

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
10/06/2020

Date: October 6, 2020

To: President & Trustees

From: Administrative Assistant 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	M. Anderson	A. Lee	J. Armesy
J. Cluchey	M. Hanson	M. Huneke	P. Hall	S. Flaherty
L. Schopp	L. Herra	E. Daffron	S. Herra	

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

Public Comment:

- No comment

Previous Meeting Minutes:

T. Reynolds called for any additions or correction of the minutes from the September 1st, 2020 meeting. A. Lee made a motion to accept the minutes. L. Engberg seconded the motion. It was voted on and approved with a copy placed on file.

T. Reynolds called for any additions or correction of the executive session minutes from the September 1st, 2020 meeting. J. Armesy made a motion to accept the executive session minutes. M. Anderson seconded the motion. It was voted on and approved with a copy placed on file.

T. Reynolds called for any additions or correction of the minutes from the September 8th, 2020 meeting. A. Lee made a motion to accept the minutes. J. Armesy seconded the motion. It was voted on and approved with a copy placed on file.

Treasurer's Report:

Administrative Assistant P. Hall presented the Treasurer's Report.

M. Anderson made a motion to approve the September 2020 Treasurer's Report. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

<u>5</u>	Ayes
<u>0</u>	Nays
<u>0</u>	Absent

Approval of Bills:

The Purchase Journal was presented showing invoice expenses in the amount of \$114,205.71. J. Armesy made a motion to approve the bills. A. Lee seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

<u>5</u>	Ayes
<u>0</u>	Nays
<u>0</u>	Absent

President's Report

- 1) ECFPD Board of Trustees December Meeting
 - a) Motion to approve December 8th, 2020 meeting
 - President T. Reynolds stated that he'd like to move the December board meeting to December 8th, 2020 instead of having it on December 1st, 2020. All trustees agreed.

M. Anderson made a motion to approve the December 8th, 2020 for the ECFPD Board of Trustees meeting. A. Lee seconded the motion. It was voted on and approved.

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Attorney Comments:

Attorney S. Flaherty noted that continuing education for trustees will not be offered at the annual conference this year. The conference has been cancelled.

Attorney S. Flaherty also inquired as to which meeting the levy will be discussed. Chief J. Cluchey stated that the levy will be discussed at the December meeting. Chief J. Cluchey noted that there will be no need to publicize/black box the levy request if the increase remains below 5%.

Presentation:

Chief Cluchey informed the Board of Trustees that Asst. Chief Michael Huneke has been designated as a Chief Fire Officer (CFO) by the Commission on Professional Credentialing (CPSE). He congratulated Asst Chief M. Huneke and presented him with a pin.

Chief J. Cluchey Comments:

- a) Personnel update
 - Chief J. Cluchey reminded the Board of Trustees that the Swearing In Ceremony for FF/PM C. Meyers, FF/PM A. Oliver & FF/PM S. Walter will take place after the meeting at 5:45 pm.
 - Chief J. Cluchey informed the Board of Trustees that Lt. Sheri Nielsen has tendered her resignation effective January 1, 2021. She is currently on a medical leave of absence and will be retiring after 31 years of service to the district.
 - Chief J. Cluchey noted that there are also two other employees on long term illness leaves of absence.

Assistant Chief M. Hanson Comments:

- a) Incident Reporting
 - Assistant Chief M. Hanson reviewed the incident report. A copy has been placed on file.
- b) Operations Update
 - Assistant Chief M. Hanson informed the Board of Trustees that they are working on drafts for the ladder truck operations.
- c) Ladder Truck Update
 - Assistant Chief M. Hanson informed the Board of Trustees that ladder truck training has begun with Special Instructor M. Coomes and Training Officer T. Hall. He also noted that an Equipment Committee has been formed.

Assistant Chief M. Huneke Comments:

- a) Fleet Maintenance Updates
 - Assistant Chief M. Huneke informed the Board of Trustees that there were coolant issues with E302 today and that both Tenders had coolant issues that are getting fixed.
 - Chief J. Cluchey informed the Board of Trustees that FF/PM Eric Daffron will be taking over maintenance when Lt. J. Lloyd retires.
 - Assistant Chief M. Huneke informed the Board of Trustees that there have been no offers on the Squad. The Board of Trustees agreed to lower the price to \$225,000.00.

M. Anderson made a motion to amend the asking price for the Squad from \$255,000.00 to \$225,000.00. 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

i. Engine 1004 Frame Rails

- Assistant Chief M. Huneke presented the Board of Trustees with the quote from Fire Service, Inc. in the amount of \$53,523.48 for new frame rails on Engine 1004. A copy has been placed on file. He noted that \$15,639.72 is for the rails and \$39,883.76 is the labor cost to replace them.

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- Assistant Chief M. Huneke presented the Board of Trustees with copies of the Ten Year Paint & Lifetime Perforation Warranty and the Lifetime Frame Warranty from E-One for their review. Copies have been placed on file. Discussion was held in regards to the warranty and how it applies.
- Assistant Chief M. Huneke stated that the frame rails are corroded so badly that it is a safety concern to drive the apparatus. The Board of Trustees agreed to accept the frame rails and stated to negotiate the labor costs with E-One. Chief J. Cluchey stated that that this may incur legal expenses.
- - b) Station Maintenance Updates
- Assistant Chief M. Huneke informed the Board of Trustees that J & R Herra has completed the work at Station #2 and incurred all the expense associated with the repairs.
- Assistant Chief M. Huneke informed the Board of Trustees that Metronet has provided a proposal to the district. He stated that the Metronet service is cheaper than what the district is currently paying. He noted that this is also faster internet and inquired with the Trustees as to obtaining approval to switch carriers. Trustee M. Anderson inquired as to if Metronet will guarantee the speeds in the contract. Assistant Chief M. Huneke noted that he will request the guarantee.
- - c) Station 3 Construction Updates
- Assistant Chief M. Huneke presented the Board of Trustees with the build schedule for Station #3. A copy has been placed on file. He noted that the construction is underway, the walls are going up today and the utilities have been started.

Fire Marshal Comments:

- a) Fire Prevention Bureau
 - i. Project Status (Plan Reviews, Inspections, Etc.)
 - ii. Public Education (Classes, Special Events, Etc.)
- Fire Marshal L. Schopp reviewed the Fire Prevention Bureau report with the Board of Trustees. A copy has been placed on file.
- Fire Marshal L. Schopp stated that the district normally participates in school presentations for Fire Prevention Week. Due to COVID-19 restrictions, in school presentations were denied. She noted that Administration Assistant P. Hall created virtual lesson plans and materials to all the schools so they can provide fire safety education to the students. She also stated that the ECFPD Explorer Post1357 created a fire safety video.
- b) Revocation Of Fire Lane Agreement- 41W255 Campton Hills Rd. & 41W219 Campton Hills Rd., St. Charles, IL
 - i. Motion to approve revocation of Fire Lane Agreement for 41W255 Campton Hills Rd. & 41W219 Campton Hills Rd., St. Charles, IL
- Fire Marshal L. Schopp presented the Board of Trustees with a copy of the Fire Lane Agreement. A copy has been placed on file.
- Fire Marshal L. Schopp informed the Board of Trustees that the owner of one of the properties contacted the district requesting to revoke the agreement. He noted that they no longer wishes to share a driveway with the owner of the other property. Fire Marshal L. Schopp recommended revoking the agreement and vacating the turn around on Herra St. The Board of Trustees agreed.

M. Anderson made a motion to approve revocation of Fire Lane Agreement for 41W255 Campton Hills Rd. & 41W219 Campton Hills Rd., St. Charles, IL. A. Lee seconded the motion. It was voted on and approved.

Committee Reports:

- 1) Foreign Fire Insurance (FFI) Board Report
- E. Daffron informed the Board of Trustees that the Foreign Fire Insurance Board had met and approved the following expenditures.
 - i. Coffee, Tea and Hot Chocolate expenses for daily consumption
- Trustee T. Reynolds noted that the district has purchased coffee in the past and it was way more than they had planned on spending so that was ceased. Further discussion was held in regards to the quote and the need to keep

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a close eye on this expense. It was agreed that the cost cannot exceed \$200.00 per month and the expense will be reevaluated in one year.

M. Anderson made a motion to approve \$200.00 a month for one year (October 1, 2020-September 30, 2021) for coffee, tea and hot chocolate. A. Lee seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

<u>5</u>	Ayes
<u>0</u>	Nays
<u>0</u>	Absent

- i. \$400.00 for new Towels for the Stations

M. Anderson made a motion to approve \$400.00 for new towels. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

<u>5</u>	Ayes
<u>0</u>	Nays
<u>0</u>	Absent

- E. Daffron also noted that the Foreign Fire Insurance is working on proposals for furniture and work out equipment for Station #3.
- 2) Pension Board Report
 - Assistant Chief M. Huneke noted that the actuarial report is back and that the annual pension request should be approximately \$100,000.00 less this year. He also noted that pension elections are coming up.

Old Business:

- 1) State of Illinois E-Pay Discussion
 - a) Motion to approve State of Illinois E-Pay
- Chief J. Cluchey reminded the Board of Trustees that the district is interested in accepting credit card payments via the State of Illinois E-Pay system for CPR Class, First Aid Class, Plan Reviews, etc... He noted that there is no cost to the district for the machine. All fees are passed on to the client. The ability to pay electronically would be convenient for the public.

M. Anderson made a motion to approve State of Illinois E-Pay. A. Lee seconded the motion. It was voted on and approved.

New Business:

- 1) Coronavirus Relief Fund Intergovernmental Agreement (IGA) with Kane County
 - a) Motion to approve a resolution authorizing the Chief or his designee to enter into an Intergovernmental Agreement (IGA) with Kane County for the Coronavirus Relief Fund
- Assistant Chief M. Hanson informed the Board of Trustees that the district submitted an application for the Kane County Corona Relief Fund and the district is waiting on the response.
- Assistant Chief M. Hanson informed the Board of Trustees that if funds are awarded, the district will need to approve a resolution authorizing the district to enter into a Intergovernmental Agreement (IGA) with Kane County for the Coronavirus Relief Fund.
- Discussion was held in regards to federal Coronavirus funds. Assistant Chief M. Hanson noted that the district has opened an application with the federal government. However, nothing has been requested since departments cannot double dip. If you are granted funds from the county, you cannot request funds from the federal government.

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A. Lee made a motion to approve a resolution authorizing the Chief or his designee to enter into an Intergovernmental Agreement (IGA) with Kane County for the Coronavirus Relief Fund. J. Armesy seconded the motion. It was voted on and approved.

2) Station #3 Change Orders

a) Motion to approve Station #3 change orders

- Assistant Chief M. Huneke presented the Change Order Proposal Recap #001 - #015 and Change Order Proposal #010 & 011 and supporting documentation to the Board of Trustees for review. Copies have been placed on file. Discussion was held in regards to the change orders.
- Assistant Chief Huneke also noted that the district had a furniture meeting today and that a layout and budget will be created. He also noted that the Foreign Fire Insurance Board is planning on assisting with the furniture for Station #3.

M. Anderson made a motion to approve Station #3 Change Orders #010 - #015 in the amount of \$11,755.56. 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

- Assistant Chief Huneke also presented the Sworn Statement for Contractor and Subcontractor to Owner for the Board of Trustees to review. A copy has been placed on file.
- The Board of Trustees agreed to release funds in the amount of \$325,415.61 from the title company to cover these expenses.

3) Station #3- 5N279 Wooley Rd. Property

a) Motion to approve authorization to accept or decline any offers received

- Assistant Chief M. Huneke informed the Board of Trustees that a sealed bid was received in the amount of \$150,000.00 for the 5N279 Wooley Rd. property. He noted that the property was appraised at \$250,000.00. The Board of Trustees agreed to reject the offer of \$150,000.00.
- Chief Cluchey informed the Board of Trustees that the Village of Lily Lake is hoping that an antique shop will be opened at the 5N279 Wooley Rd. property. Chief Cluchey also noted that Kane County Forest Preserve may be interested in the property as a station for their police department. The Board of Trustees agreed that Chief Cluchey should meet with the Village of Lily Lake President to discuss the property and potential buyers.

M. Anderson made a motion to reject the sealed bid offer of \$150,000.00 for the Station #3- 5N279 Wooley Rd. property.

A. Lee seconded the motion. It was voted on and approved.

Good of the Organization:

- Chief Cluchey informed the Board of Trustees that the district has received IPRF grant funds and they will be used for miscellaneous equipment and a Lexapro program.

At 5:29 pm, M. Anderson made a motion to adjourn. L. Engberg seconded the motion. It was voted on and approved.

Respectfully Submitted,
Pamela C. Hall, Administrative Assistant
Elburn & Countryside Fire Protection District