

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
12/06/2022

Date: December 6, 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	L. Engberg	J. Cluchey	M. Hanson
M. Huneke	S. Flaherty	P. Hall	L. Herra	S. Fuller	T. Hall	D. McHale
C. Meyers	S. Walter	J. Contesso				

Lt. Trevor Hall 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 general assembly has met and will be done for the year. He also reviewed the Efficiency Act noting that a committee will need to be formed to study local efficiencies and make recommendations once every ten years. A copy of an article outlining the Efficiency Act has been placed on file.

Chief J. Cluchey Comments:

- a) Personnel Matters
 - Chief J. Cluchey inquired with the Board of Trustees as to if the trustees wish to purchase gift cards from Reams Elburn Market to give to the employees again this year in the amount of \$50.00 each. The Board of Trustees agreed.
 - Chief J. Cluchey informed the Board of Trustees that 12 candidates have advanced to the Orientation phase of the full time FF/PM hiring process. He noted that he has recused himself from participating in the hiring process due to a relative applying.
 - Chief J. Cluchey also noted that 11 candidates will be participating in the Basic Operations Firefighter Academy in 2023.
- b) Presentations & Awards
 - Lt. Stephen Fuller presented a life-saving award to FF/EMT-B Daniel McHale. Lt. S. Fuller explained that FF/EMT-B McHale performed the Heimlich maneuver on him during dinner one evening while they were on shift when he was choking.
 - Chief J. Cluchey informed the Board of Trustees that the district received a plaque from Kane County Clerk John Cunningham for recognition of our participation in the Voter Outreach program. He noted that Office Manager P. Hall posts messages on the electronic sign at Station #1 to remind individuals to vote and important dates for voter registration, mail in & in person voting, etc...

Assistant Chief M. Hanson Comments:

- a) Incident Reporting
 - Assistant Chief M. Hanson reviewed the incident report with the Board of Trustees. He noted that additional information has been added to the report, North & South responses. A copy has been placed on file.

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Assistant Chief M. Huneke Comments:

a) Operations/Organizational Update

- Assistant Chief M. Huneke informed the Board of Trustees that he will be attending the Campton Hills board meeting to discuss an impact fee structure.
- Discussion was held in regards to rescue fees and the potential need to pass a resolution to give the district the ability to bill for materials. It was noted that Attorney S. Flaherty would draft a resolution.

b) Fire Apparatus/EMS Update

- Assistant Chief M. Huneke informed the Board of Trustees that the front mount engine has been sold.
- Assistant Chief M. Huneke noted that one of the Medics sustained wind damage and needs repairs for a bent front panel.
- Assistant Chief M. Huneke informed the Board of Trustees that there is an issue with the paint job on the second newest engine. Chief Cluchey stated that the paint job was written in the spec and he is seeking a refund and extended warranty. Chief Cluchey reviewed the response from E-One.
- Assistant Chief M. Huneke informed the Board of Trustees that he is working with the E-One salesman to obtain a quote for a new ladder truck due to the need to get a quote for a grant. He stated that there is a 3-year build time and the estimated cost is \$2.6 million. He noted that due to the cost and build out time, it would be beneficial to move on a purchase sooner rather than later.

c) Stations/Facilities/Equipment Update

- Assistant Chief M. Huneke reviewed the building maintenance and station improvements completed by Laub Construction recently.
- Assistant Chief M. Huneke also noted that he is working on a strategic plan of building improvements for Station #2 and will be obtaining quotes for consideration in next years budget.

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.
- Chief J. Cluchey noted that there was a trolley stop for the Christmas Stroll at the station this year. Approximately 70 people came into the station for Firehouse Chili and Fire Safety Demonstrations.
- Chief J. Cluchey stated that the Elburn Police Department suggested AED training, First Aid and a CPR class for fire & police department family members. The Board of Trustees agreed that there would be no charge for fire and police department family members.

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 November 1st, 2022
- 2) Approve Treasurers Report for November 2022
- 3) Approve the November bills in the amount of \$956,144.74
- 4) Approve Payroll Report for November 2022

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

Roll Call Vote

5 Ayes
0 Nays

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0 Absent

Committee Reports:

- 1) Foreign Fire Insurance (FFI) Board Report
 - Chief J. Cluchey reviewed the proposed FFI expenditures with the Board of Trustees.
 - i. EMS Equipment \$5,400.00
 - ii. Cast Iron Skillets for all three stations \$640.00
 - iii. Pellet Smokers for all three stations \$1,600.00
 - iv. 8 Thermal Imaging Cameras \$4,500.00
 - v. Station #1 TV & Stand \$2,100.00

J. Armesy made a motion to approve Foreign Fire Insurance Expenditures up to \$15,000.00. 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

- 2) Pension Board Report
 - No report

Old Business:

- 1) Any old business matters
 - Chief J. Cluchey informed the Board of Trustees that he's been working with Explorer Post Lead Advisor Chris Meyers on converting the Explorer program into a Cadet program. FF/PM Chris Meyers reviewed the Boy Scouts Explorer program curriculum.
 - Attorney S. Flaherty recommended that Chief Cluchey contact the insurance company to make sure they will be covered as well as check on a sexual molestation coverage due to them being minors. He also stated that an ordinance or resolution will need to be created for a formal Cadet program.

New Business:

- 1) MABAS Master Agreement
 - Chief J. Cluchey informed the Board of Trustees that the master agreement with MABAS has changed and needs to be approved. Discussion was held in regards to the agreement and it was stated that the administration will move forward to sign and adopt the updated agreement.

M. Anderson made a motion to authorize changes to the MABAS master agreement and adopt the MABAS Master agreement ordinance. 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

- 2) Discussion on the new Local Government Efficiency Act
 - Discussion held under Attorney comments.
- 3) Any other new business matters of consideration of items removed from the consent agenda.
 - None

Executive Session:

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At 5:14 pm, Assistant Chief J. Cluchey called an executive session pursuant to Section (2)(c)(1) of the Open Meetings Act (to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine validity) and/or Section (2)(c)(5) of the Act (the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired).

At 5:14 pm, a motion to go into executive session was made by M. Anderson. J. Armesy seconded the motion.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

In attendance:

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

At 5:37 pm, the executive session ended with a motion by J. Armesy. L. Engberg seconded the motion.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

- 2) Consideration of a motion regarding Fire Chief position VEBA 115 plan contribution in lieu of a pension motion from the executive session

Action taken after executive session:

M. Anderson made a motion to approve a retirement compensation plan for Chief Cluchey per the attached document. L. Engberg seconded the motion with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

Good of the Organization:

- Chief J. Cluchey notified the Board of Trustees that the annual NIAFPD Conference is schedule for January 27-28th, 2023. He stated that the trustees can obtain their continuing education points at the conference. He noted that if they are interested in attending, they should contact Office Manager P. Hall so she can get them registered.

At 5:44 pm, M. Anderson made a motion to adjourn the meeting. J. Armesy seconded the motion. The meeting was adjourned by unanimous consent.

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