

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
01/03/23

Date: January 3, 2023

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	S. Fuller	T. Hall		

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

Public Comment:

- No comment

President's Comments:

- No report

Attorney Comments:

- No report

Chief J. Cluchey Comments:

- a) Personnel Matters
 - Chief J. Cluchey informed the Board of Trustees that the first day of the Leadership & Officer Development class began today with guest speaker, Mark VonAppen, from Fully Involved. It was well attended with members of outside agencies also in attendance.
 - Chief J. Cluchey also noted that he will on vacation for the month of February. He stated that Assistant Chief M. Hanson and Assistant Chief M. Huneke will be covering the duty car in his absence.

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/Organizational Update
 - Assistant Chief M. Huneke informed the Board of Trustees that the Campton Hills board was receptive to the impact fee structure discussion. He also noted that their village boundaries encompass 5 fire districts. We will be providing maps for further discussion.
- b) Fire Apparatus/EMS Update
 - Assistant Chief M. Huneke informed the Board of Trustees that the repairs for the Medic that sustained wind damage have been delayed due to a delay in receiving the parts as well as the need to repair the other Medic.
 - Assistant Chief M. Huneke informed the Board of Trustees that E-One emailed to state that the truck is ready for paint. Mechanic E. Daffron will be going to E-One to inspect the paint job.
- c) Stations/Facilities/Equipment Update
 - Assistant Chief M. Huneke noted that Lt T. Hall is working on obtaining Station #2 quotes for consideration in next years budget.
 - Assistant Chief M. Huneke informed the Board of Trustees that the administration is meeting with FGM Architects and Laub Construction to discuss the water damage and issues associated with the Station #1 patio/windows that are leaking.
 - Assistant Chief M. Huneke noted that the new camera system at Station #1 has been installed and is functional.

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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 # 5

- 1) Approve District Trustee Minutes for December 6th, 2022
- 2) Approve District Trustee Executive Session Minutes from December 6th, 2022
- 3) Approve Treasurers Report for December 2022
- 4) Approve the December bills in the amount of \$98,100.45
- 5) Approve Payroll Report for December 2022

A. Lee made a motion to approve consent agenda items #1 through #5. 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
 - No report
- 2) Pension Board Report
 - Assistant Chief M. Huneke stated that their next meeting has been moved to February 8th, 2023 at 10:00am.

Old Business:

- 1) Any old business matters
 - Chief J. Cluchey informed the Board of Trustees that FGM Architects is working with us on replacing the broken chairs.
 - Chief J. Cluchey informed the Board of Trustees that our request for the Fire Act grant was denied. He also noted that the SCBA equipment has arrived and Lt. M. Linden will be working on getting everything in service.

New Business:

- 1) NIAFPD Annual Conference Expenses
 - a) Motion to ratify participation at the NIAFPD Conference including travel, lodging and registration fees
 - Chief J. Cluchey noted that discussion was held previously about the NIAFPD conference and continuing education for the Trustees and Commissioners. He stated that the expenses associated with their attendance at the NIAFPD Conference need to be approved.

J. Armesy made a motion to ratify participation at the NIAFPD Conference including travel, lodging and registration fees. 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

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- 2) Chiefs Summit; Asst. Chief Hanson and Asst. Chief Huneke
 - a) Motion to ratify participation at the Chiefs Summit including travel, lodging and registration fees
- Chief J. Cluchey noted that the board approved Assistant Chief M. Hanson and Assistant Chief M. Huneke attendance at the Chiefs Summit a few months ago. He stated that the expenses associated with their attendance at the Chiefs Summit need to be approved.

M. Anderson made a motion to ratify Assistant Chief M. Hanson and Assistant Chief M. Huneke participation at the Chiefs Summit including travel, lodging and registration fees. 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

- 3) Ordinance #2023-01; Adopting Rescue Fees
 - a) Motion to approve Ordinance #2023-01; Rescue Fees
- Chief J. Cluchey stated that Assistant M. Chief Huneke has been working with the Attorney on adopting rescue fees. Attorney S. Flaherty stated that the ordinance covers the legal changes that are allowed.
- Chief J. Cluchey presented Ordinance #2023-01; Rescue Fees to the Board of Trustees for their review. A copy has been placed on file.

L. Engberg made a motion to approve Ordinance #2023-01; Rescue Fees. 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

- 4) Ordinance #2023-02; ECFPD Cadet Program
 - a) Motion to approve Ordinance #2023-02; ECFPD Cadet Program
- Chief J. Cluchey reminded the Board of Trustees that the Cadet program would be put in place in lieu of the Explorer Post as discussed last month.
- Chief J. Cluchey presented Ordinance #2023-02; ECFPD Cadet Program to the Board of Trustees for their review. A copy has been placed on file.

A. Lee made a motion to approve Ordinance #2023-02; ECFPD Cadet Program. 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

- 5) Real estate purchase
- Chief J. Cluchey informed the Board of Trustees that a contract has been signed in regards to the property the Board of Trustees approved placing a bid on last month. He noted that we are in the due diligence period. Further discussion will be held in executive session.

- 1) Any other new business matters of consideration of items removed from the consent agenda.
- None

Executive Session:

At 4:45 pm, 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

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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 4:45 pm, a motion to go into executive session was made by M. Anderson. L. Engberg 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 6:36 pm, the executive session ended with a motion by M. Anderson. J. Armesy seconded the motion.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

- 1) Possible motion to approve organizational succession plans.

Action taken after executive session:

Chief J. Cluchey stated that the Board of Trustees reviewed a staff proposal to adopt a formalized succession plan for the fire district upon his retirement. The Board of Trustees unanimously agreed to approve the staff recommendations, contingent upon funding for the new positions, reaching a services contract agreement with NIU, and agreeing to an employment agreement with the new Chief.

Chief J. Cluchey announced that upon his retirement, Michael Huneke will be appointed Fire Chief and Matthew Hanson will be appointed Deputy Chief effective on October 6, 2023.

Good of the Organization:

- No comment

At 6:38 pm, J. Armesy made a motion to adjourn the meeting. A. Lee seconded the motion. The meeting was adjourned by unanimous consent.

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