

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
10/14/19

Date: October 14, 2019

To: President & Trustees

From: Administrative Assistant Pamela Hall

Trustee T. Reynolds called the Trustee Meeting to order at 4:15 pm with the following persons in attendance:

T. Reynolds	L. Engberg	J. Armesy	A. Lee	M. Huneke
P. Hall	S. Flaherty	J. Miller	L. Herra	S. Coomes
C. Groom	T. Hall	A. Poynor	C. Mulvihill	J. Miller

Trustee T. Reynolds led the Board of Trustees in the Pledge of Allegiance.

Public Comment:

- None

Previous Meeting Minutes:

T. Reynolds called for any additions or correction of the minutes from the September 9, 2019 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.

J. Armesy made a motion to approve the September Treasurer's Report. A. Lee seconded the motion. It was voted on and approved.

Approval of Bills:

The Purchase Journal was presented showing invoice expenses in the amount of \$143,064.05.

- Trustee Armesy inquired about the maintenance expenses for vehicles. Lt. Huneke reviewed the vehicles and maintenance schedule.

A. Lee made a motion to approve the bills. J. Armesy seconded the motion. It was voted on and approved.

President's Report

- No report

Attorney Comments:

- Attorney Shawn Flaherty stated Governor Pritzker sent out a press release in regards to creating a police and fire fund and consolidating pension funds. Discussion was held in regards to this potential bill.

Chief J. Cluchey Comments:

- Chief Cluchey was not present.

Assistant Chief T. Haley Comments:

- Assistant Chief Haley was not present.

Assistant Chief M. Hanson

- Assistant Chief Hanson was not present.
 - a) Incident Reporting
 - Lt. Huneke reviewed the incident report. A copy has been placed on file.
 - b) Starcom Grant Update
 - Lt. Huneke informed the Board of Trustees that Joe Schelstreet was hired as the new director for Tri-Com. J. Schelstreet stated that he is focusing his efforts on the Starcom grant project.
 - c) Station #3 update

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
10/14/19

- No report

Fire Marshal Comments:

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

1) Administrative Assistant P. Hall

- Administrative Assistant P. Hall informed the Board of Trustees that the district received the bill from VFIS-Ideal Insurance for the annual property and casualty insurance today. Chief Cluchey will be reviewing the policy with the Board of Trustees next month.

Committee Reports:

1) Foreign Fire Insurance (FFI) Board Report

- No report

2) Pension Board Report

- a) ECFPD Pension Fund Compliance Exam
 - M. Huneke informed the Board of Trustees that the pension fund has received the audit review back from the State of Illinois. There are twenty items that need to be addressed such as better meeting minutes, files, etc... They will be reviewing as a board next week to sign off.

Old Business:

- None

New Business:

1) Approving an agreement with Lauterbach & Amen for actuarial services to meet new GASB 74/75 actuarial valuation services

- a) Motion to approve agreement with Lauterbach & Amen in the amount of \$3,300.00
- Administrative Assistant P. Hall informed the Board of Trustees that there are new requirements for the audit this year. The district is required to have an actuarial completed for GASB 74/75. She stated that district would like to hire Lauterbach and Amen for the actuarial services.

L. Engberg made a motion to approve the agreement with Lauterbach & Amen in the amount of \$3,300.00. J. Armesy seconded the motion. It was voted on and approved.

2) Establishment of new reserve bank account per auditor

- Administrative Assistant P. Hall informed the Board of Trustees that the auditors are recommended the district establish as new Operational Reserve bank account. An account has been opened at First Midwest Bank with the same signors on the account as all the other accounts. Signatures will be needed once the signature cards are ready.

3) Discussion on Engine 304

- Administrative Assistant P. Hall informed the Board of Trustees that Chief Cluchey would like to donate old Engine 304 to Waubensee Community College for their fire science program to utilize.
- Lieutenant M. Huneke stated that the new engine should be here soon.
- The Trustees agreed to donate the Engine 304. This agenda item will be added to the November 2019 meeting agenda as surplus equipment and formal approval to dispose of.

4) Pension Levy Funds

- a) Motion to approve release of levy funds to the ECFPD Pension Fund in the amount of \$717,269.00

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
10/14/19

- Administrative Assistant P. Hall informed the Board of Trustees that the majority of levy funds have been received from Kane County. She noted that approval is needed to approve the release of the levy funds to the ECFPD Pension Fund.

A. Lee made a motion to approve the release of levy funds to the ECFPD Pension Fund in the amount of \$717,269.00. L. Engberg seconded the motion. It was voted on and approved.

5) Commissioner A. Hamilton resignation

- Trustee T. Reynolds informed the Board of Trustees that Amanda Hamilton resigned as a fire commissioner due to a conflict of interest.

6) Appointment of Chris Thomas to the position of Fire Commissioner

a) Motion to appoint Chris Thomas to the position of Fire Commissioner

- Trustee T. Reynolds informed the Board of Trustees that Trustee M. Anderson and Trustee T. Reynolds interviewed Chris Thomas for the open position of fire commissioner and they recommend him for the position.

J. Armesy made a motion to appoint Chris Thomas to the position of Fire Commissioner with his term to end in June 2021. A. Lee seconded the motion. It was voted on and approved.

7) Station #3 Winter Modifications

a) Motion to approve winter modifications for Station #3 with Laub Construction with the amount not to exceed \$10,000.00

- Lt. Huneke reviewed a proposal from Laub Construction for the winter modifications at Station #3 with the Board of Trustees. A copy of the proposal has been placed on file. He noted that a heat detector and 4" strobe will need to be relocated per Fire Marshal L. Schopp. The cost of Laub Constructions work is \$8,500.00 and with the relocation of the heat detector and strobe, he is seeking approval for up to \$10,000.00.

L. Engberg made a motion to approve winter modifications for Station #3 with Laub Construction with the amount not to exceed \$10,000.00. A. Lee seconded the motion. It was voted on and approved.

8) Topographic Land Survey; Wooley Rd. parcels

a) Motion to approve an agreement for topographic land surveying services with Engineering Enterprises for Wooley Road Parcel

- Lt. M. Huneke informed the Board of Trustees that a topographic land survey is needed for both the Wooley Rd. parcels before decisions can be made on future construction. He reviewed the topographic photo with the Board of Trustees.
- Lt. M. Huneke noted that the district is researching tearing down the whole building in its entirety as well as only tearing down half of the building and utilizing the existing remaining structure for a new station. A land survey will help decide building options.

J. Armesy made a motion to approve an agreement in the amount of \$5,200.00 for topographic land surveying services with Engineering Enterprises for Wooley Road Parcel. L. Engberg seconded the motion. It was voted on and approved.

9) Station #2

a) Motion to approve roof repairs at Station #2

- Lt. M. Huneke informed the Board of Trustees that roof repairs are needed at Station #2. He received three different types quotes for the repairs. Patch work repairs for \$1,700.00 - \$2,000.00, shingle replacement with an estimate of \$50,000.00-\$70,000.00 and a sheet metal roof ranging between \$70,000.00 - \$250,000.00.
- Discussion was held in regards to the difference in price per option. It was determined that the patch work repair is the best option. Future budgeting will be needed for a new roof. It was also noted that a motion is not needed due the amount being less than \$5,000.00.

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
10/14/19

Good of the Organization:

- No comment

At 4:48 pm, A. Lee 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