

RESOLUTION NO. 2022-02

**A RESOLUTION ESTABLISHING A CAPITAL IMPROVEMENTS PLAN AND FUND
FOR THE BENSENVILLE FIRE PROTECTION DISTRICT NO. 2**

WHEREAS, the Bensenville Fire Protection District No. 2 (“District”) is a unit of local government organized under Illinois law, including but not limited to the Illinois Fire Protection District Act (the “Act”, 70 ILCS 705/0.01 *et seq.*); and

WHEREAS, the District’s Board of Trustees (“Board”) is the corporate authority for the District (70 ILCS 705/6(a)); and

WHEREAS, in its capacity as corporate authority the Board is responsible for the proper management and accounting of District real and personnel property in exercising all of the powers and control all the affairs and property of the District (70 ILCS 705/6(a)); and

WHEREAS, the Board has full power to pass all necessary ordinances, and rules and regulations for the proper management and conduct of the business of the board of trustees of the fire protection district for carrying into effect the objects for which the district was formed (70 ILCS 705/6(i)); and

WHEREAS, the Board has considered, finds and determines that it is in the best interest of the District and its residents to memorialize a written policy describing management and accounting of the District’s capital assets, as defined herein; and

WHEREAS, the Board desires to formally approve and adopt a Capital Improvement Expenditure Plan and Fund, the details of which are set forth in this Resolution.

NOW, THEREFORE, Be It Resolved by the Board of Trustees of the Bensenville Fire Protection District No. 2, DuPage and Cook Counties, Illinois, as follows:

SECTION ONE: The Board finds and determines the above recitals to be true and correct and by reference incorporates them as if written here in full.

SECTION TWO: The Board hereby adopts a Capital Improvement Expenditure Plan which is attached to this resolution as Exhibit 1.

SECTION THREE: The objectives of the Capital Improvement Expenditure Plan are as follows:

- A. To establish asset capital plan spending policies and procedures;
- B. To create and maintain a subsidiary ledger of detailed records of fixed assets;
- C. To provide property management standards to control fixed assets; and
- D. To provide a statement of capital assets in the annual financial report.
- E. To provide a proper budgetary account for Capital Improvement spending within the District's budget ordinance.

SECTION FOUR: For purposes of Capital Project spending the following provisions apply:

- A. Capital assets for purposes of the Capital Improvement Expenditure Plan are defined by the District as assets with an initial individual (unit item) cost of Five Thousand Dollars (\$5,000.00) or more and having an estimated useful life of five (5) years or more;
- B. Capital assets are defined by the District as land, land improvements, building, infrastructure, machinery and equipment, and construction in progress;
- C. Such capital assets shall be recorded (valued) at historical (actual) cost or estimated historical (actual) cost if purchased or constructed;
- D. Donated capital assets are recorded (valued) at estimated fair market value as of the date of donation;
- E. The cost of normal maintenance and repairs that do not add value or materially extend assets' useful life span shall not be capitalized; and
- F. Capital assets are depreciated under the straight line method using the following estimated useful lives:
 - a. For land improvements: 100 years;
 - b. For buildings: 50 years;
 - c. For other infrastructure: 30 years; and
 - d. For machinery and equipment: 5 to 15 years.

SECTION FIVE: The District shall comply with Capital Asset Record Keeping procedures as follows:

- A. A general fixed asset inventory including all District capital assets shall be created and maintained. This capital asset inventory shall include a description of the asset, the date purchased, the original cost, replacement cost and schedule if applicable, and any relevant information on the condition of the asset or other factors that could affect need for or the ability to maintain the asset in the future.
- B. A capital asset schedule recording depreciation expense and accumulated depreciation shall be created and maintained.

SECTION SIX: The District shall comply with Property Management Standards as follows:

- A. District command staff is charge and entrusted with the care and maintenance of the District's fire prevention and suppression, emergency medical, and technical and special rescue equipment, all of which equipment may collectively be referred to as assets.
- B. Assets are to be properly marked for identification as being District property as necessary.
- C. A 100% physical inventory of assets is to be conducted by or under the supervision and direction of District command staff at least annually.
- D. Fixed asset inventory will be reviewed periodically for adequate property insurance coverage by District command staff, with recommendations for District policy or programs corrective actions, if any, being brought to the Board.
- E. Each annual fixed asset inventory and reconciliation notes, if any, will be maintained by District command staff for easy reference by the Board as may be needed from time-to-time.

SECTION SEVEN: The District shall comply with Financial Reporting procedures as follows: A Statement of General Capital Assets shall be prepared and included in the annual financial report in accordance with current accounting and auditing requirements.

SECTION EIGHT: The District's Secretary, assisted by District command staff, shall distribute and disseminate copies of this Capital Improvement Expenditure Plan as may be required by law or regulation, and to ensure fullest awareness of compliance with its provisions.

SECTION NINE: The Board may from time-to-time may make amendments to the Capital Improvement Expenditure Plan, and if adopted shall distribute and disseminate copies of the

amended Policy as may be required by law or regulation, and to ensure fullest awareness of compliance with its provisions.

SECTION TEN: If any section, paragraph, clause or provision of this Resolution shall be held invalid by a court of competent jurisdiction, the invalidity thereof shall not affect any other provision of this Resolution. The Board intends that this Resolution supplement, and not repeal, existing District Ordinances, Resolutions and policies.

SECTION ELEVEN: The Secretary of the Board of Trustees shall keep available for inspection by any interested party in the main office of this District a copy of this Resolution subsequent to its adoption.

SECTION TWELVE: This Resolution shall be in full force and effect upon its passage and approval as required by law.

ADOPTED this 17th day of November 2022, by the following roll call vote:

AYES: 3

NAYS: 0

ABSTAIN: _____

ABSENT: _____



President, Board of Trustees
Bensenville Fire Protection District No. 2

ATTEST


Secretary, Board of Trustees
Bensenville Fire Protection District No. 2

STATE OF ILLINOIS)
) SS
DUPAGE COUNTY)

SECRETARY’S CERTIFICATE

I, _____, the duly qualified and acting Secretary of the Board of Trustees of Bensenville Fire Protection District No. 2, DuPage and Cook Counties, Illinois, do hereby certify that attached hereto is a true and correct copy of a Resolution entitled:

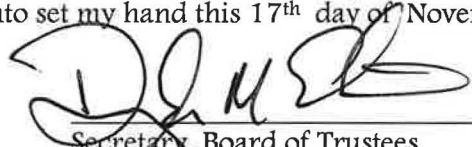
RESOLUTION NO. 2022-02

**A RESOLUTION ESTABLISHING A CAPITAL IMPROVEMENTS PLAN AND FUND
FOR THE BENSENVILLE FIRE PROTECTION DISTRICT NO. 2**

which Resolution was duly adopted by said Board of Trustees at a meeting held on the this 17th day of November, 2022.

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

IN WITNESS WHEREOF, I have hereunto set my hand this 17th day of November 2022.



Secretary, Board of Trustees
Bensenville Fire Protection District No. 2