The Foreign Fire Insurance Tax Board held a Meeting on August 19, 2019 in the Police Department Training Room, 700 West Lincoln Highway, 2nd Floor, DeKalb, Illinois. Matt Klotz, Chairman of the Board called the meeting to order at 8:10 A.M.

ROLL CALL

Chairman Matt Klotz called the roll. The following members of the Foreign Fire Insurance Tax Board (“FFITB”) were present: Fire Chief Jeff McMaster, Matt Holuj, Joe Long, and Matt Klotz. Members absent were Todd Adamson, Trevor Chilton, and Chris Ziola.

Others present were Assistant City Manager Ray Munch and Fire Department Administrative Assistant Natalie Nelson, as recording secretary.

APPROVAL OF THE AGENDA – ADDITIONS / DELETIONS

Joe Long motioned to approve the agenda as presented, and Matt Holuj seconded the motion. A roll call vote was conducted: aye votes were cast by Jeff McMaster, Matt Holuj, Joe Long, and Matt Klotz; no nay votes were cast. The motion passed.

PUBLIC PARTICIPATION

Assistant City Manager Ray Munch reported that a budget amendment has been necessary the last few years because the FFITB actual expenses have exceeded budgeted expenses. He referred to Treasurer’s Report distributed, noting that although the FFITB bank account has a positive balance, purchases should always be in line with the budget as closely as possible. He advised the FFITB to consult past expense and revenue records to develop a more realistic budget for 2020, so an amendment would not be necessary.

Matt Klotz suggested creating the 2020 budget using the 2020 Wish List voting results and annual check that typically occur in November. Mr. Munch replied that the proposed budgets will be due sooner than November, so the proposed budget should be developed using past years’ records. Matt Klotz agreed that budgeting can be more accurate, as many expenses are recurring, and reasonable estimates are possible for most anticipated expenses.

At 8:38 AM, Ray Munch left the meeting. At the same time, Joseph Long left the meeting to respond to a call. A quorum was no longer present, so no action could be taken on the following agenda items.

APPROVAL OF MINUTES

Discussion of the meeting minutes from May 13, 2019, occurred, regarding the New Business item on page 2 titled “Review of Bylaws for total Board Members.” The Bylaws do not include instructions for when fewer than two representatives from each shift
volunteers to participate. It was suggested that interest in participating is more desirable than appointing possibly uninterested representatives from shifts lacking volunteers. Fire Chief Jeff McMaster will draft language to present at the next meeting for inclusion in the Bylaws to allow volunteers, regardless of shift, to assume vacant seats.

OLD BUSINESS

Review of Completed and Pending Purchases
No discussion.

NEW BUSINESS

Approval of Treasurer’s Report for 2nd quarter of 2019
No discussion.

Purchases and Receipts
Reminder: Submit receipts promptly and ensure no sales tax is assessed for all purchases.

Approval of Items to Purchase
No discussion.

Purchasing Items for 2020
Matt Klotz continues to investigate electronic survey options and costs. The 2020 item list will be distributed at the end of August/early September. Voting will occur in October.

Topics for Next Meeting Agenda
Minutes from meeting on May 13, 2019
Updated language in Bylaws regarding total Board Members
Rescheduling November Meeting
A Special Meeting was scheduled for September 6, 2019, at 8:00 A.M.

ADJOURNMENT
Upon agreement of the remaining members, the meeting adjourned at 8:55 A.M.

Natalie Nelson, FFITB Recording Secretary

Minutes approved by Foreign Fire Insurance Tax Board on November 18, 2019.