



Foreign Fire Insurance Board
Village of Lincolnwood
6900 N. Lincoln Avenue, Lincolnwood, IL 60712

Meeting Agenda
Thursday May 11, 2023
8:00 AM
Police & Fire Training Room
6900 North Lincoln Avenue
Lincolnwood, IL 60712

AGENDA

- 1) Call to Order
- 2) Roll Call
- 3) Approval of Minutes
- 4) Old Business
 - i) By-laws discussion and adoption
- 5) New Business
- 6) Public Comment
- 7) Good of the Order
- 8) Adjournment

Posted: May 8, 2023 - Website, Village Hall and Fire Department



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Village of Lincolnwood
6900 N. Lincoln Avenue, Lincolnwood, IL 60712

DRAFT Meeting Minutes
Thursday, January 12, 2023
8:00 AM
Police & Fire Training Room
6900 North Lincoln Avenue
Lincolnwood, IL 60712

1) Call to Order:

Deputy Chief Bryan Pierce called the meeting to order at 0809.

2) Roll Call:

Roll Call was conducted. The following members were present: Chief Barry Liss, Deputy Chief Bryan Pierce, Captain Keith Dawson, Lieutenant Jacob Combs, Lieutenant Gabrielle DeSantis, Lieutenant Timothy Breslin and Firefighter Sean Littledale.

ABSENT: None

3) Approval of Minutes of 12/20/23 Meeting:

Motion made by Littledale, 2nd by Breslin to approve the minutes as presented.

Ayes: Liss, Pierce, Dawson, Breslin, Combs, DeSantis, Littledale

4) Treasurers Report:

No report.

5) Old Business:

1. Discussion of By-Laws

Multiple different by laws were given to the members to review. All members will send their proposed changes to DC Pierce and Chief Liss.

2. Financial Discussion

Littledale will be setting up accounts once the funds are released to us.

We will be using the village's tax exempt for our purchases. More information to follow.

6) New Business:

1. FFIB Database

Chief Liss presented the FFIB Database and explained its usage. Members discussed its uses and possible adjustments to the program.

7) Public Comment:

No Public Comment

8) Good of the Order:

None

9) Adjournment:

Motion to Adjourn by Breslin, 2nd by Dawson. Meeting Adjourn at 0858.

Lincolnwood Fire Department

Foreign Fire Insurance Board

Bylaws

Approved and Adopted May 11, 2023

Article 1: ESTABLISHMENT OF THE FOREIGN FIRE INSURANCE BOARD

Section 1.01 - The Lincolnwood Foreign Fire Insurance Board shall be the name of this organization.

Section 1.02 – All references in these rules and regulations to the term board shall be the board as set forth by the provisions of these bylaws, their rules and regulations.

Section 1.03 – This board, its officers, representatives, and members shall recognize, observe, and be bound by the provisions of these bylaws, their rules, and regulations.

Section 1.04 - The object of this board is to provide all needful rules and regulations for the handling of funds for the maintenance, use and benefit of the Lincolnwood Fire Department in accordance with the Ordinances of the Village of Lincolnwood and pursuant to Illinois Compiled Statutes 65 ILCS 5/11-10-2 and Public Act 102-0740.

Article 2: PURPOSE

Section 2.01 – There is hereby established a Foreign Fire Insurance Board of the Village of Lincolnwood, to receive and expend Foreign Fire Insurance Tax funds, hereafter known as “Tax Funds”, for the maintenance, use and benefit of the Village of Lincolnwood Fire Department, in accordance with Illinois Compiled Statute 65 ILCS 5/11-10-2 and Public Act 102-0740. All tax funds received by the Village are public funds and shall be deposited in the appropriate Lincolnwood Foreign Fire Insurance Board checking account.

Section 2.02 – Such tax funds shall be deposited into an established checking account known as the Lincolnwood Foreign Fire Insurance Board.

Article 3: MEMBERSHIP

Section 3.01 – “Members of the Department” for purpose of this Article shall include all active full-time members of the Lincolnwood Fire Department.

Article 4: ORGANIZATION

Section 4.01 - The Foreign Fire Insurance Board shall consist of seven (7) members, with one (1) vote each, as follows:

- (a) One (1) Foreign Fire Insurance Board member shall be the active Fire Chief.
- (b) Six (6) Foreign Fire Insurance Board members shall be elected from active full-time members of the Lincolnwood Fire Department.
- (c) Consistent with Illinois Compiled Statute 65 ILCS 5/11-10-2.
- (d) Consistent with Public Act 102-0740.

Section 4.02 – Foreign Fire Insurance Board members shall be elected from and by the active full-time members of the Lincolnwood Fire Department.

Section 4.03 – At the first meeting of the Foreign Fire Insurance Board and bi-annually (every two years) thereafter, the Foreign Fire Insurance Board members shall select a Chairperson, Vice-Chairperson, Secretary and Treasurer.

Article 5: TERM OF OFFICE

Section 5.01 - Elected Foreign Fire Insurance Board members shall serve a two (2) year term. Elected Foreign Fire Insurance Board Officers (Chairperson, Vice-Chairperson, Treasurer and Secretary) shall serve a one (1) year term, elected annually from active foreign Fire Insurance Board members. Board member terms will be staggered with three (3) Board members being elected in even numbered years and three (3) Board members being elected in odd number years.

Section 5.02 - In the event no successor Foreign Fire Insurance Board member assumes office prior to the expiration of the two (2) year term, then the Foreign Fire Insurance Board member shall serve until a successor Foreign Fire Insurance Board member assumes office. The initial terms of office of the Foreign Fire Insurance Board members shall begin thirty (30) days after completion of the election. Each Foreign Fire Insurance Board member shall hold office during their term unless the member resigns from the department, retires from the department, or is discharged from the department. If any of these three (3) events occur, the Foreign Fire Insurance Board member shall automatically be removed from the Foreign Fire Insurance Board and the position shall be deemed vacant.

Section 5.03 - Vacancies in the Foreign Fire Insurance Board shall be filled by the election of active full-time members of the Lincolnwood Fire Department and such election shall be for the balance of the unexpired term, as described in Section 6.05 herein below. Any person elected to fill a Foreign Fire Insurance Board position vacancy shall assume office immediately upon completion of the election.

Article 6: ELECTION PROCEDURES

Section 6.01 - The election procedures for members of the Foreign Fire Insurance Board shall be governed by this Article 6, with the election conducted by the Fire Chief and witnessed by representation from active full-time members of the Lincolnwood Fire Department.

Section 6.02 – The Foreign Fire Insurance Board shall develop a procedure for the nomination of active members of the department. Written confirmation shall be provided to the active Chairperson of the Foreign Fire Insurance Board, identifying nominations from active full-time members of the Lincolnwood Fire Department. Nominations shall commence at 8:00 a.m. on the first Monday of November and shall remain open until 4:00 p.m. on the second Wednesday of November. In the event, only three nominations have been received, by the deadline. The three nominations will be appointed to the board without going through the election process.

Section 6.03 - Elections shall be by secret paper ballot collected in a secured ballot box located in the main office of the fire station. No voting by proxy or write in candidates shall be accepted. Appropriate ballots will be generated, reflecting the names of all nominees. The period for the casting of ballots shall commence at 8:00 a.m. on the third Monday in November and shall remain open until 4:00 p.m. on the first Monday of December.

Section 6.04 - The election results will be tabulated and witnessed by the Fire Chief and multiple voluntary representatives from active full-time members of the Lincolnwood Fire Department at 4:30 p.m. on the first Monday in December.

Section 6.05 - When a Foreign Fire Insurance Board member's position becomes unexpectedly vacant, and the balance of the unexpired term is greater than six months, a special election may be held to fill that position for the unexpired term. When a Foreign Fire Insurance Board member position becomes unexpectedly vacant, and the balance of the term is less than six months, the Foreign Fire Insurance Board may choose and appoint by majority approval, an active full-time member of the department to fill the balance of the unexpired term.

Article 7: DUTIES OF OFFICERS

Section 7.01 - The Chairperson shall preside over meetings of the Foreign Fire Insurance Board. They shall be the executive head of the Foreign Fire Insurance Board and an ex-officio member of all committees. They shall appoint such committees as may be provided for in this Article and any special committees as may be from time to time established by the Foreign Fire Insurance Board to carry out specific tasks. The Chairperson shall have general supervision of the activities of committees created in accordance with this Article.

Section 7.02 - The Vice Chairperson shall assist the Chairperson in any such manner as the Chairperson may determine. In the absence of the Chairperson, they shall preside over the meetings. If the office of the Chairperson becomes vacated, the Vice-Chairperson shall be acting Chairperson until the office of Chairperson is filled and serve as the second alternate Foreign Fire Insurance Board Treasurer in the absence of the Treasurer and the Secretary as the first alternate Treasurer.

Section 7.03 - The Secretary shall be custodian of all documents, records, books, and papers belonging to the Foreign Fire Insurance Board and serve as the first alternate Foreign Fire Insurance Board Treasurer. They shall keep an accurate record of the meetings and of the various committees of which they shall be the Secretary. They shall conduct correspondence with the foreign Fire Insurance Board promptly.

Section 7.04 - The Treasurer shall be charged with the responsibility of monitoring the expenditures of all monies, account balances and financial transactions affecting the account. They shall maintain a current ledger showing the starting account balance and subsequent debits for items purchased. They shall present a financial statement at all regular business meetings.

Section 7.05 - The officers of the Foreign Fire Insurance Board shall serve a one (1) year term without compensation. Officer vacancies will be filled as needed by Foreign Fire Insurance Board selection.

Article 8: POWERS AND DUTIES

Section 8.01 - The Foreign Fire Insurance Board shall make all necessary rules and regulations with respect to the Foreign Fire Insurance Board and/or the decision-making process for selection of expenditures. No expenditures or transfers shall be made without a majority approval of the Foreign Fire Insurance Board. The Foreign Fire Insurance Board shall coordinate its activities and decisions relating to expenditures or transfers with the Chief of the Fire Department during the Village budget cycle to ensure maximum effectiveness and reduce redundancy.

Section 8.02 - The Foreign Fire Insurance Board shall develop and maintain a listing of those items that they determine are appropriate expenditures for the maintenance, use and benefit of the Village of Lincolnwood Fire Department.

Section 8.03 - The expenditures and transfers made by the Foreign Fire Insurance Board shall be annually reviewed as part of an independent audit. The audit shall verify that expenditures and transfers made by the Foreign Fire Insurance Board are for the maintenance, use and benefit of the Village of Lincolnwood Fire Department, as described in Section 9.09 below.

Section 8.04 - The Foreign Fire Insurance Board Treasurer shall receive the Tax Funds paid to the Foreign Fire Insurance Board and shall pay out such monies and/or otherwise make expenditures upon the order of the Foreign Fire Insurance Board. Any expenditure made by the Foreign Fire Insurance Board Treasurer shall be pursuant to the direction of the Foreign Fire Insurance Board, which shall be solely for the maintenance, use and benefit of the Village of Lincolnwood Fire Department, as described in Section 9.09 herein below.

Section 8.05 - The Treasurer of the Foreign Fire Insurance Board shall:

- a. Have charge and custody of and be responsible for all Tax Funds collected on behalf of the Village of Lincolnwood and the Foreign Fire Insurance Board.
- b. Deposit all such monies for the Foreign Fire Insurance Board in such banks, savings and loan associations, or other depositories as shall be authorized by the foreign Fire Insurance Board.
- c. Invest such Tax Funds as are not immediately required in such securities consistent with policies and practice in place, while collecting all interest earned and depositing such interest to the benefit of the account.
- d. Maintain the financial books and records of the account.
- e. Provide the Foreign Fire Insurance Board with a quarterly accounting of receipts and expenditures of the account.
- f. Pay the service charge levied by the Illinois Municipal League for the collection of the Foreign Fire Insurance Tax from the proceeds of the Foreign Fire Insurance Tax provided that the service charge has not already been retained by the Illinois Municipal League prior to disbursement of the Tax Funds.

Section 8.06 - Foreign Fire Insurance Board members shall be subject to the Code of Ethics as set forth in Chapter 1, Article 4, of the Lincolnwood Village Code and Chapter 2, Section 2.4, of the Village of Lincolnwood Personnel Manual.

ARTICLE 9: USE OF FUNDS

Section 9.01 - Tax Funds received by the Foreign Fire Insurance Board shall be used solely for the maintenance, use and benefit of the Village of Lincolnwood Fire Department. Upon the purchase of any approved items, title shall be placed in the name of the Village.

Section 9.02 - The Foreign Fire Insurance Board reserves the right, after full review of any written proposal for expenditure from a member of the department, to approve or reject by majority vote any request for proposed expenditure. A majority vote shall be defined as one (1) vote of more than fifty (50) percent of those present and voting. A tie vote shall be considered a rejected request.

Section 9.03 – Disputes between the Fire Chief and the remaining members of the Foreign Fire Insurance Board concerning whether any expenditure of funds by the Foreign Fire Insurance Board is for the maintenance, use, or benefit of the department or for any other purpose shall be resolved through binding arbitration, pursuant to a written arbitration agreement established by the Foreign Fire Insurance Board.

Section 9.04 - Any expenditure made from the Tax Funds account shall be made in accordance with Village rules, regulations, practices and ordinances, as may be amended from time to time, which govern the procurement of goods and services. All expenditures must be coordinated with through the foreign Fire Insurance Board Treasurer to ensure compliance with purchasing requirements.

Section 9.05 - Money received from the Foreign Fire Insurance account may be used solely for the purchase of goods and services for the maintenance, use, and benefit of the Fire Department. Any items or services purchased with money from the account shall thereupon become the property of the Village. Money from the account shall not be used for: (i) the personal benefit of any person; (ii) any person, use, or function not directly related to the Fire Department; (iii) food or beverages; (iv) any recreational or entertainment equipment or activity; (v) any litigation; (vi) the benefit of any private for-profit or not-for-profit entity; or (vii) legislative activity.

Section 9.06 - The Foreign Fire Insurance Board, being an agency of the Village, shall not enter into any contract or agreement without the approval of the Village Manager, or if legally required, the Mayor and Board of Trustees.

Section 9.07 - The Foreign Fire Insurance Board shall not make, or obligate, expenditures from the account in excess of the amount of money currently on deposit in and currently available for use from the account.

ARTICLE 10: APPROVAL OF EXPENDITURES

Section 10.1 - Any member suggesting the expenditure of Foreign Fire Insurance Board Tax Funds shall electronically submit to all members of the Foreign Fire Insurance Board a proposal at least 24-hours prior to a meeting. Members suggesting a purchase shall provide a full and complete description of the expenditure which should include the approximate cost of the item, vendor(s), ongoing maintenance of and benefit to the Fire Department.

Section 10.2 - Any member making the recommendation to purchase an item shall be responsible for the purchase of that item. That member shall make arrangements with the Treasurer, prior to purchase, securing funds to make the purchase.

Section 10.3 - The Board shall maintain a list of items to be purchased. If any items on this list are to be used in or around the Fire Station(s) they must be approved by the Fire Chief. The Fire Chief has final say on whether the item can be used in or brought into the Fire Stations.

Section 10.4 - The Board shall maintain a list of items to be purchased. If any items on this list are to be used in or around the Fire Station(s) they must be approved by the Fire Chief. The Fire Chief has final say on whether the item can be used in or brought into the Fire Stations.

Section 10.5 - Approval for purchases will expire six (6) months after the Board's approval.

Section 10.6 - Standard Village of Lincolnwood purchase rules will apply to all approved purchases.

Section 10.7 - Upon approval to purchase an item or items, a purchasing authority shall be designated. Said authority shall be empowered to expend the Boards funds in accordance with the description and price approved at the meeting.

Article 11: MEETINGS - QUORUM, SPECIAL MEETINGS

Section 11.1 - The Foreign Fire Insurance Board shall, in accordance with the Open Meetings Act, establish a regular time and place for its meetings and publish notices of those meetings. The Foreign Fire Insurance Board shall be subject to the provisions of the Illinois Open Meeting Act. Four (4) Foreign Fire Insurance Board members shall constitute a quorum for the transaction of business. The Chairperson may call a special meeting at any time. A special meeting may also be called upon the written notice of four (4) Foreign Fire Insurance Board members. Such notice shall be in writing, duly signed by the Foreign Fire Insurance Board members, describing, in brief, the nature or object of the special meeting. All special meetings require a minimum of 48 hours' written notice in advance of the meeting. Any person shall be entitled to a copy of the Village of Lincolnwood Foreign Fire Insurance Board Bylaws and attend any Foreign Fire Insurance Board meeting.

Section 11.2 - Robert's Rules of Order Revised shall govern this association in all cases to which they are applicable and in which they are not in conflict with these by-laws.

Section 11.3 - The order of business at all meetings should be as follows. It may be temporarily suspended by unanimous consent.

- * Roll Call
- * Reading of Previous Minutes
- * Report of Treasurer
- * Reports of Officers
- * Reports of any other Committees
- * Unfinished Business
- * New Business
- * Closing
- * Motion to Adjourn

Section 11.4 - All motions shall have a second and be voted on before moving to a new item. A motion must need a majority vote of the Trustees to be carried. There may be a discussion on any motion by the members present at the meeting. The Chairperson may call for a stoppage in the discussion to expedite the vote. A motion can be tabled for a later date to add any additional information.

Section 11.05 - Minutes of all Foreign Fire Insurance Board meetings shall be filed pursuant to Village policy.

ARTICLE 11: FINANCIAL POLICIES

This article sets forth the financial and investing policies of the Foreign Fire Tax Board.

- The Treasurer shall be Bonded in accordance with the State Statute
- All Funds shall be kept in insured accounts.
- The Checking Account shall have the signatures of the Treasurer, the Chairman and the co-chairman on file with the Bank.
- Written Checks will have the signature of the Treasurer or the Chairman, *unless the check is for more than \$5000.00 then both the signatures of the President and the Treasurer will be required.*
- A balance of no more than \$20,000.00 will be kept in the checking account, *unless an approved expenditure is greater than that amount.*
- Funds between \$20,000.00 and \$40,000.00 shall be kept in a savings account.
- Funds Greater than \$40,000.00 shall be invested in Interest Bearing Accounts to earn a greater amount of interest.
- Purchases that were approved by the Board Under \$3,000.00 need 1 or more Quotes from 1 or more vendors.
- Purchases that were approved by the board over \$3,000.00 need 3 quotes from 3 different vendors.
- Purchases over \$10,000.00 will go out for bid. Unless the Foreign Fire Tax Board is supplementing an approved Village purchase.
- As part of the municipal audit, foreign fire insurance funds shall be audited to verify that the funds have been expended by the board only.

Article 12: RULES AND REGULATIONS

Section 12.01 - The Foreign Fire Insurance Board may promulgate written rules and regulations governing Foreign Fire Insurance Board matters so long as such rules and regulations are not inconsistent with law. All rules and regulations promulgated by the Foreign Fire Insurance Board must be adopted with a majority approval of the Foreign Fire Insurance Board. All rules and regulations shall be available in the fire station, the Village Hall, and the Village Clerk. The Foreign Fire Insurance Board secretary shall maintain a record of all Foreign Fire Insurance Board rules and regulations, which shall be available for public inspection.

Article 13: LIMITED FUNCTION OF BOARD

Section 13.01 - The Foreign Fire Insurance Board shall be limited in function to the purposes stated in Sections 11-10-1 and 11-10-2 of the Illinois Municipal Code 65 ILCS 5/11-10-2 and the Lincolnwood Village Code. Nothing in this article shall give the Foreign Fire Insurance Board any function or authority for any other purpose. At no time shall the actions of the Foreign Fire Insurance Board interfere with the duties, responsibilities and rights of the Fire Chief, the Village Manager, the Village Board, the Board of Fire and Police Commissioners, nor shall its actions in any way impede the ordinary, usual, and customary operation of the Lincolnwood Fire Department.

Article 14: ADOPTION & EFFECTIVE DATE

These by-laws shall be in full force and effect from and after passage and approval in the manner provided by law.

ADOPTED this ____ day of _____, 20____, by a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

Chairperson

Vice-Chairperson

Treasurer

ATTEST:

Secretary

DRAFT