

The Village of Wheeling
Cook and Lake Counties, Illinois 60090
Foreign Fire Tax Board
Meeting Minutes
August 9th, 2019

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 9:00 am on August 9th, 2019 at 499 S. Milwaukee, Wheeling, IL.

2) ROLL CALL

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

(1) Secretary Jeff Shewfelt was absent.

3) APPROVAL OF LAST MINUTES

- a) Motion to approve the minutes for February 8th, 2019 were made by K. MacIsaac and seconded by S. Smith.

- i) Motion passed with a vote of 6-0.

4) CHANGES TO THE AGENDA: None

5) PUBLIC COMMENTS & CONCERNS (IF APPLICABLE): None

6) OLD BUSINESS: None

7) NEW BUSINESS

a) DISCUSSION/ACTION ON EDUCATIONAL REQUISITIONS

- i) There was discussion on Per Diem rate, lodging, and other related travel expenses.

- (1) It was determined that the FFTB language and allowable expenses should mirror the Village of Wheeling language/policy.

b) NEW TRAVEL REIMBURSEMENT FORMS TO BE EXPLAINED

- i) B. Zirzow explained the new "Authorization to Travel Form" and the "Travel Expense Report".

c) PURCHASE REQUISITIONS

i) S. Scheffler requests neck straps for the G1 SCBA masks

- (1) K. Maclsaac made a motion seconded by J. Bielik to purchase 50 neck straps for a price not to exceed \$2,000.

- (a) Motion passed unanimously 6-0

ii) R. Carlson, S. Kosick, J. Bielik, P. Contos, and T. DeCristofaro request paramedic license reimbursement.

- (1) B. Zirzow made a motion seconded by S. Smith to approve the requisition for \$40 per individual.

- (a) Motion passed 5-0-1 with J. Bielik abstaining.

iii) E. Gribbens requested paramedic license reimbursement for \$90.

- (1) Due to a mix-up of paperwork and EMS hours there was a late charge.

- (a) B. Zirzow made a motion seconded by S. Smith to reimburse the \$90.

- (i) Motion passed by a vote of 4-2 with a roll call of J. Bielik, P. Leahy, B.

- Zirzow, and S. Smith voting YES. K. Maclsaac and S. Watkins voted NO.

iv) R. Carlson requested a portable boom box for Station 24 bay floor.

- (1) K. Maclsaac made a motion seconded by S. Watkins to approve the request for a price not to exceed \$110.

v) K. Maclsaac requested \$6,000 for new equipment for the CAFT Training Classroom.

- (1) K. Maclsaac explained that all CAFT Center Chiefs are seeking this purchase via their respective FFTB's. Purchase would be for tables, chairs, projectors/monitor, white boards, etc.

- (2) FFTB members had concerns if Wheeling FD were ever to leave to CAFT Center.

- (a) J. Bielik made a motion seconded by S. Watkins to approve \$6,000 for the CAFT Center Training room only if all other CAFT departments participate fully.

- (i) Vote passed with a vote of 3-2-1. J. Bielik, S. Watkins, and P. Leahy voted YES. B. Zirzow and S. Smith voted NO. K. Maclsaac abstained.

(3) J. Shewfelt requested window tints for Station 24 bunk room.

- (a) B. Zirzow made a motion seconded by J. Bielik to approve the purchase for the bunk room only for a price no to exceed \$2,000.
 - (i) Motion passed unanimously 6-0.

d) APPROVAL OF BILLS TO BE PAID

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

e) TREASURERS REPORT

- i) B. Zirzow presented the treasurers reports for February – July 2019.
 - (1) K. Maclsaac made a motion seconded by S. Watkins to approve the Treasurers Report for from the above months.
 - (a) Motion passed unanimously with a vote of 6-0.

8) EXECUTIVE/CLOSED SESSION (IF APPLICABLE)


9) ADJOURNMENT

- a) S. Smith made a motion to adjourn the meeting seconded by B. Zirzow.
 - i) Motion passed unanimously with a vote of 6-0.
 - (1) Meeting was adjourned at 10:03 am.



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

Date: 10/11/2019



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

Date: 10/11/2019



VILLAGE OF WHEELING
 FOREIGN FIRE INSURANCE TAX BOARD
 AUTHORIZATION TO TRAVEL FORM

INSTRUCTIONS FOR AUTHORIZATION TO TRAVEL FORM					
Complete this section for all travel overnight and forward the original to the FFTB Treasurer thirty (30) days prior to travel. Approval is needed for travel regardless of whether a travel advance is requested. Include a descriptive brochure or program if available.					
1. EMPLOYEE NAME:		TITLE:	DEPARTMENT	ACCOUNT NO.	
PURPOSE OF TRAVEL:			ESTIMATED EXPENSE:		
DESTINATION	NUMBER OF DAYS			<u>Prepaid by FFTB</u>	<u>FFTB Credit Card</u>
MODE OF TRAVEL	DEPARTURE DATE	RETURN DATE	Transportation		
			Lodging		
AUTHORIZATION RECOMMENDED			Meals		
CHAIRPERSON		/ / DATE	Registration		
CERTIFICATION OF FUNDS:			Miscellaneous		
TREASURER		/ / DATE	Total Estimate		
TRAVEL AUTHORIZED			Total Prepaid by FFTB		
FIRE CHIEF		/ / DATE	Advance Requested		



VILLAGE OF WHEELING
 FOREIGN FIRE INSURANCE TAX BOARD
 TRAVEL EXPENSE REPORT

INSTRUCTIONS FOR TRAVEL EXPENSE REPORT:
 Complete within five days after return and forward original to the Treasurer. Attach a copy of the signed Travel Authorization Form for the trip and original receipts for each item where required. Under pay code denote one of the following: Prepaid by FFTB - P, FFTB Credit Card Payment - C, Village or Employee Paid - E.

Employee Name: _____
 Department/Division: _____
 Travel Destination/Purpose of Trip: _____

II. Expense Report	DAY	DAY	DAY	DAY	DAY	DAY	DAY	Total	Pay Code
Dates									
Transportation									
Air									
Rental Vehicle									
Employee Vehicle Mileage									
Bus/Train/Taxi/Subway									
Tolls/Parking									
Lodging									
Meals Breakfast									
Lunch									
Dinner									
Per Diem Total									
Registration Fees									
Telephone Calls (or cost of phone card)									
Miscellaneous (detail below)									
Total Cost of Trip									
Less Total Paid Directly by FFTB -									
Less Total Paid via FFTB Credit Card -									
<i>Reimb. Due to Employee Or Reimbursement due to FFTB if amount is negative =</i>									
Account Number to Charge Expenses: _____									
I certify that the foregoing expenses were incurred in the conduct of Village business				APPROVED:			APPROVED:		
_____/ /				_____/ /			_____/ /		
EMPLOYEE DATE				CHAIRPERSON DATE			TREASURER DATE		

WHEELING FOREIGN FIRE TAX BOARD
 TREASURER'S REPORT
 February 1, 2019 THRU February 28, 2019

STARTING BALANCE \$ 123,486.81

PURCHASES

DATE	CHECK#	NAME	DETAILS	AMOUNT
08-FEB-19	CC	Image Trend	Conference	\$565.00
15-FEB-19	CC	Comcast (February)	Cable	\$204.48

TOTAL EXPENSES \$769.48

Balance \$ 122,717.33

FOR INTERNAL FFTB USE ONLY

Fan for station 23	305.95	
Image Trend Conference	935.00 (possible)	
FDIC	4,800.00	
SCBA/Thermal Imager	9,000.00	
OUTSTANDING APPROVED PURCHASES		\$ 15,040.95
MIN. BALANCE 10% of deposit		<u>\$ 14,201.40</u>
AVAILABLE FUNDS		\$93,474.98

WHEELING FOREIGN FIRE TAX BOARD
 TREASURER'S REPORT
 March 1, 2019 THRU March 31, 2019

STARTING BALANCE \$ 122,717.33

PURCHASES

DATE	CHECK#	NAME	DETAILS	AMOUNT
10-Mar-19	CC	Comcast	Cable (March)	\$214.48
20-Mar-19	CC	Daily Herald	Station 23	\$202.80
30-Mar-19	1090	Jeffery Shewfelt	FDIC / Education	\$600.00
30-Mar-19	1091	Dan Caruso	FDIC / Education	\$600.00
30-Mar-19	1092	Kyle Weller	FDIC / Education	\$600.00

TOTAL EXPENSES \$2,217.28

Balance \$ 120,500.05

FOR INTERNAL FFTB USE ONLY

Image Trend Conference	935.00 (possible)	
SCBA/Thermal Imager	9,000.00	
OUTSTANDING APPROVED PURCHASES		\$ 9,935.00
MIN. BALANCE 10% of deposit		<u>\$ 14,201.40</u>
AVAILABLE FUNDS		\$96,363.65

WHEELING FOREIGN FIRE TAX BOARD
 TREASURER'S REPORT
 April 1, 2019 THRU April 29, 2019

STARTING BALANCE \$ 120,500.05

PURCHASES

DATE	CHECK#	NAME	DETAILS	AMOUNT
04-Apr-19	CC	Comcast	Cable (April)	\$204.48

TOTAL EXPENSES \$204.48

Balance \$ 120,295.57

FOR INTERNAL FFTB USE ONLY

Image Trend Conference	935.00 (possible)	
SCBA/Thermal Imager	9,000.00	
OUTSTANDING APPROVED PURCHASES		\$ 9,935.00
MIN. BALANCE 10% of deposit		<u>\$ 14,201.40</u>
AVAILABLE FUNDS		\$96,159.17

WHEELING FOREIGN FIRE TAX BOARD
 TREASURER'S REPORT
 May 1, 2019 THRU May 29, 2019

STARTING BALANCE \$ 120,295.57

PURCHASES

DATE	CHECK#	NAME	DETAILS	AMOUNT
04-Apr-19	CC	Comcast	Cable (May)	\$204.48

TOTAL EXPENSES \$204.48

Balance \$ 120,091.09

FOR INTERNAL FFTB USE ONLY

Image Trend Conference	935.00 (possible)	
SCBA/Thermal Imager	9,000.00	
OUTSTANDING APPROVED PURCHASES		\$ 9,935.00
MIN. BALANCE 10% of deposit		<u>\$ 14,201.40</u>
AVAILABLE FUNDS		\$95,954.69

WHEELING FOREIGN FIRE TAX BOARD
 TREASURER'S REPORT
 June 1, 2019 THRU June 30, 2019

STARTING BALANCE \$ 120,091.09

PURCHASES

DATE	CHECK#	NAME	DETAILS	AMOUNT
04-June-19	CC	Comcast	Cable (June)	\$ 91.73
16-June-19	CC	Comcast	Cable (June)	\$ 112.75
24-June-19	1093	Dinger Fire Co.	Thermal Imager	\$7,795.00

TOTAL EXPENSES \$7,999.48

Balance \$ 112,091.61

FOR INTERNAL FFTB USE ONLY

Image Trend Conference 935.00 (possible)

Spare SCBA masks 1,000.00

OUTSTANDING APPROVED PURCHASES \$ 1,935.00

MIN. BALANCE 10% of deposit \$ 14,201.40

AVAILABLE FUNDS **\$95,955.21**

WHEELING FOREIGN FIRE TAX BOARD
 TREASURER'S REPORT
 July 1, 2019 THRU July 31, 2019

STARTING BALANCE \$ 112,091.61

PURCHASES

DATE	CHECK#	NAME	DETAILS	AMOUNT
03-July-19	CC	Comcast	Cable (July)	\$ 204.48
03-July-19	CC	Daily Herald	Station 24/Yearly	\$ 202.80
18-July-19	1094	Air One	Spare SCBA Masks	\$ 877.50

TOTAL EXPENSES \$1,284.78

Balance \$ 110,806.83

FOR INTERNAL FFTB USE ONLY

Image Trend Conference 935.00 (possible)

OUTSTANDING APPROVED PURCHASES \$ 935.00

MIN. BALANCE 10% of deposit \$ 14,201.40

AVAILABLE FUNDS **\$95,670.43**