Buschick presented on behalf of FireMedic Visoky the proposed purchase of new office chairs with the WFD logo from the same company FFIB used in the past. The chairs are to replace current chairs beyond repair and non-operational. Initial proposal included 18 chairs. After board discussion, a motion was made and approved to purchase 15 chairs by Trustee Koffen and seconded by Trustee Savage for kitchen use with a **Do Not Exceed Amount of \$5,500.00**. Additional 3 chairs for office use will be purchased by the Fire District, verbal agreement by both Chief Kane and Deputy Chief Buschick.

On a call of roll:

Chief Kane – Yes
Lieutenant Stasieczek – Yes
Lieutenant Savage – Yes
FireMedic Koffen – Yes
FireMedic Herdegen – Absent (On a call)
FireMedic D. Miller – No

FireMedic Marchel – Absent (CE Training)

Motion passed with DNE amount of \$5,500.00

f. Review and Possible Action on Leatherman Tools – Daun

Lieutenant Daun presented his proposal for Leatherman MultiTool to be utilized on duty around the station and on calls. Initial proposal presented requesting 52 multitools, \$120.00 each totaling \$6,240.00. After some board discussion, the final proposal agreed upon was to email all personnel requesting a reply from each individual whether they wanted a Leatherman MultiTool, Yes or No by a determined deadline. Those who do not respond forfeit their availability to receive one. A motion was made to approve the purchase of Leatherman MultiTools with the aforementioned final proposal stipulation by Trustee D. Miller seconded by Trustee Koffen with a **Do Not Exceed Amount of \$6,200.00.**

On a call of roll:

Chief Kane – Yes

Lieutenant Stasieczek – Yes

Lieutenant Savage – No

FireMedic Koffen – Yes

FireMedic Herdegen – Absent (On a call)

FireMedic D. Miller – No

FireMedic Marchel – Absent (CE Training)

Motion passed with DNE amount of \$6,200.00

g. Review and Possible Action on Hose Washer and Dryers – Savage

Trustee Savage (Lieutenant Savage) presented his proposal to purchase 1 new hose washer for Station 3 along with 2 mobile hose drying racks for Station 3. After some board discussion, it was decided that these items require further discussion amongst the Joint Health and Wellness Committee in regards to Cancer Prevention. A

motion to table this proposal was made by Trustee Stasieczek and seconded by Trustee Savage.

On a call of roll:

Chief Kane – Yes

Lieutenant Stasieczek – Yes

Lieutenant Savage – Yes

FireMedic Koffen – Yes

FireMedic Herdegen – Absent (On a call)

FireMedic D. Miller – Yes

FireMedic Marchel – Absent (CE Training)

Motion passed to table for further discussion.

h. Review and Possible Action on St. 3 Three Season Room – Tracz

FireMedic Tracz presented his proposal for a Do Not Exceed amount of \$5,000.00 to updated and make the Three Season Room more useable space by improving the overall atmosphere for the on-duty crews. After some board discussion, a motion was made to approve updating the Three Season Room at Station 3 by Trustee D. Miller and seconded by Trustee Savage with a **Do Not Exceed Amount of \$5,000.00.**

On a call of roll:

Chief Kane – Yes

Lieutenant Stasieczek – Yes

Lieutenant Savage – Yes

FireMedic Koffen – Yes

FireMedic Herdegen – Absent (On a call)

FireMedic D. Miller – Yes

FireMedic Marchel – Absent (CE Training)

Motion passed with DNE amount of \$5,000.00

i. Review and Possible Action on IV Pumps for 3 front line Ambulances – Christensen.

Lieutenant Christensen presented his proposal for the purchase of IV Pumps. The transition to NWC EMS System, IV pumps will assist in providing the proper dosage of IV medication to our customers. The Fire District has agreed to cover \$3,000.00 of the purchase. After some board discussion, a motion was made to approve the purchase of IV Pumps by Trustee D. Miller and seconded by Trustee Koffen with a **Do Not Exceed Amount of \$7,500.00.**

On a call of roll:

Chief Kane – Yes

Lieutenant Stasieczek – No

Lieutenant Savage – Yes

FireMedic Koffen – Yes

FireMedic Herdegen – Absent (On a call)

FireMedic D. Miller – No

FireMedic Marchel – Absent (CE Training)

Motion passed with DNE amount of \$7,500.00

j. Review and Possible Actin on St. 2 TV – Wagner

Lieutenant Wagner presented his proposal to purchase a new TV for the Day Room at Station 2 after the station remodel is nearing completion. The proposed TV is a 75” Sony including a 5-year protection plan plus a TV mount. After some board discussion, a motion was made to approve the purchase of a new TV and equipment for Station 2 Day Room by Trustee D. Miller and seconded by Trustee Savage with a **Do Not Exceed Amount of \$1,900.00.**

On a call of roll:

Chief Kane – Yes

Lieutenant Stasieczek – Yes

Lieutenant Savage – No

FireMedic Koffen – Yes

FireMedic Herdegen – Absent (On a call)

FireMedic D. Miller – Yes

FireMedic Marchel – Absent (CE Training)

Motion passed with DNE amount of \$1,900.00

k. Review and Possible Action on E-Spreader – Daun

Lieutenant Daun presented his proposal to purchase a Genesis E-Spreader with 2 batteries. The Fire District has dedicated a line item in the annual budget to purchase one new Genesis battery operated tool annually until a full complement of battery operated extrication tools are purchased. Lieutenant Daun's proposal serves to speed up the process by shortening the time interval of Fire District purchasing. After some board discussion, a motion was made to approve the purchase of a Genesis E-Spreader with 2 batteries by Trustee D. Miller and seconded by Trustee Koffen with a **Do Not Exceed Amount of \$15,000.00.**

On a call of roll:

Chief Kane – Yes

Lieutenant Stasieczek – No

Lieutenant Savage – No

FireMedic Koffen – Yes

FireMedic Herdegen – Absent (On a call)

FireMedic D. Miller – No

FireMedic Marchel – Absent (CE Training)

Motion was Denied.

I. Review and Possible Action on St. 2 Patio Furniture – Wagner

Lieutenant Wagner presented his proposal to purchase a patio set for Station 2 and rid of the picnic table that is currently present. After some board discussion, a motion was made to approve the purchase of a patio set for Station 2 patio by Trustee D. Miller seconded by Trustee Savage with a **Do Not Exceed Amount of \$2,000.00.**

On a call of roll:

Chief Kane – Yes

Lieutenant Stasieczek – Yes

Lieutenant Savage – Yes

FireMedic Koffen – Yes

FireMedic Herdegen – Absent (On a call)

FireMedic D. Miller – Yes

FireMedic Marchel – Absent (CE Training)

Motion passed with a DNE amount of \$2,000.00

m. Review and Possible Action on Knife Sharpening Subscription – Wagner

Lieutenant Wagner presented his proposal to subscribe to a knife sharpening service for Stations 1, 2, & 3. The proposal includes exchanging 8 knives per station, no contract with ability to cancel anytime. The contract is \$40.00 per month per station. After some board discussion, a motion was made to approve the knife sharpening service contract by Trustee D. Miller seconded by Trustee Koffen with a **Do Not Exceed Amount of \$120.00/month.**

On a call of roll:

Chief Kane – Yes

Lieutenant Stasieczek – No

Lieutenant Savage – Yes

FireMedic Koffen – Yes

FireMedic Herdegen – Absent (On a call)
FireMedic D. Miller – Yes
FireMedic Marchel – Absent (CE Training)

Motion passed with a DNE amount of \$120.00/Month

n. Review and Possible Action on Blackstones and Accessories – D. Miller

FireMedic D. Miller presented his proposal to purchase two Blackstone Flat Top Griddles with accessories for Station 1 & 2. After some board discussion, a motion was made to approve the purchase of 2 Blackstone Flat Top Griddles and Accessories. 1 for Station 2 and 1 for Station 1, with stipulation of pre-authorization from Chief Kane after a plan is in place of its location of use, storage location and ease of accessibility at Station 1 solely, by Trustee D. Miller seconded by Trustee Savage with a **Do Not Exceed Amount of \$2,000.00.**

On a call of roll:

Chief Kane – Yes
Lieutenant Stasieczek – Yes
Lieutenant Savage – Yes
FireMedic Koffen – Yes
FireMedic Herdegen – Absent (On a call)
FireMedic D. Miller – Yes
FireMedic Marchel – Absent (CE Training)

Motion passed with a DNE amount of \$2,000.00

o. Review and Possible Action on SCBA Washer – Frey

Battalion Chief Frey presented his proposal to purchase an SCBA washer machine. The total cost of the unit is \$33,293.00 in which the Fire District has budgeted to pay half totaling \$16,646.50 in addition to \$5,353.50 for installation and any maintenance and/or repairs after installation. The proposed Do Not Exceed amount requested for

FFIB is \$16,646.50. After some board discussion, it was decided that this item requires further discussion amongst the Joint Health and Wellness Committee in regards to Cancer Prevention. A motion to table this proposal was made by Trustee D. Miller and seconded by Trustee Savage.

On a call of roll:

Chief Kane – Yes

Lieutenant Stasieczek – Yes

Lieutenant Savage – Yes

FireMedic Koffen – Yes

FireMedic Herdegen – Absent (On a call)

FireMedic D. Miller – Yes

FireMedic Marchel – Absent (CE Training)

Motion passed to table for further discussion.

p. Review and Possible Action on Gym Equipment – Staniszewski

FireMedic Staniszewski presented his proposal to purchase new exercise equipment. After some board discussion, a motion was made to approve the purchase of new exercise equipment by Trustee D. Miller and seconded by Trustee Koffen with a **Do Not Exceed Amount of \$13,000.00.**

On a call of roll:

Chief Kane – Yes

Lieutenant Stasieczek – Yes

Lieutenant Savage – Yes

FireMedic Koffen – Yes

FireMedic Herdegen – Absent (On a call)

FireMedic D. Miller – Yes

FireMedic Marchel – Absent (CE Training)

Motion passed with a DNE amount of \$13,000.00

BOARD MEMBER COMMENTS

- a. Closed approved proposals since February Meeting – Herdegen**
 - i. Workout Equipment – Staniszewski**
 - ii. St. 3 Garage Sign – Tracz (** DO NOT close out for remaining electrical work and timer that is still outstanding and required **)**
 - iii. Elliptical (BowFlex) – Visoky**

- b. Coffee Responsibilities (Transfer of Responsibilities) – Marchel**

ADJOURNAMENT

A motion was made by Trustee D. Miller and seconded by Trustee Koffen to adjourn the meeting at 10:08. On a call of voice vote, all were in favor.