MINUTES
CITY OF DEKALB
Foreign Fire Insurance Tax Board
May 13, 2019


Matt Klotz, Chairman of the Board called the meeting to order at 8:07 a.m.

A. ROLL CALL
Chairman Matt Klotz called the roll. The following members of the Foreign Fire Insurance Tax Board were present: Matt Holuj, Jeff McMaster, and Matt Klotz. Members absent were Todd Adamson and Trevor Chilton.

Others present were: Joe Long and Recording Secretary Traci Lemay

B. APPROVAL OF THE AGENDA – ADDITIONS / DELETIONS
McMaster motioned to approve the agenda as presented, Klotz seconded the motion, and a unanimous voice vote of the present members of the Board approved the agenda.

C. PUBLIC PARTICIPATION
None.

D. APPROVAL OF MINUTES
McMaster motioned to approve the minutes of the February 4, 2019, regular meeting as presented, Klotz seconded the motion, and a unanimous voice vote of the present members of the Board approved the minutes.

E. OLD BUSINESS

Review of completed and pending purchases
Mike Thomas is working with Premium Wood Products on the kitchen table purchase. Chairs will be purchased when table is complete.

The purchase of a wi-fi range extender been cancelled. Klotz reported working with City IT Supervisor Jeremy Alexander to determine how to improve the wi-fi signal. The bunkrooms experience slow wi-fi. A new router costs approximately $800.

Pat Ericksen will purchase Amazon Fire sticks.

New badges have arrived and will be present during EMS week.
F. NEW BUSINESS

Treasurer’s Report
Holuj motioned to approve the Treasurer’s Report dated May 13, 2019, McMaster seconded the motion, and a unanimous roll vote approved said report.

Items to Purchase
McMaster motioned to approve the purchase of the following items from the 2019 Items to Purchase List:
JLT will photograph the department for the 150th anniversary for $2,900.
OC Imageworks will create new artwork/logo for the department for $2,000
New wrap-around helmet headlamps will be purchased.
New weightlifting bench bars will be purchased for Stations 2 and 3.
The ten-year-old mattresses will be replaced with memory foam or sleep number styles.
Chris Ziola will purchase new towels for all stations. The old towels will be moved to be used in the shop.
All three stations will have the same cable TV components and account items.
The Daily Chronicle online account login will be given to all stations.
Engine 4 equipment needs for backup/response will be purchased.
Klotz seconded the motion, and a roll call vote approved the purchases as presented. Yes: Klotz, Holuj, and McMaster; No: none.

Procedure for Purchasing Items for 2020
Klotz will bring to the next meeting an inventory of workout equipment status and needs.
Discussion occurred regarding annual Wish List voting procedures. All agreed ballots should not include names. Suggestions included using Survey Monkey and weighting/ranking items according to preference.

Review of Bylaws for total Board Members
Discussion occurred regarding updating the Bylaws to ensure seven members are on the Board and to remove the requirement for two trustees from each shift. The logistics of assuming trustee office were finalized in the attached red-lined version of the By-Laws of the DeKalb Fire Department Foreign Fire Insurance Tax Board, Article 4 – Membership.
Klotz motioned to approve the amendment to the Bylaws as presented, Holuj seconded the motion, and a unanimous voice vote of present members approved the amendment.
Joe Long and Chris Ziola were nominated to join the Board to bring the number of trustees to seven. Matt Klotz was nominated to be Chairman. Trevor Chilton was nominated to be Treasurer.

Klotz motioned to approve the nominations as presented, Holuj seconded the motion, and a unanimous voice vote of present members approved the new trustees and officers.

Discussion of Kitchen Supplies

Existing kitchen supplies may be replaced as necessary, but no new items may be purchased if they are not currently existing. Klotz recommended updating the kitchen supply purchasing procedure to clarify this practice.

Long motioned to approve the procedure clarification, Holuj seconded the motion, and a unanimous voice vote of the members present approved the clarification.

Topics for Next Meeting Agenda

No discussion.

G. ADJOURNMENT

Holuj motioned to adjourn the meeting, Long seconded the motion, and motion was approved by unanimous voice vote of the Board members present. The meeting adjourned at 9:38 a.m. The next meeting of the Foreign Fire Insurance Tax Board will be August 19, 2019, at 8:00 a.m.

Traci Lemay, FFITB Recording Secretary

Minutes approved by Foreign Fire Insurance Tax Board on September 6, 2019.
By-Laws of the DeKalb Fire Department
Foreign Fire Insurance Tax Board

Article 4 - Membership

The membership of the Board shall consist of (7) seven trustees. The fire chief shall occupy one position by virtue of rank. The other (6) six trustees shall be elected at large by the sworn members of the DeKalb Fire Department. Three members will be a shift trustee representing each of the three shifts and the other three members shall be the board officers—All sworn members of the DeKalb Fire Department shall be eligible to vote for and be elected as trustees of the Board. There shall be no fee for membership. The following trustee selection scenarios shall be resolved as follows:

Exactly two (2) individuals from each shift express interest in becoming trustees:

All interested individuals assume trustee office without election.

Fewer than two (2) individuals from any shift(s) express interest in becoming trustees:

All interested individuals assume trustee office without election. Then, individuals from any other shift(s) may fill trustee vacancies without election. However, if the number of vacancies is less than the number of interested individuals, elections from interested shifts shall occur to fill vacancies, first by votes, then by seniority.

More than two (2) individuals from any shift express interest in becoming trustees:

Trustees shall be elected by their respective shift(s).