

**The Village of Wheeling  
Cook and Lake Counties, Illinois 60090  
Foreign Fire Tax Board  
Meeting Minutes  
July 13, 2018**

**1) CALL TO ORDER**

- a) Chairperson Pat Leahy called to order the regular meeting of the Foreign Fire Tax Board (FFTB) of The Village of Wheeling at 9:02 am on July 13, 2018 at 499 S. Milwaukee, Wheeling, IL.

**2) ROLL CALL**

- a) Secretary J. Shewfelt conducted a roll call. The following persons were present: Chairperson Pat Leahy, Assistant Chairperson John Bielik, Treasurer Bryan Zirzow, Secretary Jeff Shewfelt, Keith MacIsaac, Stewart Watkins and Scott Smith.

**3) APPROVAL OF MINUTES FROM LAST MEETING**

- a) Motion to approve the minutes for May 11<sup>th</sup>, 2018 were made by B. Zirzow and seconded by S. Smith.

(1) Motion passed unanimously with a vote of 7-0.

**4) CHANGES TO THE AGENDA: None**

**5) PUBLIC COMMENTS & CONCERNS: None**

**6) OLD BUSINESS: None**

**7) NEW BUSINESS**

**a) Review of Bylaws**

- i) K. MacIsaac proposed changes to the current bylaws to make them more consistent with Village of Wheeling bylaws in regards to citizen/public comments during meetings. Changes addressed the topics that can be discussed by a citizen and a specific timeframe for comments to be made.
- ii) Proposed changes to the bylaws were discussed and reviewed by the Village of Wheeling attorney.

(1) J. Shewfelt made a motion seconded by J. Bielik to approve the amendments to the By-laws of the Wheeling Foreign Fire Insurance Tax Board.

(a) A roll call was taken by Secretary Shewfelt and all members of the FFTB voted Yes to the amendments.

**b) Discussion on the Foreign Fire Tax Boards Purchase List.**

i) Board members discussed adding a line item for special team memberships, above and beyond what it required by the Wheeling Fire Department, and ultimately did not feel that it was appropriate.

ii) Board members did not make any changes to the Purchase List.

(1) J. Bielik made a motion seconded by B. Zirzow to approve the previous Purchase List without making any changes.

**c) Purchase Requisitions Submitted**

(a) S. Kelly requests exercise equipment for Station 42.

(i) The Wheeling Park District is currently renovating their fitness room and selling several pieces of their used Life Fitness exercise equipment. Police and Fire members have looked at various pieces of equipment of interest including leg curl, leg extension, low row, shoulder press, an elliptical, stationary bike, and dumbbells.

(ii) Local exercise maintenance company, K.C. Fitness, contacted and price was received for company to install the equipment at Station 42. K.C. Fitness is a recognized maintenance company through Life Fitness. Equipment would need to be moved from the Park District storage facility to the bay floor at Station 42 by Wheeling Public Works. K.C. Fitness will then dis-assemble the equipment and install it in the workout room.

(iii) Requisition was made for all the fitness equipment and installation for a price not to exceed \$3,000.

1. K. MacIsaac made a motion seconded by J. Bielik to approve the request for a price not to exceed \$3,000.

a. Motion passes unanimously 7-0

(b) S. Mella requests a surface supplied air system for the Wheeling Dive Team.

(i) Surface supplied air has become a standard for MABAS Division 1 Dive Teams due to its many advantages over wearing their SCUBA Tank on their back. The diver/s will now have an unlimited amount of air with this new system and are not limited by their personal SCUBA Tank. There is a significant decrease in weight

that the diver will need to carry. The profile of the diver will now be reduced making it easier to maneuver under water.

(ii) The requested purchase was from Interspiro who is a sole source supplier of this particular equipment.

(iii) Periodic maintenance of the proposed equipment is to be handled and paid for by the Dive Team budget.

1. J. Shewfelt made a motion seconded by S. Watkins to approve the purchase for a price not to exceed \$15,500.

a. Motion passed unanimously 7-0.

(c) K. Weller requests paramedic license fee reimbursement.

(i) B. Zirzow made a motion seconded by S. Smith to approve the reimbursement for \$40.00.

1. Motion passed unanimously 7-0.

(d) J. Theobald requests construction supplies to build a storage unit for the Fire Prevention Bureau.

(i) K. MacIsaac stated that he has available money with the fire department budget for this project.

(ii) Issue did not need a vote.

**d) Approval of bills to be paid:**

i) All outstanding bills were paid as noted in the treasurer's report.

**e) Treasurers Report**

i) B. Zirzow presented the Treasurer's Report for May and June 2018. June report showed available funds of \$99,141.93.

(1) K. MacIsaac made a motion seconded by S. Smith to approve the May 2018 Treasurer's Report.

(a) Motion passed unanimously with a vote of 7-0.

(2) K. MacIsaac made a motion seconded by S. Smith to approve the June 2018 Treasurer's report.

(a) Motion passed unanimously with a vote of 7-0

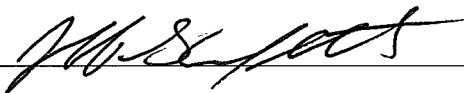
8) EXECUTIVE SESSION (IF REQUIRED): NONE

9) ADJOURNMENT:

a) Motion to adjourn the meeting was made by S. Smith and seconded by J. Shewfelt.

i) Motion passed unanimously with a vote of 7-0.

(1) Meeting was adjourned at 09:55 am.

 Date: 9/14/18

Minutes submitted by: Jeff Shewfelt, Secretary Foreign Fire Tax Board

 Date: 9/14/2018

Minutes approved by: Pat Leahy, Chairperson Foreign Fire Tax Board

**WHEELING FOREIGN FIRE TAX BOARD**  
**TREASURER'S REPORT**  
**May 1, 2018 THRU May 31, 2018**

STARTING BALANCE \$120,794.12

**PURCHASES**

DATE	CHECK#	NAME	DETAILS	AMOUNT
05/09/2018	ACH	Comcast	Cable Bill (May)	\$ 204.92
05/14/2018	ACH	Uline	SCBA Cabinet	\$ 549.95

TOTAL EXPENSES \$ 754.87

Balance \$120,039.25

<b>FOR INTERNAL FFTB USE ONLY</b>
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Preventative Maintenance	390.00	
Hose testing for 2018	7,500.00	
OUTSTANDING APPROVED PURCHASES		\$ 7,890.00
MIN. BALANCE 10% of deposit		<u>\$ 12,570.00</u>

**AVAILABLE FUNDS \$ 99,579.25**

**WHEELING FOREIGN FIRE TAX BOARD**  
**TREASURER'S REPORT**  
**June 1, 2018 THRU June 30, 2018**

STARTING BALANCE \$120,039.25

**PURCHASES**

DATE	CHECK#	NAME	DETAILS	AMOUNT
5-Jun-18	1075	Tim Gambro	Paramedic License Renewal	\$ 40.00
5-Jun-18	CC	Comcast	Cable (June)	\$ 204.92
27-Jun-18	CC	Daily Herald	Newspaper for Station 24	\$ 192.40
TOTAL EXPENSES				<u>\$ 437.32</u>

Balance \$119,601.93

<b>FOR INTERNAL FFTB USE ONLY</b>
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Preventative Maintenance	390.00	
Hose testing for 2018	7,500.00	
OUTSTANDING APPROVED PURCHASES		\$ 7,890.00
MIN. BALANCE 10% of deposit		<u>\$ 12,570.00</u>

**AVAILABLE FUNDS \$ 99,141.93**

