

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
05/02/23

Date: May 2, 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
S. Flaherty	P. Hall	L. Herra	T. Hall	C. Davey	S. Coomes	C. Clark
B. Clark	M. Antenore					

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

Award Presentation:

1) Citizen Recognition

- Chief J. Cluchey and Assistant Chief M. Hanson recognized Lt. Chad Clark, Geneva Fire Department, for his off-duty assistance on multiple occasions in the Mill Creek area. Lt. Clark is a resident of our fire district and has been essential over the years in providing early suppression and or evacuation efforts of homes in his neighborhood during an emergency response. Lt. Clark was presented with the “Chief’s Award” and a challenge coin for his dedication to the safety of his community and our shared value of service to others.

Public Comment:

- No comment

President’s Comments:

1) Election of Officers

- a) Motion to approve Election of Officers (Roll Call Vote)
- The trustees agreed to have the officers remain the same.

Trustee M. Anderson made a motion to approve T. Reynolds as President, L. Engberg as Secretary and M. Anderson as Treasurer. 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

- Trustee T. Reynolds issued a proclamation declaring May 7, 2023 as a day of recognition of the patriotic service and dedicated efforts of our fire and emergency services personnel by lowering American flags on all buildings to half-staff. He read the proclamation in full as he calls upon all citizens of our district and upon all patriotic, civic and educational organizations to remember all fire and emergency personnel who have made the ultimate sacrifice of our fallen heroes by lowering their flags on May 7th, 2023.

Attorney Comments:

- Attorney S. Flaherty provided a legislative update to the Board of Trustees.

Chief J. Cluchey Comments:

a) Personnel Matters

- Chief J. Cluchey informed the Board of Trustees the district had the first State of the Department meeting. Administration and program managers reviewed each program noting accomplishments and goals. It was well received with 24 program managers and the administration present.

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- Chief J. Cluchey informed the Board of Trustees that work agreements for the position of Fire Chief, Deputy Chief & Fire Marshal will be presented next month for review and potential approval.
- b) Save the Date; BOF Academy Graduation May 19, 2023
- Chief J. Cluchey informed the Board of Trustees that the graduation ceremony scheduled for May 19th has been cancelled. BOF Academy graduates will have their ceremony through the off-site program. He reviewed the candidates, their progress with the BOF academy, EMS certifications and ability to transition to shifts.

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 was not present.
- Chief J. Cluchey noted that at the FDIC Conference, the Chief and Assistant Chiefs were able to network and problem solve issues with vendors. Assistant Chief M. Huneke also followed up on the continual lack of programming/service with ESO while at their conference.
- b) Fire Apparatus/EMS Update
- Chief J. Cluchey reviewed the fleet noting that E302 will be back in service soon. It has been out of service due to an air bag issue.
- c) Stations/Facilities/Equipment Update
- Chief J. Cluchey informed the Board of Trustees that the contracts for Station #2 work have been signed. The Chief and Attorney S. Flaherty will review and approve the bid packets for the asphalt roof replacement work and it will be going out for bid soon.

Fire Marshal Comments:

- a) Community Risk Reduction (CRR) Bureau
 - i. Project Status (Plan Reviews, Inspections, Etc.)
 - ii. Public Education (Classes, Special Events, Etc.)
- 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 April 4th, 2023
- 2) Approve Treasurers Report for April 2023
- 3) Approve the April bills in the amount of \$143,127.11
- 4) Approve Payroll Report for April 2023

J. Armesy 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.

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Roll Call Vote

5 Ayes
0 Nays
0 Absent

Committee Reports:

1) Foreign Fire Insurance (FFI) Board Report

- Chief Cluchey reviewed the proposed FFI expenditures with the Board of Trustees.
 - i. Fitness Equipment \$6,500.00
 - ii. Saw and Chain \$7,500.00
 - iii. Station #2 Appliances \$7,000.00
 - iv. SCBA Storage Rack \$1,200.00
- Chief J. Cluchey stated that he wishes to hold off on the purchase of the SCBA storage rack until further discussion is held with Lt. M. Linden. He had originally denied the request for the purchase through the district and requested additional information and a plan for the SCBA storage area. That information has not been provided. Until a plan can be set in place &/or there is confirmation of a true need, Chief J. Cluchey asked that the Board of Trustees consider the purchase but it be contingent on the requirements noted to Lt. M. Linden and administrative approval.

J. Armesy made a motion to approve Foreign Fire Insurance Expenditures in the amount of \$22,000.00 with the SCBA storage rack contingent on the Chiefs approval. 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

Pension Board Report

- Chief J. Cluchey informed the Board of Trustees that J. McCafferty's disability hearing was continued due the need for additional medical records. He also noted that another employee, Robert Stevens, has applied for a disability pension.
- Chief J. Cluchey stated that there may be changes made to the funding amount to reduce the burden and further discussion will need to be held in the future.

Old Business:

- Chief J. Cluchey informed the Board of Trustees that at the FDIC Conference, the Chief and Assistant Chiefs had a meeting with ESO personnel to discuss the issues we continue to have with the scheduling program and their lack of ability to provide the service promised. They noted that two modules are not working and additional features are not functioning properly. The district will now be receiving a \$6,500.00 credit.
- Chief J. Cluchey informed the Board of Trustees that the administration met with the Air One Fire Service Sales Manager on the "tenting issue" with the new SCBA masks. All new head pieces will be provided to resolve the issue.
- Chief J. Cluchey noted that the administration has started talks with E-One for new apparatus.
- Chief J. Cluchey and Assistant M. Hanson both noted that the training received at the FDIC conference and workshops were very beneficial and they are hoping to implement some new ideas.
- Trustee M. Anderson stated that the training received at the FDIC Conference is invaluable.
- All the Trustees agreed that administration should plan on attending the FDIC Conference next year and attendance should also be expanded to include additional personnel if the budget allows.
- Assistant Chief M. Hanson informed the Board of Trustees that Congressman Foster has submitted a request of a \$1,200,000.00 grant for us to Congress.

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New Business:

- 1) Fire District's Appointee to ECFPD Board of Fire Commissioners
 - a) Motion to reappoint Fire Commissioner Peter Panagakis
- Chief J. Cluchey noted that Fire Commissioner P. Panagakis term is up for reappointment and he has agreed to stay on as a commissioner.

L. Engberg made a motion to reappoint Fire Commissioner Peter Panagakis. M. Anderson seconded the motion. It was voted on and approved.

- 2) Ordinance #2023-07; Decennial Committee on Local Government Efficiency
 - a) Motion to approve Ordinance #2023-07; Decennial Committee on Local Government Efficiency
 - b) Motion to approve committee members for the Decennial Committee
- Attorney S. Flaherty reviewed the Decennial Committee ordinance and the whole process. Attorney S. Flaherty stated that the decennial committee should recognize areas of efficiency in the report such as program managers, website education and outside resources such as MABAS and Kane County Fire Chiefs. It was also noted that three meetings need to be scheduled.
- Attorney S. Flaherty stated that eight members are required for the committee. He stated that all five trustees, a Fire District representative, such as the Fire Chief, and two residents must be on the committee.
- Chief J. Cluchey noted that the Board of Trustees, the fire district designee, Assistant Chief M. Huneke, and residents, Peter Panagakis and Michael Curtis will be on the committee.

M. Anderson made a motion to approve Ordinance #2023-07; Decennial Committee on Local Government Efficiency. 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

M. Anderson made a motion to approve committee members for the Decennial Committee. 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) 2023-2024 ECFPD Tentative Budget
 - a) Motion to approve the 2023-2024 ECFPD Tentative Budget
- Chief J. Cluchey reviewed the 2023-2024 ECFPD Tentative Budget with the Board of Trustees.
- He noted that after approval the tentative budget will be available for public viewing on Friday, May 5th, 2023 and the public hearing will be publicized.

J. Armesy made a motion to approve the FY 2023-2024 ECFPD Tentative Budget. 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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- 4) Any other new business matters of consideration of items removed from the consent agenda.
- None presented

Good of the Organization:

- Chief J. Cluchey introduced APT-FF/EMT-B Cole Davey to the Board of Trustees. Cole Davey spoke a little about himself and his accomplishments as he's pursued his career in the fire service.

At 5:28 pm, A. Lee 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