

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
10/05/2021

Date: October 5th, 2021

To: President & Trustees

From: Office Manager Pamela Hall

Trustee T. Reynolds called the Trustee Meeting to order at 4:30 pm with the following persons in attendance:

T. Reynolds	L. Engberg	J. Armesy	M. Anderson	A. Lee (via Zoom)	J. Cluchey
M. Hanson	M. Huneke	S. Flaherty	P. Hall	C. Mulvihill	

Assistant Chief M. Hanson led the Board of Trustees in the Pledge of Allegiance.

Public Comment:

- No Comment

President's Report:

- Trustee Reynolds thanked everyone that worked the Open House.

Attorney Comments:

- No report

Chief J. Cluchey Comments:

1) Website & Domain Update

- No report

2) Hurricane IDA Deployment

- Chief J. Cluchey informed the Board of Trustees that all employees are back. He noted that one employee had an injury that requires follow up through the State of Illinois.
- Chief Cluchey stated that he has started the reimbursement process and it will take months to receive payment.

3) Personnel Matters

- Chief Cluchey stated that there is nothing he is free to speak about.

Assistant Chief M. Hanson Comments:

a) Incident Reporting

- Assistant Chief M. Hanson presented the Board of Trustees with the incident report for their review. A copy has been placed on file.

b) Updated COVID-19 protocols

- Assistant Chief M. Hanson noted that there is nothing new to report. The General Order remains in effect.

Assistant Chief M. Huneke Comments:

a) Operations Update

- Assistant Chief M. Huneke informed the Board of Trustees that Tower 302 was dispatched on its' first structure fire.

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
10/05/2021

- Assistant Chief M. Huneke informed the Board of Trustees that the district is participating in joint training with neighboring fire & police departments for auto aid training.
 - Assistant Chief M. Huneke provided an update on the APT/SPT program. He noted that the program has significantly cut back on overtime.
 - Assistant Chief M. Huneke noted that there are interviews this evening for the next group of recruits.
- b) Fleet Maintenance Updates
- Assistant Chief M. Huneke stated that the Fire Marshal's car is scheduled for build this week.
 - He also stated that they are waiting on parts for the new duty car which are not available until mid-October and lettering of the vehicle has not been scheduled.
- c) Station Maintenance Updates
- Assistant Chief M. Huneke informed the Board of Trustees that the district now has service agreements for AC/Heating maintenance.
 - Assistant Chief M. Huneke informed the Board of Trustees that the holding tank at Station #3 for the apparatus floor is filling up approximately every 30 days. He is checking to see if the tank is still sealed.
- d) Wooley Rd. Property
- No report

Fire Marshal Comments:

- a) Fire Prevention Bureau
- i. Project Status (Plan Reviews, Inspections, Etc.)
 - ii. Public Education (Classes, Special Events, Etc.)
- Chief J. Cluchey reviewed the Fire Prevention Bureau report with the Board of Trustees. A copy has been placed on file.

CONSENT AGENDA

Consider any motions to remove any item from consent agenda and place that item under the new business or old business portion of the meeting as appropriate.

Motion to approve consent agenda items # 1 through # 4

- 1) Approve District Trustee Minutes for September 14th, 2021
- 2) Approve Treasurers Report for September 2021
- 3) Approve bills in the amount of \$97,903.14
- 4) Approve Payroll Report for September 2021

M. Anderson made a motion to approve consent agenda items #1 through #4. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

Committee Reports:

- 1) Foreign Fire Insurance (FFI) Board Report
- No report

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
10/05/2021

2) Pension Board Report

- Assistant Chief M. Huneke informed the Board of Trustees that the State of Illinois swept over the pension finds on October 1st, 2021.
- Assistant Chief M. Hanson stated that the pension fund established a second cash account to cover expenses. SIKICH prepared a cash forecast based on the fund history.

Old Business:

- 1) Any old business matters
- None

New Business:

- 1) Pension Levy Funds
 - a) Motion to approve release of FY 2021 – 2022 levy funds to the ECFPD Pension Fund in the amount of \$702,564.00
- Assistant Chief M. Huneke informed the Board of Trustees that the district has received the funds from Kane County. He requested the district release the pension funds.

M. Anderson made a motion to release of FY 2021 – 2022 levy funds to the ECFPD Pension Fund in the amount of \$702,564.00. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

- b) Motion to approve retroactive pension fund payment of \$9,000.00 for FY 2020-2021
- Assistant Chief M. Huneke informed the Board of Trustees that an error was made last year with transposed numbers so the levy pension funds released were \$9,000.00 short of what was approved for the last fiscal year. He requested the Board of Trustees authorize the release of the remaining pension funds due for FY 2020-2021.

J. Armesy made a motion to approve retroactive pension fund payment of \$9,000.00 for FY 2020-2021. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

- c) Motion to approve a pension levy amount for FY 2022-2023
 - Assistant Chief M. Huneke informed the Board of Trustees that the pension levy amount for fiscal year 2022-2023 will be approximately \$640,000.00. He noted that this amount is less than previous years. An official letter will be presented with the request for approval at the next meeting.
- 2) Property & Casualty Insurance Renewal plus Bond Renewal
- a) Motion to approve Property & Casualty Insurance in the amount of \$64,568.00
 - Chief J. Cluchey informed the Board of Trustees that property and casualty insurance is up for renewal and the district will remain with VFIS.

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
10/05/2021

M. Anderson made a motion to approve Property & Casualty Insurance in the amount of \$64,568.00. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

- 3) Any other new business matters or consideration of items removed from consent agenda
- None

Good of the Organization:

- Chief J. Cluchey informed the Board of Trustees that thirteen individuals applied for the EMT-B Class. Two are requesting a refund. One withdrew and one did not pass the background check. The refund will be for the cost of the class minus the expenses to the district for their participation so far.
- Attorney S. Flaherty informed the Board of Trustees that the administration anticipates an under 5% increase for the fiscal year 2022-2023 levy request.

At 4:54 pm, A. Lee made a motion to adjourn. J. Armesy seconded the motion. It was voted on and approved.

Respectfully Submitted,
Pamela C. Hall, Office Manager
Elburn & Countryside Fire Protection District