

MINUTES
CITY OF DEKALB
Foreign Fire Insurance Tax Board
Special Meeting
September 24, 2018

The Foreign Fire Insurance Tax Board held a Special Meeting on September 24, 2018 in the Ellwood Conference Room, 200 S. Fourth Street, DeKalb, Illinois.

Matt Klotz, Chairman of the Board called the meeting to order at 8:12 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, and Bob Terry. Member absent at roll call: Jared Thorp, Trevor Chilton, and Matt Holuj.

Others present were: Staff Liaison and Recording Secretary Traci Lemay

B. APPROVAL OF THE AGENDA – ADDITIONS / DELETIONS

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

C. PUBLIC PARTICIPATION

None

D. NEW BUSINESS

Finalization of Purchasing Requests for 2019

Historically, a list of items being requested/considered for purchase by the Foreign Fire Insurance Tax Board has been provided to the department membership for their input/consideration. The Board discussed whether or not to remove items from the list to be given to department membership that do not meet the intent of the Foreign Fire tax funds purchasing requirements:

- Must be for the betterment and use of the Fire Department

All Board members were also reminded that the Board has final and explicit approval to approve or deny any purchase.

A Motion was made by Jason Pavlak to place all items on the list, except for Challenge Coins. Since the Challenge Coins can be given away, they do not meet the requirement for the use of the Fire Department. Said Motion was seconded by Bob Terry and unanimously approved by the Board by roll call.

Recurring Annual Purchase Approval Process

A motion was made by Jason Pavlak to approve the recurring annual purchases of the following items:

- Teddy bears for the Care Bear program
- \$500 for historical program
- Cable television for all Fire Stations
- Daily Chronicle for Station 1
- Station supplies
- Replacement chairs and mattresses
- Replacement kitchen supplies
- Cleaning of cloth ambulance seats


Said Motion was seconded by Bob Terry and unanimously approved by the Board by roll call.

Topics for Next Meeting Agenda

Review of ByLaws

G. ADJOURNMENT

A Motion was made by Bob Terry to adjourn. Said Motion was seconded by Jason Pavlak. The meeting adjourned at 0843 hours. The next meeting of the Foreign Fire Insurance Tax Board will be November 26, 2018 at 8:00 a.m.


Traci Lemay, FFITB Recording Secretary

Minutes approved by Foreign Fire Insurance Tax Board on December 3, 2018.