

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
11/01/2022

Date: November 1, 2022

To: President & Trustees

From: Maggie Walsh, Data Specialist

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	L. Engberg	J. Cluchey	M. Hanson
M. Huneke	L. Schopp	M. Walsh	J. Martinson			

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

Public Comment:

- No comment

Presentation from Lauterbach & Amen Annual Audit

- Jen Martinson, Principle of Lauterbach & Amen, distributed the Annual Audit. She summarized their findings and stated that they provided an unmodified opinion of the District's financials. A discussion was had about the need to alter the administrative process for moving 2% funds to better align with accounting practices for the next fiscal budget

President's Comments:

- Trustee Reynolds thanked Chief Cluchey for 6 years of service. Trustee Reynolds also expressed the Board of Trustee's gratitude to shift personnel for their handling of several difficult incidents over the past three months.
- Chief J. Cluchey informed the Board that elections are on-going for the Pension Board. It is his recommendation that John Perry from Lisle-Woodridge receive the Board's vote as it is imperative that there is representation from Fire Protection Districts on the Pension Board. The recommendation was accepted and Trustee Reynolds voted for John Perry (via mail in ballot) on behalf of the District.

Attorney Comments:

- Attorney S. Flaherty informed the Board of Trustees that they would be receiving correspondence from MABAS containing a new agreement that must be adopted in order to remain a member of MABAS. He anticipates this will go before the Board at the next Trustees meeting. Additionally, correspondence from the Illinois Municipal League (IML) is forthcoming regarding their collection of Foreign Fire Tax Funds. Recent legislation requires an ordinance to be adopted allowing IML to continue to collect these fund's on the District's behalf.

Chief J. Cluchey Comments:

a) Personnel Matters

- Chief J. Cluchey informed the Board of Trustees that the updated evaluation process has begun with self-assessments and needs assessments. Assistant Chief M. Hanson outlined the process and stated the needs assessments will be used as a tool to establish goals and timelines to achieve them. Trustee Reynolds expressed his support of the new evaluation programs.

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. Huneke Comments:

a) Operations updates

- Program Managers have submitted their reports and they will be included in the upcoming Friday Report, serving as an update to the Board of Trustees on each program's progress.

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
11/01/2022

b) Fleet Maintenance Updates

- Assistant Chief Huneke informed the Board of Trustees we are still waiting on a part for the Tender. He also noted that the new engine for one Medic is tentatively set to ship November 11.
- Assistant Chief M. Huneke informed the Board of Trustees that there is one Medic out of service due to a front steering arm issue. Parts are on order and will be repaired upon their arrival.
- Mount Olive Fire Department representatives viewed the Front Mount Engine today and are interested in purchasing. They are going to seek approval from their Board and will update Assistant Chief M. Huneke if they are approved to move forward with the purchase this week.

c) Station Maintenance Updates

- Assistant Chief Huneke informed the Board of Trustees that the repairs required due to the lightning strike have begun.
- Assistant Chief M. Huneke informed the Board of Trustees that the front window recently broke; the cause is unknown. He noted that humidity can cause windows to crack and that the recent HVAC issues could have contributed to the break. He is working to determine if the window replacement will be covered under warranty.

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 noted that 11 permits were issued in October, 5 of which were for solar panels.
- Fire Marshal L. Schopp informed the Board of Trustees that the School Fire Prevention Week visits were successfully completed reaching over 2600 students.

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 October 4th, 2022
- 2) Approve Treasurers Report for October 2022
- 3) Approve the September bills in the amount of \$1,088,456.54
- 4) Approve Payroll Report for October 2022

M. Anderson 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

5 Ayes
0 Nays
0 Absent

Committee Reports:

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

Old Business:

- 1) Insurance Claim Update

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
11/01/2022

- Chief J. Cluchey requested the Board of Trustees view the contingency line in the current budget as it will be needed to complete all the necessary repairs due to the August 2022 lightning strike. He shared that the insurance company has issued a check to cover the expenses they are responsible for, but that the insurance claim will not cover all necessary costs. The claim remains open in case additional deficiencies are identified and require repair.
- 2) Any old business matters
 - None

New Business:

- 1) Proposed Levy and Property Tax Increase
 - a) Motion to approve tax levy and property tax increase in the amount of \$7,461,605.00
- Chief J. Cluchey informed the Board of Trustees that due to inflation, the proposed tax levy and property tax increase of 7% is warranted. The tax levy and property tax increase was published.

A. Lee made a motion to approve the FY 2023-2024 levy tax and property tax increase in the amount of \$7,461,605. 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

- 2) Lauterbach & Amen Annual Audit Report
 - a) Motion to approve Annual Audit Report

M. Anderson made a motion to approve the annual audit report. 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) FY 2023-2024 Pension Levy Funds
 - a) Motion to approve a pension levy amount for FY 2023-2024 in the amount of \$1,033,358.00
- Chief J. Cluchey stated that it is the recommendation from the Pension Fund that the levy amount be \$1,033,358.00.

A. Lee made a motion to approve the Pension Levy Amount for FY 2023-2024 in the amount of \$1,033,358.00. 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

- 4) Health Insurance Renewal
 - a) Motion to approve Health Insurance Renewal
- Chief J. Cluchey informed the Board of Trustees that One Digital was able to negotiate insurance rates with only a 4.36% increase, which is lower than anticipated. He recommended that the Board of Trustees approve the rate increase and to keep One Digital as the plan administrator.

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
11/01/2022

M. Anderson made a motion to approve the Health Insurance Renewal. 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

5) MSA Breathing Apparatus

a) Motion to approve a commitment to Air One, Inc. for the purchase of MSA Breathing Apparatus in the amount of \$431,630.00

- Chief J. Cluchey informed the Board of Trustees that the current SCBA is nearing end of life and the District can no longer wait for Grant Approval to purchase the replacement SCBA. The current SCBA will no longer be serviceable beginning in February of 2023. Therefore, it is his recommendation to commit to purchase the replacement SCBA with Air One, Inc. in the amount of \$431,630.00. Payment will not be due until delivery. It was noted that a second vendor was invited to bid on the purchase but declined.

J. Armesy made a motion to approve a commitment to Air One, Inc. for the purchase of MSA Breathing Apparatus in the amount of \$431,630.00. 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

6) SOLO SCBA Washer

a) Motion to approve the purchase of SOLO SCBA washer from Air One, Inc. in the amount of \$25,998.00

- Chief J. Cluchey informed the Board of Trustees that Air One, Inc. provided the District with an opportunity to purchase a floor model of a SOLO SCBA Washer at the Illinois Fire Chiefs Conference. As an NFPA approved washer, he outlined the benefits to personnel using this washer to decontaminate SCBA parts, including masks. He noted it is his intention to use the IPRF Grant to offset some of the cost associated with the purchase of the SOLO SCBA Washer.

M. Anderson made a motion to approve the purchase of the SOLO SCBA Washer from Air One, Inc. in the amount of \$25,998.00. 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

b) Motion to approve electrical work to install SCBA washer, not to exceed \$6,000.00

c) Motion to approve plumbing to install SCBA washer

- Assistant Chief M. Huneke informed the Board of Trustees that he had received a quote for electrical work to install the SCBA Washer. The actual costs of the electrical work have the potential to be lower as it is depended on what work will actually need to be completed, which they cannot determine until they begin. The plumber was out today to determine plumbing work required for installation and a quote is to be provided, but it is anticipated the plumbing costs will be lower than the electrical costs.

M. Anderson made a motion to approve electrical and plumbing work to install the SCBA Washer, not to exceed \$12,000.00. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
11/01/2022

Roll Call Vote

5 Ayes
0 Nays
0 Absent

7) Verkada Security Cameras.

a) Motion to approve the purchase of Verkada Security Camera in the amount of \$13,485.00

- Chief J. Cluchey informed the Board of Trustee's that the security camera system was damaged during the August lightning strike and it is his recommendation that the Verkada Security Camera be purchased as a replacement. The features of the system include additional cameras, all cloud based with increased storage and searchability. The purchase of the camera includes one year of licensing to allow the District to determine if the system meets its needs.

A. Lee made a motion to approve the purchase of Verkada Security Camera in the amount of \$13,485.00. 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

8) Security Camera Installation – AIS.

a) Motion to approve installation of the security cameras by AIS in the amount of \$4,480.00.

J. Armesy made a motion to approve the installation of the security cameras by AIS in the amount of \$4,480.00. 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

9) 2023 Leadership and Officer Development Program

a) Motion to approve hiring of "Fully Involved Leadership" for a full-day presentation to kick-off 2023 Leadership and Officer Development Program in the amount of \$6,779.40.

- Chief J. Cluchey stated that "Fully Involved Leadership" is a top presenter at Fire Conferences nationwide and that it would be an opportunity to inspire and impact personnel attending the Leadership and Officer Development Program. He informed the Board of Trustees that it is his intention to invite response partners to attend the presentation as well.

M. Anderson made a motion to approve the hiring of "Fully Involved Leadership" for a full-day presentation to kick-off 2023 Leadership and Officer Development program in the amount of \$6,779.40. 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

10) Fire Prevention Ordinance #2022-07; Amending Fire Prevention Ordinance #2019-01

a) Motion to approve Fire Prevention Ordinance #2022-07.

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
11/01/2022

- Fire Marshal L. Schopp informed the Board of Trustees that it is her recommendation to adopt the 2021 ICC Codes. Kane County has moved to the 2021 Code and the Village of Elburn is operating on 2003 Codes. Adopting the 2021 Code would allow the Fire Prevention Bureau to be in line with Kane County and enforce stricter code when working with the Village of Elburn as Illinois Code defers to the code that is more restrictive. Chief J. Cluchey informed the Board of Trustees that he will plan to meet with the Village of Elburn if the Ordinance is approved to begin the process of encouraging them to move to a newer version of ICC Codes as well.

J. Armesy made a motion to approve Fire Prevention Ordinance #2022-07. A. Lee seconded the motion. It was voted on and approved by roll call vote.

Roll Call Vote

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

- 11) Any other new business matters of consideration of items removed from the consent agenda.
- Chief J. Cluchey thanked Fire Marshal L. Schopp for staying current with ICC Code.
 - Chief J. Cluchey thanked Trustee L. Engberg for adjusting her work schedule to attend tonight's meeting

Good of the Organization:

- Trustee M. Anderson shared that he had recently attended the Kane County Water Operators meeting and inquired if the District had any foam containing PFAST. Chief J. Cluchey stated that the District did not have any.

At 5:40 pm, T. Reynolds moved to adjourn the meeting. The meeting was adjourned by unanimous consent.

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