

**MINUTES**  
**CITY OF DEKALB**  
**Foreign Fire Insurance Tax Board**  
**May 21, 2018**

The Foreign Fire Insurance Tax Board held a Meeting on May 21, 2018 in the Ellwood Conference Room, 200 S. Fourth Street, DeKalb, Illinois.

Matt Klotz, Chairman of the Board called the meeting to order at 8:06 a.m.

**A. ROLL CALL**

Chairman Matt Klotz called the roll and the following members of the Foreign Fire Insurance Tax Board were present: Jason Pavlak, Eric Hicks, Matt Klotz, Jared Thorp, Trevor Chilton, Bob Terry, and Matt Holuj. Member absent at roll call: none.

Others present were: Staff Liaison and Recording Secretary Traci Lemay

**B. APPROVAL OF THE AGENDA – ADDITIONS / DELETIONS**

A Motion was made by Jason Pavlak to approve the Agenda. Said Motion was seconded by Matt Holuj and unanimously approved by the Board.

**C. PUBLIC PARTICIPATION**

None

**D. APPROVAL OF MINUTES**

A Motion was made by Matt Holuj to approve the minutes of the February 26, 2018 regular meeting with the addition of the minutes showing Matt Klotz was elected Chairman by a 4-2 vote. Said Motion was seconded by Jared Thorp and unanimously approved by the Board.

**E. OLD BUSINESS**

Review of Completed and Pending Purchases

- Luke Howieson will finalize the hood purchases in a couple of weeks
- Steam cleaning will be finished soon
- Kitchen supplies purchasing is meant to purchase replacement items
- Coffee is set up for delivery every 4 weeks, but delivery can be adjusted as needed
- Creamer purchasing will remain local
- Training canister construction – Chief Hicks is working with Kish College to construct and weld the training facility on site. Hope to purchase cans by end of August.

F. NEW BUSINESS

Treasurer's Report and Accounts Payable

A Motion was made by Bob Terry to approve the Treasurer's report dated May 17, 2018. Said Motion was seconded by Matt Holuj and unanimously approved by the Board by roll call.

Accounts Payable

A Motion was made by Bob Terry to authorize the payment of the bills as detailed on the monthly budget reports. Said Motion was seconded by Trevor Chilton and unanimously approved by the Board by roll call.

New Purchases

A Motion was made by Jason Pavlak to purchase the following items from the 2018 wish list:

- Fire wipes
- Kitchen chairs for table at Station #2
- Hose rack hole roller
- Chamois x 12
- Hydrant tool bag
- Water bottle filling station, including installation not to exceed \$1,900
- Hydra-Ram forcible entry tool
- Cancer dog screenings
- 1 - Pelican portable light
- PIG Forcible entry tool

Said Motion was seconded by Matt Holuj and unanimously approved by the board by roll call.

Topics for Next Meeting Agenda

No new topics

G. ADJOURNMENT

A Motion was made by Bob Terry to adjourn. Said Motion was seconded by Trevor Chilton. The meeting adjourned at 0848 hours. The next meeting of the Foreign Fire Insurance Tax Board will be August 27, 2018 at 8:00 a.m.



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Traci Lemay, FFITB Recording Secretary

Minutes approved by Foreign Fire Insurance Tax Board on August 27, 2018.