

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
06/14/2022

Date: June 14th, 2022

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	J. Armesy	L. Engberg	M. Anderson	A. Lee	J. Cluchey	M. Hanson
M. Huneke	P. Hall	S. Flaherty	L. Herra	H. Wimmer	S. Fuller	E. Daffron
D. McCale	H. Halstead					

Lt. S. Fuller led the Board of Trustees in the Pledge of Allegiance.

Public Comment:

- No comment

President's Comments:

- No comment

Attorney Comments:

- Attorney Flaherty reviewed the pension transfer to the state recently approved by the courts. He also noted that the transfer needs to take place by July 1st, 2022.

Chief J. Cluchey Comments:

a) Personnel Matters

- Chief J. Cluchey informed the Board of Trustees that contingent on the approval of the budget, conditional letters will be given to employees to promote three new Lieutenants and hire three full time Firefighter/Paramedics.
- Chief Cluchey also noted that there are issues again with licenses being obtained from the State of Illinois for new paramedics or EMT-B's.
- Chief Cluchey informed the Board of Trustees that a revised impact fee proposal has been sent to the Village of Elburn for review and approval. The updates cost are based on population & growth.

Assistant Chief M. Hanson Comments:

a) Incident Reporting

- Assistant Chief M. Hanson reviewed the incident report with the Board of Trustees. A copy has been placed on file.
- Assistant Chief M. Hanson informed the Board of Trustees that he attended a grant workshop with Data Specialist M. Walsh last week. He also noted that Data Specialist M. Walsh is attending a 2-day grant writing class.

Assistant Chief M. Huneke Comments:

a) Operations updates

- Assistant Chief M. Huneke updated the Board of Trustees on the recruits noting that they are being signed off to start shifts.
- Assistant Chief M. Huneke stated that there were two candidates that attended FAE class.

b) Fleet Maintenance Updates

- Chief J. Cluchey & Assistant Chief M. Huneke updated the Board of Trustees on the new engine noting that the body has been started and chassis will be shipped to Florida in the next 2-5 weeks. They are anticipating a completion date of October/November.
- Assistant Chief M. Hanson updated the Board of Trustees on the discussion with Foster Coach and possibly purchasing a demo ambulance. He noted that Foster Coach contacted him to state that the turn-around time that

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was previously 12-14 months and is now up to 24 months for ambulance orders. He stated that they are recommending to building from scratch and to utilize the state bid process since a demo will need to be purchased for the true cost, not a demo price. Discussion was held in regards to a different chassis.

- Assistant Chief M. Huneke informed the Board of Trustees that Tower 302 is out of service to get the cooling system checked. He also noted that new photos are needed to update the Brinlee Mountain website for the Engine 305 sale listing.
- c) Station Maintenance Updates
 - Assistant Chief M. Huneke informed the Board of Trustees there was a water leak in the kitchen at Station #1 which caused water damage to the hallway and administrative conference room below. He is obtaining quotes for repairs as well as painting of the EMS/Conference room.

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 # 6

- 1) Approve District Trustee Minutes for May 3rd, 2022
- 2) Approve District Trustee Executive Session Minutes for May 3rd, 2022
- 3) Approve District Trustee Special Meeting Minutes for June 7th, 2022
- 4) Approve Treasurers Report for May 2022
- 5) Approve bills in the amount of \$169,286.35
- 6) Approve Payroll Report for May 2022

A. Lee made a motion to approve consent agenda items #1 through #6. M. Anderson 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
 - a) Foreign Fire Insurance expenditure list
 - i. Motion to approve / ratify Foreign Fire Insurance Expenditures
 - FFI President E. Daffron reviewed the proposed FFI expenditures with the Board of Trustees.
 - i. Patio furniture for all 3 stations \$6,000.00
 - ii. 16 new mattresses (5 Station #1, 6 Station #2 & 5 Station #3) Not to exceed \$24,000.00
 - iii. Kitchen/Station Utensils for all 3 stations \$1,350.00
 - iv. Annual kitchen budget (Condiments, foil, etc...) \$2,000.00
 - v. 50 Mattress Covers – District Expense Mattress covers to be issued to employees for individual use. \$3,000.00

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L. Engberg made a motion to approve Foreign Fire Insurance Expenditures totaling \$33,350.00. 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

2) Pension Board Report

- Assistant Chief M. Huneke informed the Board of Trustees that the hearing for John McCafferty is scheduled for July 7th, 2022.

Old Business:

- None

New Business:

1) 2022-2023 Final Annual Budget & Appropriation Ordinance #2022-04

a) Motion to approve Final Annual Budget & Appropriation Ordinance # 2022-04

- Chief J. Cluchey noted that the public hearing for the 2022-2023 Final Annual Budget & Appropriation took place on June 7th, 2022 as publicized.
- Chief J. Cluchey reviewed the budget including the new hires and promotional changes. The Board of Trustees had no revisions to the budget.
- The Board of Trustees had no objections to the hiring of additional full-time employees or the promotions as proposed.

A. Lee made a motion to approve Final Annual Budget & Appropriation Ordinance # 2022-04. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

5 Ayes
0 Nays
0 Absent

2) John Deere Z645 Lawnmower

a) Motion to ratify the sale of John Deere Z645 Lawnmower in the amount of \$2,500.00

- Assistant Chief M. Huneke stated that he was authorized to sell the John Deere Z645 Lawnmower after the Board President contacted the trustees individually and they all agreed to the lower price of \$2,500.00.

M. Anderson made a motion to ratify the sale of John Deere Z645 Lawnmower in the amount of \$2,500.00. A. Lee seconded the motion. It was voted on and approved with a roll call vote.

5 Ayes
0 Nays
0 Absent

3) Explorer Program transition to Cadet Program

a) Motion to approve transitioning from ECFPD Explorer program to ECFPD Cadet program

- Chief J. Cluchey informed the Board of Trustees that the district wishes to transition the ECFPD Explorer program to an ECFPD Cadet program instead. They will continue with the same training and no longer pay dues to the Boy Scouts.

M. Anderson made a motion to approve transitioning from ECFPD Explorer program to ECFPD Cadet program

L. Engberg seconded the motion. It was voted on and approved.

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- 4) Intergovernmental Agreement regarding the use of gas pumps and fuel between the Campton Township Highway District and the Elburn & Countryside Fire Protection District
 - a) Motion to approve the Intergovernmental Agreement regarding the use of gas pumps and fuel between the Campton Township Highway District and the Elburn & Countryside Fire Protection District
- Chief Cluchey reviewed the Intergovernmental Agreement regarding the use of gas pumps and fuel between the Campton Township Highway District and the Elburn & Countryside Fire Protection District with the Board of Trustees.

J. Armesy made a motion to approve the Intergovernmental Agreement regarding the use of gas pumps and fuel between the Campton Township Highway District and the Elburn & Countryside Fire Protection District. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

5 Ayes
0 Nays
0 Absent

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 the promotional and swearing ceremony for the three new Lieutenants and new full-time Firefighter/Paramedics will take place on July 12th, 2022 after the Board of Trustees meeting. The new candidates being promoted are C. Spitzock, S. Coomes & R. Seggebruch for the position of Lieutenant. The new full-time employees being sworn in are S. Bicos, C. Hathaway & H. Wimmer.

At 5:04 pm, M. Anderson made a motion to adjourn. L. Engberg seconded the motion. It was voted on and approved.

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