



# Deerfield-Bannockburn Fire Protection District

500 Waukegan Road • Deerfield, Illinois 60015 • (847) 945-4066 • Fax (847) 945-8951

**BOARD OF TRUSTEES  
DEERFIELD-BANNOCKBURN FIRE PROTECTION DISTRICT  
REGULAR MEETING AGENDA  
February 13, 2025**

The Board of Trustees of the Deerfield-Bannockburn Fire Protection District will hold a regular meeting on February 13, 2025, at 7 P.M., in the conference room of the Deerfield-Bannockburn Fire Protection District's Administrative Building, 500 Waukegan Road, Deerfield, Illinois, 60015. The agenda shall be as follows:

**Present:** Phil Bettiker, Trustee  
Jeffery Hansen, Trustee  
Sheila Elston, Trustee  
Ian Kazian, Fire Chief  
Ray Larson, Deputy Fire Chief  
Coleen Wattleworth, Administrative Services Manager  
Members of the Department

- I. **Roll Call**
- II. **Approval of Minutes**
  - A. A motion for the approval of the regular meeting minutes of January 9, 2025.
  - B. A motion for the approval and release of the closed session minutes of January 9, 2025
- III. **Treasurer's Report**
  - A. A motion for the approval of the Treasurer's Report for the month ending January 31, 2025.
- IV. **Payment of Bills**
  - A. A motion to approve the bills paid for the month ending January 31, 2025.
- V. **Attorney's Report**
- VI. **Chief's Report**
- VII. **Old Business**
- VIII. **New Business**
  - A. A motion to approve resolution 2025-R-01 regarding confidentiality of certain closed minutes
  - B. Investment policy – discussion/actions
  - C. Appointment of Division Chief of Fire Prevention – discussion/actions
- IX. **Public Comment**
- X. **Closed Session**
  - A. A motion to go into closed session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body.
- XI. **Action if any taken on items from closed session**

**Next Regular Board of Trustees Meeting is March 13, 2025**



# Deerfield-Bannockburn Fire Protection District

500 Waukegan Road • Deerfield, Illinois 60015 • (847) 945-4066 • Fax (847) 945-8951

## TREASURERS REPORT JANUARY 2025

### 1) TREASURER'S REPORT

Cash Received This Month		\$158,893.44
Less Expenses Paid This Month		(1,120,454.82)
Transfer Out - Capital		0.00
Cash on Hand at:	1/31/2025	<u>15,345,011.34</u>

### 2) EXPENDITURES TO APPROVE

Payroll & Payroll Related Items	Check # - Description	
Other Payroll Deductions	31718, 31742	3,050.00
	IMRF Payment	5,071.73
January 15, 2025	Total Disbursement	291,066.87
January 31, 2025	Total Disbursement	<u>265,136.64</u>
		<u>564,325.24</u>
Operating Disbursements	Check # - Description	
January		
Trustee/Commissioner	31719-31721	525.00
Trustee/Commissioner	Direct Deposit	825.00
Voided Checks	31753	-
January 15th Bills Payable	31717, 31722-31741	174,946.81
January 31st Bills Payable	31743-31776	157,505.36
Pension Expense	Lake County Taxes	-
Foreign Fire Expense		17,527.15
Journal Entries / Deposits / Credit Memos	Sikich, EBC, PBS FEE, AJE JE's	<u>204,800.26</u>
		<u>556,129.58</u>
Total Disbursements		1,120,454.82

>> CHAIR TO CALL FOR A MOTION & VOTE TO ACCEPT TREASURER'S REPORT

DeerField-Bannockburn Fire Protection Departme  
CHECK DISTRIBUTION REPORT

Page: 1

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Checkbook ID	First
Vendor Name	First	Last	Check Number	First
Check Date	1/1/2025	1/31/2025		Last

Sorted By: Check Number

Distribution Types Included: All

Check #	Vendor Name	Invoice #	Invoice Description	PO Description	Invoice Amount	Check Date	Check Amount
31717	METROPOLITAN FIRE CHIEFS ASSOC					1/7/2025	\$150.00
		KAZIAN 2025	ANNUAL MEMBERSHIP		\$50.00		
		LARSON 2025	ANNUAL MEMBERSHIP		\$50.00		
		MONTONDO 202	ANNUAL MEMBERSHIP		\$50.00		
31718	STATE DISBURSEMENT UNIT					1/14/2025	\$1,525.00
		1/15/2025	CHILD SUPPORT/MAINTENANCE		\$1,525.00		
31722	ASSURED PARTNERS					1/15/2025	\$86,438.25
		27903	CYBER LIABILITY/CPKG		\$51,700.25		
		27642	AHPI POLICY		\$34,738.00		
31723	BANKCARD PROCESSING CENTER					1/15/2025	\$5,687.22
		12/2024	EMPLOYEE HOLIDAY GIFTS		\$5,687.22		
31724	BMO CORPORATE MASTERCARD					1/15/2025	\$4,180.24
		567361205	ADMINISTRATIVE HOLIDAY LUNCH		\$42.36		
		563797163	PARAMEDIC STUDENTS CODES		\$120.99		
		564557407	ACTIVE SHOOTER TRAINING		\$35.50		
		564557408	ACTIVE SHOOTER TRAINING		\$68.24		
		565103152	INSPECTOR I CLASS (2)		\$900.00		
		565451808	ADOBE ACROBAT		\$449.99		
		565879639	INSPECTOR 1 TEXTBOOKS		\$213.96		
		566289210	MEDICAL CLEARANCE FOR CLINICAL		\$115.00		
		565451733	TIRES (2033)		\$935.96		
		566951828	BOILER PARTS		\$835.46		
		565103153	SECURITY LABELS		\$421.78		
		566289287	PARAMEDIC LICENSE RENEWAL		\$41.00		
31725	COMCAST					1/15/2025	\$530.60

	NET19	1/25	NET 19		\$262.80	
	NET20	1/25	NET 20		\$267.80	
31726	DATA-TEL COMMUNICATIONS					1/15/2025 \$2,275.00
	17562		MONTHLY MANAGED IT		\$2,275.00	
31727	GOTO COMMUNICATIONS INC					1/15/2025 \$1,121.60
	IN7103522982		TELEPHONE		\$1,121.60	
31728	ILLINOIS GOVERNMENT FINANCE OF					1/15/2025 \$300.00
	2025		ANNUAL MEMBERSHIP		\$300.00	
31729	LAKE COUNTY FIRE CHIEFS ASSOCI					1/15/2025 \$2,400.00
	2025 SUMMIT		LEADERSHIP SUMMIT (12)		\$2,400.00	
31730	LAKESHORE RECYCLING SYSTEMS					1/15/2025 \$46.00
	6041729		GARBAGE		\$46.00	
31731	NORTH SHORE WATER RECLAMATION					1/15/2025 \$89.54
	5493386		WASTEWATER		\$89.54	
31732	SAM'S CLUB					1/15/2025 \$646.93
	12/2024		STATION SUPPLIES		\$646.93	
31733	T FISHER CONSTRUCTION					1/15/2025 \$17,217.62
	T2501988		STATION 19 KITCHEN REMODEL		\$17,217.62	
31734	TODAY'S UNIFORMS INC.					1/15/2025 \$319.80
	272334		UNIFORM MAINTENANCE		\$319.80	
31735	VILLAGE OF DBERFIELD					1/15/2025 \$3,200.93
	45028		FUEL		\$3,200.93	
31736	VERIZON					1/15/2025 \$380.12
	6102452280		TELEPHONE		\$380.12	
31737	ANDERSON PEST SOLUTIONS					1/15/2025 \$53.63
	72596138		PEST MANAGEMENT		\$53.63	
31738	POSTER COACH SALES					1/15/2025 \$70.19
	28603		FENDERRETTE MOUNTING KIT		\$70.19	
31739	ILLINOIS PUBLIC RISK FUND					1/15/2025 \$49,002.00
	91780		WORKERS COMPENSATION		\$49,002.00	
31740	NAPA AUTO PARTS DIV OF MPEC					1/15/2025 \$340.14
	12/2024		VEHICLE REPAIR PARTS		\$340.14	
31741	ON TIME EMBROIDERY					1/15/2025 \$497.00
	130181		UNIFORM MAINTENANCE		\$154.00	
	131485		UNIFORM MAINTENANCE		\$138.00	
	131590		UNIFORM MAINTENANCE		\$205.00	
31742	STATE DISBURSEMENT UNIT					1/31/2025 \$1,525.00
	1/31/2025		CHILD SUPPORT/MAINTENANCE		\$1,525.00	
31743	ALLIANCE LAUNDRY SYSTEMS					1/31/2025 \$296.00
	6002005800		WASHING MACHINE REPAIR		\$296.00	

31744	AMERICAN BACKFLOW & FIRE PREVE 36954	BACKFLOW INSPECTION	\$359.80	1/31/2025	\$359.80
31745	AMWINS GROUP BENEFITS, LLC 2/2025	HEALTH INSURANCE	\$7,425.72	1/31/2025	\$7,425.72
31746	APX NET, INC 77469	FIBER LINES	\$1,081.56	1/31/2025	\$1,081.56
31747	BLUE CROSS BLUE SHIELD OF ILLI 2/2025	HEALTH/DENTAL INSURANCE	\$110,296.43	1/31/2025	\$110,296.43
31748	DATA-TEL COMMUNICATIONS 17593	SERVICE CALLS	\$2,186.25	1/31/2025	\$2,186.25
31749	DOUGLAS TRUCK PARTS 112540	DEGREASER	\$72.50	1/31/2025	\$72.50
31750	EQUIPMENT MANAGEMENT COMPANY 64944	PUSH PULL RAM REPAIR	\$472.50	1/31/2025	\$472.50
31751	HOME DEPOT CREDIT SERVICES 1/2025	SALT SPREADER	\$259.00	1/31/2025	\$259.00
31752	INTERNATIONAL ASSOCIATION OF F 281127	ANNUAL MEMBERSHIP	\$232.92	1/31/2025	\$268.75
	278777	ANNUAL MEMBERSHIP	\$35.83		
31754	THE MULCH CENTER 472	SALT	\$465.50	1/31/2025	\$465.50
31755	MUTUAL SERVICES 651623	CEILING PATCH KIT	\$5.39	1/31/2025	\$5.39
31756	NEXTERA ENERGY SERVICES G40530301132	GAS 19	\$705.62	1/31/2025	\$4,102.74
	G40530401132	GAS 20	\$3,397.12		
31757	NORTHERN ILLINOIS FIRE INSPECT 1682	ANNUAL MEMBERSHIP	\$100.00	1/31/2025	\$100.00
31758	POMP'S TIRE SERVICE, INC. 290278896	A20 FRONT TIRES	\$795.54	1/31/2025	\$795.54
31759	DEERFIELD ROTARY CLUB 1395	QUARTERLY DUES	\$80.00	1/31/2025	\$80.00
31760	JOHN SANTNER 1/2025	TUITION REIMBURSEMENT	\$2,292.00	1/31/2025	\$2,292.00
31761	TODAY'S UNIFORMS INC. 272120	UNIFORM MAINTENANCE	\$55.95	1/31/2025	\$1,329.30
	273161	UNIFORM MAINTENANCE	\$209.95		
	273269	UNIFORM MAINTENANCE	\$159.90		
	273628	UNIFORM MAINTENANCE	\$473.75		

	273665	UNIFORM MAINTENANCE	\$429.75	
31762	VILLAGE OF BANNOCKBURN			1/31/2025 \$457.88
	WATER 4Q2024	WATER	\$457.88	
31763	VILLAGE OF BUFFALO GROVE			1/31/2025 \$10,000.00
	2025-0000000	ANNUAL CAPT DUES	\$10,000.00	
31764	VILLAGE OF DEERFIELD			1/31/2025 \$989.74
	587543	WATER	\$989.74	
31765	VERIZON			1/31/2025 \$1,041.62
	6103670857	TELEPHONE	\$1,041.62	
31766	AIR ONE EQUIPMENT, INC.			1/31/2025 \$605.00
	215931	CYANIDE CALIBRATION GAS	\$440.00	
	216037	BREATHING AIR TEST	\$165.00	
31767	ANDERSON PEST SOLUTIONS			1/31/2025 \$58.03
	72596140	PEST MANAGEMENT	\$58.03	
31768	BLUE CROSS/BLUE SHIELD			1/31/2025 \$2,305.75
	2/2025	VISION/LIFE INSURANCE	\$2,305.75	
31769	JUAN HERRERA			1/31/2025 \$800.00
	179	BUILDING MAINTENANCE	\$800.00	
31770	LINDE GAS NORTH AMERICA			1/31/2025 \$1,227.89
	47510946	SHOP GAS	\$167.77	
	47557647	MEDICAL GAS	\$894.61	
	47559049	MEDICAL GAS	\$165.51	
31771	NAPA AUTO PARTS DIV OF MPEC			1/31/2025 \$1,250.70
	11/2024	VEHICLE REPAIR PARTS	\$1,250.70	
31772	NIPSTA			1/31/2025 \$5,350.00
	73861829	STRUCTURAL COLLAPSE	\$2,200.00	
	76197557	TRENCH RESCUE	\$1,850.00	
	79213985	INSTRUCTOR (2)	\$1,300.00	
31773	NORTHERN SAFETY & INDUSTRIAL			1/31/2025 \$468.00
	906636435	SAFETY GLASSES	\$468.00	
31774	ON TIME EMBROIDERY			1/31/2025 \$603.00
	E131621	UNIFORM SAMPLES	\$179.00	
	132185	UNIFORM MAINTENANCE	\$424.00	
31775	QUILL			1/31/2025 \$330.83
	42318702	OFFICE SUPPLIES	\$75.73	
	42376031	OFFICE SUPPLIES	\$12.59	
	42390845	OFFICE SUPPLIES/TONER	\$184.52	
	42393401	OFFICE SUPPLIES	\$57.99	

31776      READY REFRESH

05A012553252    WATER

1/31/2025

\$127.94

\$127.94

Checks Total

\$335,502.17

**RESOLUTION NO. 2025-R-01**

**A RESOLUTION REGARDING CONFIDENTIALITY OF CERTAIN CLOSED MINUTES**

**WHEREAS**, the Deerfield-Bannockburn Fire Protection District, Lake County, Illinois (the "District") is a fire protection district duly organized under the laws of the State of Illinois; and

**WHEREAS**, the Board of Trustees (the "Board") of the District constitutes the corporate authorities for the District and has full power to pass all necessary ordinances and rules for the proper management and conduct of District business pursuant to Section 6 of the Illinois Fire Protection District Act (70 ILCS 705/6); and

**WHEREAS**, Section 1.02 of the Illinois Open Meetings Act (the "Act", 5 ILCS 120/1.02) provides that the Board and District are public bodies; and

**WHEREAS**, Section 2.02 of the Act (5 ILCS 120/2.02) provides that all meetings of public bodies are subject to provisions of the Act; and

**WHEREAS**, Section 2.06(a) of the Act (5 ILCS 120/2.06(a)) requires minutes be prepared for all meetings of public bodies, whether open or closed; and

**WHEREAS**, as required by Section 2.06(a) of the Act (5 ILCS 120/2.06(a)), the Secretary is responsible for keeping written minutes of all such closed sessions; and

**WHEREAS**, Section 2.06(d) of the Act (5 ILCS 120/2.06(d)) requires each public body to review minutes of closed meetings at least every six months to determine whether (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and may be released for public inspection; and

**WHEREAS**, Section 2.06(d) of the Act (5 ILCS 120/2.06(d)) requires each public body to report in open session the results of its periodic review of minutes from all closed meetings; and

**WHEREAS**, the Board has met from time to time in closed session for purposes authorized by Section 2(c) of the Act (5 ILCS 120/2(c)); and

**WHEREAS**, pursuant to the requirements of Section 2.06(d) of the Act (5 ILCS 2.06(d)) and Section 7(l) of the Illinois Freedom of Information Act (5 ILCS 140/7(l)), and the Board having had the opportunity to review closed session minutes to determine whether a need for confidentiality remained as to the closed session minutes from prior Board Meetings.



**NOW, THEREFORE,** Be It Resolved by the Board of Trustees of the Deerfield-Bannockburn Fire Protection District, Lake County, Illinois, as follows:

**Section One:** The Board finds the above recitals to be true and correct, and by this reference incorporates these recitals as if written out here in full.

**Section Two:** Pursuant to Section 2.06(d) of the Act (5 ILCS 120/2.06(d)), a need for confidentiality still exists as to the minutes of the closed session Board Meetings of the following meetings (complete minutes except as otherwise noted):

January 11, 2024

The Secretary is hereby authorized and directed to retain the minutes of the meetings listed above that require confidentiality as closed session minutes.

**Section Three:** Pursuant to Section 2.06(d) of the Act (5 ILCS 120/2.06(d)), the minutes of the closed session Board Meetings on the following dates no longer require confidential treatment and may be released for public inspection: *None*

**Section Four:** The Secretary is hereby authorized and directed to retain the verbatim records for the following closed session meetings for which minutes have been approved but for which the 18-month time limit has not yet lapsed: *None*

**Section Six:** This Resolution shall be in full force and effect from and after its adoption.

**ADOPTED** this 13th day of February 2025, by the following roll call vote.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

[SEAL]

\_\_\_\_\_  
Jeff Hansen  
President *Pro tem*, Board of Trustees  
Deerfield-Bannockburn Fire Protection District

**ATTEST:**

\_\_\_\_\_  
Sheila Elston  
Secretary, Board of Trustees  
Deerfield-Bannockburn Fire Protection District

STATE OF ILLINOIS                    )  
  )  
LAKE COUNTY                            )           SS

**SECRETARY'S CERTIFICATE**

I, Sheila Elston, the duly qualified and acting Secretary of the Board of Trustees of the Deerfield-Bannockburn Fire Protection District, Lake County, Illinois, do hereby certify that attached hereto is a true and correct copy of a Resolution entitled:

**RESOLUTION NO. 2025-R-01**

**A RESOLUTION REGARDING CONFIDENTIALITY OF CERTAIN CLOSED MINUTES**

which Resolution was duly adopted by said Board of Trustees at a meeting held on the 13th day of February 2025.

I do further certify that a quorum of said Board of Trustees was present at said meeting, and the Board met all the requirements of the Illinois Open Meetings Act.

IN WITNESS WHEREOF, I have hereunto set my hand this 13th day of February 2025.

[SEAL]

---

Sheila Elston  
Secretary, Board of Trustees  
Deerfield-Bannockburn Fire Protection District