

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
10/04/2022

Date: October 4, 2022

To: President & Trustees

From: Pamela Hall, Office Manager

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

T. Reynolds	M. Anderson	J. Armesy	A. Lee	J. Cluchey	M. Hanson	M. Huneke
L. Schopp	P. Hall	S. Flaherty	T. Hall	C. Meyers		

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

Public Comment:

- No comment

President's Comments:

- No report

Attorney Comments:

- Attorney S. Flaherty informed the Board of Trustees that the legislation will meet again in November after the election. He noted that he has written several bills for consideration. Discussion was held in regards to the proposed right to work constitutional amendment.

Chief J. Cluchey Comments:

a) Personnel Matters

- Chief J. Cluchey informed the Board of Trustees that there was a debriefing held today in regards to a critical incident involving a child that occurred over the weekend. Police, Fire and Dispatch personnel attended.
- Assistant Chief M. Hanson noted the wellness initiative adopted by the district allows for personnel to be mandated to participate. Personnel involved with the incident are required to participate in a therapy session with a counselor through the district's employee assistance program (EAP). This was also offered to the police and dispatch personnel who were appreciative of the offer.
- Chief J. Cluchey informed the Board of Trustees that there are several full-time Firefighter/Paramedics that are currently off work due to long-term paid time off, FMLA &/or non-duty injuries. He noted that overtime has increased due to this but it is less due to the recent hiring of three new full-time Firefighter/Paramedics.
- Chief J. Cluchey noted that personnel are transitioning into project management roles.
- Chief J. Cluchey also noted that we are considered a "young department" again. We have many young individuals that are newer to the fire service. Due to the district's proactive stance, our personnel are doing a great job. Officer and member development with mentoring is demonstrating good leadership.

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 there was an incident recently involving a hoarding situation. He noted that the administration has been working with Campton Hills police, senior/social services, animal control and other county agencies. There have been follow up meetings to review the incident and organize better resource management for future hoarding calls.

Assistant Chief M. Huneke Comments:

a) Operations updates

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b) Fleet Maintenance Updates

- Assistant Chief Huneke informed the Board of Trustees that the Truck is back in service and we are waiting on a part for the Tender. He also noted that one Medic recently had new brakes and tires installed.
- Assistant Chief M. Huneke informed the Board of Trustees that there is one Medic out of service due to a fuel issue. The Medic needs a new engine and will be out of service for an extended period of time due to difficulty obtaining a new engine/parts. He noted that since the Medic will have a new engine and warranty upon completion, the vehicle replacement schedule will be re-evaluated.

c) Station Maintenance Updates

- Assistant Chief Huneke informed the Board of Trustees that there was a lightning strike on August 20, 2022 at Station #1 that has caused damage. A claim has been submitted with our property and causality insurance company. VFIS is currently reviewing the submittal of approximately \$100,000.00 in quotes to replace or repair IT equipment, boiler, roof top AC units and the security system. There could be additional damage which the insurance company is aware may be discovered at a later date as items are used in the building.

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.
- Chief Cluchey noted that public education events have increased. It was also noted that school visits for Fire Prevention Week begin next week.

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 6th, 2022
- 2) Approve Treasurers Report for September 2022
- 3) Approve the September bills in the amount of \$101,954.75
- 4) Approve Payroll Report for September 2022

J. Armesy made a motion to approve consent agenda items #1 through #4. A. Lee seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

Committee Reports:

- 1) Foreign Fire Insurance (FFI) Board Report
 - No report
- 2) Pension Board Report
 - Pension President M. Huneke noted that the next pension meeting is scheduled for October 18th, 2022.

Old Business:

- 1) Any old business matters
 - None

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New Business:

1) Pension Levy Funds

- a) Motion to approve the release of FY 2022 – 2023 levy funds to the ECFPD Pension Fund in the amount of \$874,588.00
- Chief J. Cluchey informed the Board of Trustees that the district has received the funds from Kane County. He requested the district release the pension funds. He also noted that the pension levy request for the next fiscal year will be over \$1,000,000.00 based on the actuarial.

M. Anderson made a motion to approve the release of FY 2022 – 2023 levy funds to the ECFPD Pension Fund in the amount of \$874,588.00. A. Lee seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

2) Property, Casualty, Auto, and Professional Insurance plus Bond Proposals and Options

- a) Motion to approve Property & Casualty Insurance
- Chief J. Cluchey informed the Board of Trustees that he received two quotes, VFIS & Assured Partners, for the annual property, casualty, auto, and professional insurance. He stated that the current agent is VFIS and the administration has had no issues with claims. VFIS has been providing great customer service.
- He stated that the other broker, Assured Partners, provided a quote for approximately \$7,000.00 less than VFIS. However, Assured Partners quote utilizes an unknown carrier. Attorney S. Flaherty stated that his recommendation would be to remain with VFIS with a known carrier and good service. Discussion was held in regards to the two brokers and claims submitted.
- The Board of Trustees agreed to renew the annual property, casualty, auto, and professional insurance with VFIS.

J. Armesy made a motion to approve the annual property and casualty insurance with VFIS in the amount of \$65,205.00.

M. Anderson seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

3) Resolution #2022-R-06: Amending Impact Fees

- a) Motion to approve Resolution #2022-R-06; Amending Impact Fees
- Chief J. Cluchey stated that the Board of Trustees agreed to amend impact fees at the meeting last month. It was noted at that time that a resolution would be needed for final approval. Attorney S. Flaherty drafted the resolution.

A. Lee made a motion to approve Resolution #2022-R-06; Amending Impact Fees. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

4) Station #1 Repairs & Maintenance

- a) Motion to approve Station #1 repairs
- Assistant Chief M. Huneke informed the Board of Trustees that he received a quote from Laub Construction for repairs at Station #1 due to a water leak plus miscellaneous repairs and a few upgrades to the building. The quote is for \$7,200.00 plus some additional construction materials that they did not have pricing for yet.

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M. Anderson made a motion to approve Station #1 repairs up to \$10,000.00. A. Lee seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

<u>4</u>	Ayes
<u>0</u>	Nays
<u>1</u>	Absent

5) Discussion on Proposed Tax Levy Increase

- Chief J. Cluchey informed the Board of Trustees that the administration is preparing for the next fiscal year. He noted that the tax levy needs to be discussed so the Board of Trustees can provide guidance as to how to proceed.
- Attorney S. Flaherty stated that the tax levy will need to be addressed at the meeting next month. He stated that the tax cap law allows for up to a 5% increase. The district highest increase has been 4.1%. He also noted that the CPI is 7%.
- Attorney S. Flaherty reviewed potential amounts for a 5% increase versus a 7% increase. He also noted that the accumulative loss can be significant over several years. The Board of Trustees agreed to a finding to seek 7%. He noted that a public hearing will be needed and will work with Office Manager P. Hall to handle the posting and publicization of the public hearing.

6) Any other new business matters or consideration of items removed from the consent agenda

- None

Good of the Organization:

- Chief J. Cluchey stated that he has not heard anything on the air pack grant.
- Assistant Chief M. Huneke expressed his gratitude for having the opportunity to attend the National Fire Academy. He noted that it is a great institution and it was the best class he has taken in his career. He stated that he was thankful to be able to attend.
- Trustee T. Reynolds inquired about the fire sign replacement program. Assistant Chief M. Huneke stated that new fire signs have been ordered and personnel will be out replacing them when the signs arrive.
- Office Manager P. Hall reviewed the new website with the Board of Trustees. She inquired as to if they wish to see any changes or additions. No changes were requested. It was also noted that there is additional material needed before the website goes live.

At 5:26 pm, M. Anderson made a motion to adjourn. A. Lee seconded the motion. It was voted on and approved.

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