The Foreign Fire Insurance Tax Board held a Special Meeting on September 6, 2019, at the DeKalb Municipal Center, Glidden Conference Room, 200 S. Fourth St., 2nd Floor, DeKalb, Illinois.

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

ROLL CALL

Chairman Matt Klotz called the roll. The following members of the Foreign Fire Insurance Tax Board (“FFITB”) were present: Todd Adamson, Trevor Chilton, Matt Holuj, Matt Klotz, Joe Long, Chris Ziola, and Jeff McMaster. No members were absent.

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

APPROVAL OF THE AGENDA – ADDITIONS / DELETIONS

Chris Ziola motioned to approve the agenda, Joe Long seconded the motion, and the motion passed by unanimous voice vote.

PUBLIC PARTICIPATION

Ray Munch did not speak.

APPROVAL OF MINUTES

May 13, 2019

Discussion occurred regarding amending the minutes on page 2 to read as follows

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

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

Matt Klotz motioned to approve the minutes as amended, Joe Long seconded the motion, and a unanimous voice vote approved the minutes as amended.

OLD BUSINESS

Review of Completed and Pending Purchases

Discussion occurred regarding the purchase of the new Station 1 kitchen table. The wood was purchased some time ago, but Premium Wood Products has not yet begun building it. If the table is not completed soon, another builder may be sought. Chris Ziola will speak with Mike Thomas who has been in contact with a representative of Premium Wood Products to obtain an estimated delivery date.

Andrew Romano is purchasing equipment for Engine 4 today.

Chris Ziola inquired about the Station 2 kitchen table repair. Dale Ludwig built the table three years ago, but the finish is damaged due to daily wear and tear. Kevin Palazzola has been in contact with Mr. Ludwig, who has provided an estimate of $300 to sand, recoat, and repair the edges of the table. Matt Klotz will negotiate a lower cost.

NEW BUSINESS

Approval of the Treasurer’s Report for 2nd quarter of 2019

Matt Holuj motioned to approve the second quarter Treasurer’s Report as presented, Chris Ziola seconded the motion, and a roll call vote was conducted. Aye votes were cast by Todd Adamson, Trevor Chilton, Matt Holuj, Matt Klotz, Joe Long, Chris Ziola, and Jeff McMaster. No nay votes were cast. The motion passed.

Purchases and Receipts

Matt Klotz and Natalie Nelson will meet to discuss purchases for which receipts have not been received.
Approval of Items to Purchase

The following items from the 2019 Wish List will be purchased (costs are approximate):

14. Engine 4 Equipment ($4,000)
15. Light Weight Training Manikin x3 ($2,579.25)
16. Bathroom Scale x3 ($103.05)
17. Firefighter 2-pack Wedge System ($508.75)
18. Floor Squeegee x3 ($293.28)
19. Adjustable Workout Bench ($380.40)

Other anticipated expenses were discussed (costs are approximate):

150th Celebration Expenses ($4,200)
New kitchen table built for Station 1 ($2,500)
Kitchen table repairs for Station 2 ($300)
Walmart shopping ($1,200)

Matt Holuj motioned to approve these expenses, Joe Long seconded the motion, and a roll call vote was conducted. Aye votes were cast by Todd Adamson, Trevor Chilton, Matt Holuj, Joe Long, Chris Ziola, Matt Klotz, and Jeff McMaster. No nay votes were cast. The motion passed.

Also discussed was the new shirt patch designed by Jim Morton for the 150th anniversary of the DeKalb Fire Department. Revisions were discussed, including replacing “150 Years of Service” with “Illinois,” to differentiate DeKalb, Illinois, from DeKalb in other states.

Each new patch will cost $1.30. Each staff member will be allotted six patches (two for Class A shirts and four for duty shirts). The Historical Foundation has agreed to a one-time payment of $2,340 for purchasing 500 new patches ($640) and replacing old patches—including removal and resewing—by Green Acre Cleaners ($1,700). There will be a supply of patches for use on new uniforms. If employees desire more new patches on more than six shirts, they must use their annual uniform allowance from the City. The recommended mandatory deadline for patch replacement will be January 1, 2021.

Chris Ziola motioned to approve the revised shirt patch design, the Historical Foundation’s funds for purchasing new patches and replacing old patches, and the replacement deadline. Todd Adamson seconded the motion, and a roll call vote was conducted. Aye votes were cast by Todd Adamson, Trevor Chilton, Matt Holuj, Joe Long, Chris Ziola, Matt Klotz, and Jeff McMaster. No nay votes were cast. The motion passed.
Procedure for Purchasing Items for 2020

Wishlist proposals must be submitted on the clipboard hanging on the wall by the men’s restroom in Station 1 by October 4, 2019, at 11:59 P.M. Voting will be conducted online for the priority order of items purchased.

Topics for Next Meeting

Purchasing new six 45-pound weights: One set of two for each station was suggested.

Rescheduling November Meeting: The group decided to cancel the Regular Meeting scheduled for November 25, 2019, due to scheduling conflicts and the Thanksgiving holiday in the same week. Instead, a Special Meeting will be held the week before on Monday, November 18, 2019, at 8:00 A.M.

ADJOURNMENT

Chris Ziola motioned to adjourn the meeting, Trevor Chilton seconded the motion, and the motion was approved by unanimous voice vote. The meeting adjourned at 9:07 A.M.

The next meeting of the Foreign Fire Insurance Tax Board will be Monday, November 18, 2019, at 8:00 A.M. at City Hall in the Haish Conference Room.

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Natalie Nelson, FFITB Recording Secretary

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