

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
04/04/23

Date: April 4, 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	A. Lee	J. Cluchey	M. Hanson
M. Huneke	S. Flaherty	P. Hall	L. Herra	T. Hall	C. Spitzock	C. Lentz
H. Wimmer						

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

Public Comment:

- No comment

President's Comments:

- No report

Attorney Comments:

- Attorney S. Flaherty provided a legislative update and noted that an ordinance will need to be approved for the decennial committee on local government efficiency.

Chief J. Cluchey Comments:

a) Personnel Matters

- Chief J. Cluchey informed the Board of Trustees that preliminary meetings have been completed with the administrative staff for their annual goals and objectives.

- 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 reviewed the NIU Strategic Plan and timeline with the Board of Trustees.

b) Fire Apparatus/EMS Update

- Assistant Chief M. Huneke reviewed the fleet including the status of the engine(s) warranty work.

c) Stations/Facilities/Equipment Update

- Assistant Chief M. Huneke informed the Board of Trustees that Lieutenant T. Hall has been working with the insurance company to obtain additional resources due to ongoing electrical uses associated with the lightning strike at Station #1.

Fire Marshal Comments:

a) Fire Prevention Bureau

- i. Project Status (Plan Reviews, Inspections, Etc.)
- ii. Public Education (Classes, Special Events, Etc.)

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- Chief 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 # 4

- 1) Approve District Trustee Minutes for March 7th, 2023
- 2) Approve Treasurers Report for March 2023
- 3) Approve the January bills in the amount of \$126,950.33
- 4) Approve Payroll Report for March 2023

A. Lee made a motion to approve consent agenda items #1 through #4. 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

Committee Reports:

- 1) Foreign Fire Insurance (FFI) Board Report
 - No report
- 2) Pension Board Report
 - Assistant Chief M. Huneke stated that elections will be held at the next meeting and J. McCafferty's disability hearing is coming up.

Old Business:

- 1) Any old business matters
 - None

New Business:

- 1) 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 letter of intent from SIKICH with the Board of Trustees in regards to the annual compliance, filings and audit.

M. Anderson made a motion to approve agreements with Sikich LLC for annual audit/compliance filings/financial services. 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

- 2) Workers' Compensation Insurance
 - a) Motion to approve workman's compensation insurance with IPRF for the amount of \$366,389.00
- Chief J. Cluchey informed the Board of Trustees that next years premium has increased due to the number of claims and long-term injuries this year.

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A. Lee made a motion to approve workman's compensation insurance with IPRF for the amount of \$366,389.00. 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

3) 2022 ECFPD Annual Report Presentation

a) Motion to approve the 2022 ECFPD Annual Report

- Assistant Chief M. Hanson reviewed the annual report with the Board of Trustees. A copy has been placed on file. He also thanked FF/PM Austin Shingledecker for formatting the report.

J. Armesy made a motion to approve the 2022 ECFPD Annual Report. M. Anderson seconded the motion. It was voted on and approved.

4) Resolution #2023-R-06; Amending the Fee Schedule for the Provision of Emergency Medical Response Services effective May 1, 2023

- Assistant Chief M. Hanson reviewed the proposed fee schedule for emergency medical response services. Discussion was held in regards to the rates being comparable to neighboring fire districts, new technology needed in the 2023-2024 fiscal year and increasing EMS costs.
- The Board of Trustees stated that EMS rates should be reviewed annually.

M. Anderson made a motion to approve Resolution #2023-R-06; Amending the Fee Schedule for the Provision of Emergency Medical Response Services effective May 1, 2023. 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

5) Lease Agreement discussion

a) Motion to approve a lease agreement for farming the Station # 4 property

- Assistant Chief M. Huneke informed the Board of Trustees that district would like to seek approval to lease the Station #4 property to the farmer that had been farming it before we purchased the property. He noted if we lease the property, the district will not need to maintain it with mowing, weed control etc... which will save the district money. It was noted that the farmer will need to provide a certificate of insurance listing the district as additionally insured.
- The Board of Trustees agreed to an annual lease of the property for \$1.00 to Keifer Bros.

J. Armesy made a motion to approve a lease agreement for farming the Station # 4 property. 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) FY 2023-2024 Pay Raises [Executive Session Section 2(c) 1]

- a) Motion to approve 2023-2024 Union Pay Raises
- b) Motion to approve 2023-2024 Non-Union Raises

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c) Motion to approve 2023-2024 Administration Raises

- Assistant Chief M. Huneke reviewed the total compensation report with the Board of Trustees. A copy has been placed on file.
- Assistant Chief M. Huneke reviewed the pay rate schedule for each classification of employee for the new fiscal year.
- Chief Cluchey stated that contracts for Assistant Chief M. Hanson and Assistant Chief M. Huneke are needed and will be presented to the board for review in the near future.

M. Anderson made a motion to approve the FY 2023-2024 Pay Raises agenda item #6, a, b & c. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

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

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

- Assistant Chief M. Huneke presented a tentative 2023-2024 ECFPD budget for the Board of Trustees to review. A copy has been placed on file. He asked the trustees to review the budget over the next month and to contact him with any questions they may have. An approval of the tentative budget will be on the agenda for the May meeting. He noted that the public hearing for final approval will be take place at the June meeting.
- Assistant Chief M. Huneke presented proposed station updates for the Board of Trustees to review. A copy has been placed on file. He noted that the last page of the detailed budget includes the capital projects. Assistant Chief M. Huneke recognized Lt. T. Hall for all his hard work on building maintenance and obtaining the information for the proposed projects for the next fiscal year. He reviewed the capital projects as proposed.
- Assistant Chief M. Huneke noted that the district will be entering into a service agreement for all three stations with Jensen's Plumbing starting on May 1, 2023. He also noted that the district is obtaining quotes for a Air Hawk filtration system versus a Plymovent system at Station #2.
- Assistant Chief M. Huneke informed the Board of Trustees that a new ECFPD patch has been designed. M. Didenko presented them to the board for review. Assistant Chief M. Huneke thanked FF/PM M. Didenko and FF/EMT S. Johnson for designing the new patch. The Board of Trustees granted final approval for the patch design with the white background to be used starting on October 6th, 2023.

Good of the Organization:

- Assistant Chief M. Hanson stated that there will be a presentation next month at the beginning of the meeting.

At 5:25 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