

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
07/11/2023

Date: July 11, 2023

To: President & Trustees

From: Maggie Walsh, Data Specialist

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	M. Walsh	L. Schopp			

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

Public Comment:

- No comment

President's Comments:

- No comment

Attorney Comments:

- Attorney S. Flaherty reminded the administration that the Decennial Efficiency Committee Meeting will take place on August 1, 2023.

Chief J. Cluchey Comments:

- a) Award Presentation – Chief's Award for Leroy Herra
 - Chief J. Cluchey presented Leroy Herra with the Chiefs Award for his constant support of the District as a devoted Firefighter, Trustee and Citizen. He expressed his appreciation to Leroy for being a champion of the District and presented him with a Chiefs helmet in honor of Leroy's service.
- b) Personnel Matters
 - Chief J. Cluchey informed the Board of Trustees that one probationary full-time firefighter/paramedic resigned at the end of June.
- c) Swearing-In Ceremony; FF/PM Josh Kuefler
 - Chief J. Cluchey reminded the Board of Trustees that the Swearing-In Ceremony for FF/PM Josh Kuefler will take place at 5:30 pm, following the Board Meeting.

Assistant Chief M. Hanson Comments:

- a) Incident Reporting
 - Assistant Chief M. Hanson reviewed the incident report with the Board of Trustees, noting that it was a busy month. He noted that there was a significant increase in calls occurring in quick succession of each other, though the measurements of the District's Service Delivery Objectives remained within target. A copy has been placed on file.

Assistant Chief M. Huneke Comments:

- a) Operations/Organizational Update
 - Assistant Chief Huneke informed the Board of Trustees that during the duration of construction on Main Street Road and Fabyan Parkway, a joint response will be dispatched between Elburn and Batavia.
 - Assistant M. Huneke informed the Board of Trustees that the administration has begun the strategic plan process with NIU. Focus groups including homeowners associations, villages, townships, etc. have been identified as well

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as high, medium and low target hazard businesses and invites will go out to those participants in the near future. Initial dates for meetings with internal stakeholders have been selected and the process will begin over the next few months.

- Assistant Chief M. Huneke informed the Board of Trustees that the administration has met with the Village of Lily Lake regarding the Impact Fee Schedule. The Village of Lily Lake was agreeable to the new schedule and will look for any outstanding projects that impact fees may be due on. The Village of Lily Lake is also working with Fire Marshal Schopp to host a class on weather and tornado safety for their younger residents.
- Assistant Chief Huneke informed the Board of Trustees that a meeting with Campton Hills is to be scheduled in the near future.
- Assistant Chief Huneke informed the Board of Trustees that the Battalion Chief job descriptions are almost complete. Once approved, the 14-week rotation of Battalion Chief Candidates will begin in later September.

b) Fire Apparatus/EMS Update

- Assistant Chief Huneke informed the Board of Trustees that he attended a Town Hall Meeting with Congressman Bill Foster and his staff in Batavia. They discussed the Community Project Funding of a new Tower Ladder and Congressman Foster said that an update should be provided in July or August.

c) Stations/Facilities/Equipment Update

- Assistant Chief M. Huneke informed the Board of Trustees that the new security camera installs are in progress.
- Assistant Chief M. Huneke informed the Board of Trustees that Laub Construction has continued their work on locating the leak within the EMS Office. Attorney S. Flaherty will research options as it relates to warranty work from the architect and builder.
- Assistant Chief Huneke informed the Board of Trustees that the Station Alerting Project at Tri-Com is moving forward. Part of the preparation for this project includes AT&T Fiber being moved into all 3 stations, at no cost to the District.

Fire Marshal Comments:

- a) Community Risk Reduction (CRR) Bureau
 - i. Project Status (Plan Reviews, Inspections, Etc.)
 - ii. Public Education (Classes, Special Events, Etc.)
- Fire Marshal L. Schopp 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 June 6th, 2023
- 2) Approve District Trustee Executive Session Minutes for June 6th, 2023
- 3) Approve Treasurers Report for June 2023
- 4) Approve the May bills in the amount of \$204,021.77
- 5) Approve Payroll Report for June 2023

M. Anderson made a motion to approve consent agenda items #1 through #5. 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
 - No report
- 2) Pension Board Report
 - Assistant Chief M. Huneke informed the Board of Trustees he was elected as the FOIA Officer at the last Pension Board Meeting

Old Business:

- The Capital Equipment Expenditures have begun to be ordered.
- Assistant Chief Huneke informed the Board of Trustees that he met with Dekalb Fire Chief regarding facilities in their jurisdiction that use ethyl glycol for heating. Dekalb has had no issues with this type of heating and feel it should not be a concern should buildings in the District install in the future.

New Business:

- 1) Intervention Settlement Agreement – FF/PM Robert Stevens
 - a) Motion to approve Intervention Settlement Agreement with FF/PM Robert Stevens
- Chief J. Cluchey informed the Board of Trustees that an Intervention Settlement Agreement between the District and FF/PM Robert Stevens has been drafted. A copy has been placed on file.

J. Armesy made a motion to approve the Intervention Settlement Agreement with FF/PM Robert Stevens.. 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) Haz Mat Trailer repairs
 - a) Motion to ratify the cost of repairs in the amount of \$6,462.80 to JD's Auto Repair
- Assistant Chief M. Huneke informed the Board of Trustees that the need to replace an axel on the Haz Mat Trailer led to the additional costs.

A. Lee made a motion to ratify the expenses for the Haz Mat Trailer repairs in the amount of \$6,642.80 to JD's Auto & Trailer Repair. 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

- 3) Station #1 Apparatus Door Repairs
 - a) Motion to ratify the cost of repairs in the amount of \$8,400.00 to Industrial Door Company
- Assistant Chief M. Huneke informed the Board of Trustees that Door #5 has not been operational for over a year. Extensive Testing has concluded that the recommended repairs are necessary.
- J. Armesy inquired if there would be any warranty on the replacement parts. Assistant Chief M. Huneke said he believed there may be a one-year warranty on the new part.

L. Engberg made a motion to ratify the cost of repairs in the amount of \$8,400.00 to Industrial Door Company. 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) Updated Camera Solution
- a) Motion to ratify the expense in the amount of \$63,457.50 to All Information Services, Inc.
 - Assistant Chief M. Huneke informed the Board of Trustees that final cost for the updated camera systems for all three stations has been provided. This includes a 10-year service agreement.

A. Lee made a motion to ratify the expense in the amount of \$63,547.50 to All Information Services, Inc. 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

- 5) Appeal for Modification of the Fire Code Agreement; Obscurity Brewing.
- a) Motion to approve the appeal for modification of the fire code agreement for Obscurity Brewing.
 - Chief J. Cluchey recommended that the agenda item be tabled until the August meeting

A. Lee made a motion to table the appeal for modification of the fire code agreement for Obscurity Brewing. M. Anderson seconded the motion. It was voted on and tabled with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

- 6) Any other new business matters or consideration of items removed from the consent agenda
- None presented

Good of the Organization:

- M. Anderson requested the creation of a TIFF District for the Crowne Development Project be discussed at a future meeting to determine the Board of Trustee's position on this matter. Attorney S. Flaherty explained the process of qualifying as a TIFF District and that the Board of Trustees could share their position at the Joint Review Board before the district is approved or denied. Assistant Chief M. Hanson stated that he would place the Crowne Development proposed TIFF District on the next Board Meeting agenda for discussion at the next meeting.

At 5:04 pm, M. Anderson made a motion to adjourn the meeting. J. Armesy seconded the motion. The meeting was adjourned by unanimous consent.

Respectfully Submitted,
Maggie Walsh, Data Specialist
Elburn & Countryside Fire Protection District