

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
02/07/23

Date: February 7, 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	L. Engberg	M. Hanson	M. Huneke	S. Flaherty
P. Hall	L. Herra	T. Hall	J. Homon			

Office Manager P. Hall led the Board of Trustees in the Pledge of Allegiance.

Presentation:

- Assistant Chief Huneke introduced Melissa Henriksen from Northern Illinois University to the Board of Trustees. Ms. Henriksen presented the Board of Trustees with a packet containing the presentation for their review. A copy has been placed on file.
- Ms. Henriksen reviewed a strategic planning and goal identification proposal. The Board of Trustees inquired about the interview process. Ms. Henriksen noted that the interviews could be completed via Zoom.

Public Comment:

- No comment

President's Comments:

- No report

Attorney Comments:

- Attorney S. Flaherty informed the Board of Trustees that the Illinois court ruled on the pension consolidation. It was ruled on and affirmed by the lower court and an appeal can be made within 35 days. He noted that we will hopefully know by June or July if the appeal was allowed and completed.
- Attorney S. Flaherty also noted that several bills have been presented and that it is still too early to react considering they may change before being finalized.

Chief J. Cluchey Comments:

- a) Personnel Matters
 - Chief J. Cluchey was not present.
 - Assistant Chief M. Huneke informed the Board of Trustees that the last day of the Leadership & Officer Development class was today. He gave a brief program overview and noted that Battalion Chief letters of intent are required to be submitted by February 15th, 2023. He also stated that the first project assignment is due by the end of March 2023.
 - Assistant Chief M. Huneke informed the Board of Trustees that he will be finishing his masters degree with Columbia Southern University and attending the program with two other Chiefs.

Assistant Chief M. Hanson Comments:

- a) Incident Reporting
 - Assistant Chief M. Hanson was not present for the beginning of the meeting due to being on a call. Assistant Chief M. Huneke 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

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- Assistant Chief M. Huneke informed the Board of Trustees that the administration is meeting with Congressman Bill Foster. He also noted that the administration is meeting with SIKICH to review a new format for the annual budget and appropriation ordinance.
- Assistant Chief Huneke informed the Board of Trustees that the district wishes to apply for a ladder truck grant and reviewed the costs of purchasing a ladder truck. The Board of Trustees agreed to move forward with the grant application submittal.
- Assistant Chief M. Huneke informed the Board of Trustees that the district has complied with an IDOL investigation.
- Assistant Chief M. Huneke inquired with the Board of Trustees on their thoughts for a retirement ceremony or event for Chief J. Cluchey in October 2023. Assistant Chief M. Huneke noted that the ECFPD Honor Guard would be involved as well due to the desire for a formal walk-out ceremony. Discussion was held in regards honoring Chief Cluchey for his years of service and their desire for administration to proceed with planning a ceremony &/or event. The Board of Trustees requested pricing be obtained for an event for further discussion and approval by the Board of Trustees.
- Assistant Chief M. Huneke noted that the land purchase procedures are moving forward with a conceptual plan completed, an IDOL needs site plan started, survey and site assessment work and 3 contracts to review and approve.
- Assistant Chief M. Huneke noted that a Certificate of Deposit with American Eagle Bank has renewed at 4.25% for a term of 12 months.

b) Stations/Facilities/Equipment Update

- Assistant Chief M. Huneke noted that Lt T. Hall continues to work on obtaining Station #2 quotes for consideration in next years budget.
- Assistant Chief M. Huneke noted that we are still waiting on the doors for the engine. There are warranty issues due to the paint job by the dealer.

Fire Marshal Comments:

- a) Fire Prevention Bureau
 - i. Project Status (Plan Reviews, Inspections, Etc.)
 - ii. Public Education (Classes, Special Events, Etc.)
- Assistant Chief M. Huneke reviewed the Fire Prevention Bureau report with the Board of Trustees. A copy has been placed on file.
- Discussion was held in regards to lithium ION batteries and storage. It was noted that the parameters are noted in the fire prevention code and fire suppression requirements. Attorney S. Flaherty stated that the current ordinance can be amended and those incidences can be treated like a special response.

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 January 3rd, 2023
- 2) Approve District Trustee Executive Session Minutes from January 3rd, 2023
- 3) Approve Treasurers Report for January 2023
- 4) Approve the January bills in the amount of \$542,561.94
- 5) Approve Payroll Report for January 2023

J. Armesy made a motion to approve consent agenda items #1 through #5. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

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Roll Call Vote

4 Ayes
0 Nays
1 Absent

Committee Reports:

- 1) Foreign Fire Insurance (FFI) Board Report
 - No report
- 2) Pension Board Report
 - Assistant Chief M. Huneke informed the Board of Trustees that the pension meeting is scheduled for tomorrow, February 8th, 2023 at 10:00am.
 - Assistant Chief M. Huneke informed the Board of Trustees that the hearing for FF/PM J. McCafferty has been postponed to April 2023.
 - Assistant Chief M. Huneke informed the Board of Trustees that FF/PM Robert Stevens has submitted an application for a disability pension. Attorney S. Flaherty stated that the district may wish to intervene and it was noted that they will decide next month after the pension board has a chance to review his case.

Old Business:

- 1) Any old business matters
 - None

New Business:

- 1) Executive Session Minutes
 - a) Motion to approve or deny release of executive session minutes
- Office Manager P. Hall informed the Board of Trustees of their semi-annual obligation to review and either approve or deny the release of executive session minutes.

M. Anderson made a motion to deny the release of executive session minutes. J. Armesy seconded the motion. It was voted on and approved.

- 2) Destruction of tapes of Executive Session Minutes
 - a) Motion to approve or deny the destruction of tapes of executive session minutes more than 18 months old
- Office Manager P. Hall informed the Board of Trustees of their semi-annual obligation to approve or deny the destruction of tapes of executive session minutes.

M. Anderson made a motion to deny the destruction of tapes of executive session minutes. L. Engberg seconded the motion. It was voted on and approved.

- 3) Surplus property
 - a) Motion to approve the disposal and/or sale of surplus property
- Assistant Chief M. Hanson informed the Board of Trustees that the district has surplus property that they wish to dispose of or sell. He inquired as to if the trustees wished to donate the old SCBA bottles, packs and outdated gear to Ukraine. The Board of Trustees agreed to the donation to Ukraine.
- He also informed the Board of Trustees that there is interest from members to purchase the sun damaged TV from Station #1. The Board of Trustees agreed to the sale of the TV via bids.

M. Anderson made a motion to approve the disposal and/or sale of surplus property. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

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Roll Call Vote

4 Ayes
0 Nays
1 Absent

- 4) EFD Association – ECFPD Fire Prevention Bureau donation
- a) Motion to ratify ECFPD Fire Prevention Bureau smoke house expense in the amount of \$9,299.00
 - Assistant Chief M. Huneke stated that the EFD Association has dissolved and they donated funds to the ECFPD Fire Prevention Bureau to assist in promoting public education. A smoke house was purchased in the amount of \$9,299.00.
 - He also noted that the EFD Association donated funds to ECFPD for the restoration and maintenance of the Model A. It was noted that tires and other regular maintenance items are needed on the Model A. A committee will be formed and a formal proposal will be presented to the Board of Trustees for approval if major repairs/restoration is needed.

J. Armesy made a motion to ratify ECFPD Fire Prevention Bureau smoke house expense in the amount of \$9,299.00. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

- 5) Ordinance # 2023-03; Amending Ordinance #2017-6 Spiller Pays Ordinance
- a) Motion to approve Ordinance # 2023-03; Amending Ordinance #2017-6 Spiller Pays Ordinance
 - Office Manager P. Hall presented Ordinance # 2023-03; Amending Ordinance #2017-6 Spiller Pays Ordinance for review, approval and signatures by the Board of Trustees.

J. Armesy made a motion to approve Ordinance # 2023-03; Amending Ordinance #2017-6 Spiller Pays Ordinance. 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

- 6) Ordinance # 2023-04; Authorizing an intergovernmental agreement for participation in the Mutual Aid Box Alert System
- a) Motion to approve Ordinance # 2023-04; Authorizing an intergovernmental agreement for participation in the Mutual Aid Box Alert System
 - Office Manager P. Hall presented Ordinance # 2023-04; Authorizing an intergovernmental agreement for participation in the Mutual Aid Box Alert System for review, approval and signatures by the Board of Trustees.

M. Anderson made a motion to approve Ordinance # 2023-04; Authorizing an intergovernmental agreement for participation in the Mutual Aid Box Alert System. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

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7) Architectural Consulting - Studio 222 Architects, LLC

- a) Motion to approve architectural consulting from Studio 222 Architects, LLC with the amount not to exceed \$9,400.00
- Assistant Chief M. Huneke presented a proposal for architectural consulting from Studio 222 Architects, LLC for review by the Board of Trustees.

L. Engberg made a motion to approve architectural consulting from Studio 222 Architects, LLC with the amount not to exceed \$9,400.00. 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

8) Engineering Services – J. Condon and Associates, Inc.

- a) Motion to approve consulting for engineering services from Condon and Associates with the amount not to exceed \$19,000.00
- Assistant Chief M. Huneke presented a proposal for consulting for engineering services from Condon and Associates with the amount not to exceed \$19,000.00 for review by the Board of Trustees. Attorney S. Flaherty stated that he made a few changes so the proposal was amended.

L. Engberg made a motion to approve consulting for engineering services from Condon and Associates as amended with the amount not to exceed \$19,000.00. 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

9) ALTA Survey

- a) Motion to approve ALTA survey with the amount not to exceed \$4,900.00
- Assistant Chief M. Huneke presented the ALTA survey with the amount not to exceed \$4,900.00 for review by the Board of Trustees.

M. Anderson made a motion to approve the ALTA survey with the amount not to exceed \$4,900.00. 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

10) NIU Strategic Plan Proposal

- a) Motion to enter into an agreement with NIU with the amount not to exceed \$25,000.00 in FY 2023-2024
- The Board of Trustees agreed that based in the presentation from Ms. Henriksen that they wish to move forward with the strategic plan as proposed.

J. Armesy made a motion to enter into an agreement with NIU with the amount not to exceed \$25,000.00 in FY 2023-2024. M. Anderson seconded the motion. It was voted on and approved with a roll call vote.

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4 Ayes
0 Nays
1 Absent

11) Any other new business matters of consideration of items removed from the consent agenda.

- Assistant Chief M. Hanson informed the Board of Trustees that a resident has contacted the district in regards to an outstanding balance for EMS services. The resident is inquiring as to if the trustees would consider forgiving the outstanding balance. Assistant Chief Hanson stated that he recommended the resident set up a payment plan with Andres Medical and that he would bring his request before the trustees for consideration. The Board of Trustees denied the request and noted that he should work with Andres Medical as others do to set up a payment plan so it does not go to collections.

Good of the Organization:

- Trustee T. Reynolds noted that there is a community planning workshop on February 9th, 2023 from 6-7:30 p.m. at the Sugar Grove Public Library in regards to the Village of Sugar Grove new concept plan for industrial, commercial, and residential use with Crown Development of Naperville. This development will affect our district due to protection needs. He encouraged others to attend.

At 5:43 pm, J. Armesy made a motion to adjourn the meeting. L. Engberg seconded the motion. The meeting was adjourned by unanimous consent.

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