

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
04/06/2021

Date: April 6, 2021

To: President & Trustees

From: Office Manager Pamela Hall

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

T. Reynolds	L. Engberg	M. Anderson	A. Lee	J. Armesy
J. Cluchey	M. Hanson	M. Huneke	P. Hall	L. Schopp
L. Herra	G. Algrim	B. Ferguson	S. Darlak	C. Mulvihill
E. Daffron	A. Oliver	D. Oliver	J. Schelstreet	M. Robertson
L. Marz	E. Darger	B. Peterson & family		

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

Public Comment:

- No comment

President's Report:

- No report

Attorney Comments:

- Not present

Chief J. Cluchey Comments:

- a) Presentation - Recognition for full arrest save
 - Assistant Chief M. Hanson introduced Brian Peterson and explained that he was a recent patient. Assistant Chief M. Hanson reviewed the incident explaining that Mr. Petersen had gone into cardiac arrest. The duty crew consisting of Lead Medic FF/PM B. Peterson, retired Lt. J. Lloyd, FF/PM D. Czaruk, FF/PM M. Horner & FF/PM S. Darlek responded to the call and were able to assess his health needs quickly. Upon arrival on the scene, Mr. Peterson was talking and mobile. However, his health deteriorated rapidly into a full cardiac arrest en route to the hospital with a second cardiac arrest at the hospital. With the fast acting emergency care, he is here today to tell his story.
 - Mr. B. Petersen addressed the Board of Trustees, guests and employees. He expressed his gratitude to the crew for caring for him and bringing him back to life.
- b) Personnel Matters
 - Chief Cluchey stated that an offer of conditional hire has been extended to FF/PM S. Darlak.
 - Chief Cluchey reminded the Board of Trustees to complete their Economic Interest Statement filings with Kane County and to provide a copy of the completed filing to Office Manager P. Hall.
- c) SCBA Grant
 - Chief Cluchey informed the Board of Trustees that he has not heard anything additional on if the SCBA grant has been approved.

Assistant Chief M. Hanson Comments:

- a) Incident Reporting
 - Assistant Chief M. Hanson informed the Board of Trustees that the district is phasing out of Firehouse so he was unable to pull data to create the incident report this month. He noted that there were 149 calls in March 2021.

Assistant Chief M. Huneke Comments:

- a) Fleet Maintenance Updates
 - i. Engine # 1004 Frame Rails

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- Assistant Chief M. Huneke informed the Board of Trustees there was an issue again where the frame rails have been made but there are issues with shipping. The new estimated time frame for delivery is an additional 2 weeks.
- b) Station Maintenance Updates
- Assistant Chief M. Huneke reviewed the vehicle repairs with the Board of Trustees noting a broken weld on the tower truck basket. Once repaired, it will be inspected and certified.
- Assistant Chief M. Huneke reviewed repairs with the Board of Trustees.
- Assistant Chief M. Huneke informed the Board of Trustees that the front mount engine is still for sale with no offers yet.
- Assistant Chief M. Huneke informed the Board of Trustees that Studio 222 Architects provided a quote of \$5,600.00 to create a conceptual plan for Station #2. He noted that he is just seeking guidance on how to proceed. The Board of Trustees agreed that he should move forward and provide more information at the next meeting.
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- c) Wooley Rd. Property
- Assistant Chief M. Huneke informed the Board of Trustees that there's been three parties looking at the property but no offers. The real estate photos will be updated now that it is Spring.

Fire Marshal Comments:

- a) Fire Prevention Bureau
 - i. Project Status (Plan Reviews, Inspections, Etc.)
 - ii. Public Education (Classes, Special Events, Etc.)
- Fire Marshal Schopp reviewed the Fire Prevention Bureau report with the Board of Trustees. A copy has been placed on file.
- Fire Marshal Schopp informed the Board of Trustees that Obscurity Brewery has filed an appeal for modification of fire code. A copy has been placed on file. A formal vote is needed and will be added to the agenda next month.
- Discussion was held in regards to the brewery expansion and the Village of Elburn needing to update the water supply for Obscurity to be able to accommodate a sprinkler system.
- Fire Marshal Schopp also noted that Obscurity Brewery will be closing part of North St. during Elburn Days in August 2021.
- Fire Marshal Schopp informed the Board of Trustees that the Village of Elburn and fire district are wishing to create a Business Registration. This will assist in knowing when a new business comes into town, the need to apply for occupancy, licenses, etc... or a business changes hands so proper inspections can take place. Fire Marshal Schopp will work with Attorney S. Flaherty to create an ordinance and registration form.

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 March 2nd, 2021
- 2) Approve Treasurers Report for March 2021
- 3) Approve bills in the amount of \$154,245.52
- 4) Approve Payroll Report for March 2021
- 5) Approve Station #3 funds release from the title company for construction expenses

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

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0 Absent

Committee Reports:

1) Foreign Fire Insurance (FFI) Board Report

- E. Daffron provided a Foreign Fire Insurance (FFI) Board Report to the Board of Trustees for their review. A copy has been placed on file. Discussion was held in regards to additional purchases needed for Station #3.

M. Anderson made a motion to approve FFI expenses up to \$12,000.00. 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

- Assistant Chief M. Huneke informed the Board of Trustees that the pension fund balance is \$13,967,870.17. He noted that an agreement will be completed next month to transfer funds in the Fall.

Old Business:

- 1) Any old business matters
- None

New Business:

1) Landscape Services Agreements

a) Motion to approve Landscape Services Agreements

- Assistant Chief M. Huneke provided a report including the landscaping service agreements to the Board of Trustees for your review. Discussion was held in regards to hiring a landscaping company to take care of all three stations and to keep the equipment on hand for one year.

J. Armesy made a motion to approve Landscape Services Agreements with Mower Man with the amount not to exceed \$17,500.00. 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) Ordinance 2021-01; Amendment to Fire Prevention Code/Ordinance re: Fire hydrant requirements

a) Motion to approve Ordinance 2021-01; Amendment to Fire Prevention Code/Ordinance requiring 5" Stortz connection from 4" connection

- Fire Marshal Schopp presented the Board of Trustees with copies of Ordinance 2021-01; Amendment to Fire Prevention Code/Ordinance re: Fire hydrant requirements for their review. A copy has been placed on file.
- Lt. C. Mulvihill reviewed the ordinance and requirements for developments/new construction and new hydrants. A by pass connection will be needed. The hydrant changes will be more efficient for water supply and the district will continue to carry adaptors. He noted that the Village Administrator J. Nevenhoven had no issue with the hydrant changes.

M. Anderson made a motion to approve Ordinance 2021-01; Amendment to Fire Prevention Code/Ordinance re: Fire hydrant requirements. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes

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0 Nays
0 Absent

- 3) 2021-2022 ECFPD Budget
- a) Motion to approve tentative 2021-2022 ECFPD Budget
 - Assistant Chief M. Huneke provided a copy of the tentative 2021-2022 ECFPD Budget to the Board of Trustees for your review. A copy has been placed on file. Assistant Chief Huneke reviewed the budget.

M. Anderson made a motion to approve tentative 2021-2022 ECFPD Budget. 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) SIKICH LLP Audit & Financial Agreement
- a) Motion to approve agreements with Sikich LLC for annual audit/compliance filings/financial services.
 - Chief J. Cluchey reviewed the agreements with Sikich LLC for annual audit/compliance filings/financial services with the Board of Trustees. He noted that the expenses last year were approximately \$18,000.00.

A. Lee made a motion to approve agreements with Sikich LLC for annual audit/compliance filings/financial services. 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) Any other new business matters or consideration of items removed from consent agenda
- Chief Cluchey reviewed the mission and vision statement with the Board of Trustees. A copy has been placed on file. He noted that these are guiding practices and will be part of the policy manual.

Good of the Organization:

- SFVEMSS Coordinator, Evan Darger, informed the Board of Trustees that Elburn is the agency known in the EMS community for their continued dedication to excellence of service. He praised the Elburn & Countryside Fire Protection District for setting the example of excellence.

At 5:40 pm, J. Armesy made a motion to adjourn. L. Engberg seconded the motion. It was voted on and approved.

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