

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
04/07/2020

Date: April 7, 2020

To: President & Trustees

From: Administrative Assistant Pamela Hall

Due to the COVID-19 pandemic, the meeting was conducted via Zoom.

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	J. Armesy	A. Lee
J. Cluchey	M. Hanson	M. Huneke	P. Hall	S. Flaherty
J. Laub	D. Book			

Chief Cluchey led the Board of Trustees in the Pledge of Allegiance.

Public Comment:

- None

Previous Meeting Minutes:

T. Reynolds called for any additions or correction of the minutes from the March 3rd, 2020 meeting.

J. Armesy made a motion to accept the minutes. A. Lee seconded the motion. It was voted on and approved with a copy placed on file.

Treasurer's Report:

Administrative Assistant P. Hall presented the Treasurer's Report.

M. Anderson made a motion to approve the March 2020 Treasurer's Report. L. Engberg seconded the motion. It was voted on and approved.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

Approval of Bills:

The Purchase Journal was presented showing invoice expenses in the amount of \$170,910.30.

J. Armesy made a motion to approve the bills. M. Anderson seconded the motion. It was voted on and approved.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

President's Report

- No report

Attorney Comments:

- Attorney S. Flaherty updated the Board of Trustees on the FMLA laws.
- Attorney S. Flaherty also noted that there are grants for COVID-19 related expenses that the district can apply for to receive reimbursement from FEMA.
- Attorney S. Flaherty noted that the contract has been signed with the architect and contractor for Station #3. Chief Cluchey noted that grants have been applied for before the deadline/

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Chief J. Cluchey Comments:

- Chief J. Cluchey noted that he hopes to have a draft of the 2020-2021 ECFPD Budget for the May meeting with adoption in June.
- a) COVID-19
 - Chief J. Cluchey informed the Board of Trustees that the district has acquired approximately \$9,000.00 in COVID-19 related expenses so far.
 - Chief J. Cluchey noted that he is grateful for the Assistant Chiefs. They are meeting via Zoom 3-4 times day and communicating regularly with the shifts.
 - He also noted that PPE costs have increased drastically due to COVID-19. The district has stayed ahead of it and is okay with PPE supplies.
 - Chief J. Cluchey noted that each employee received two surgical masks to use in public.
 - Chief J. Cluchey informed the Board of Trustees that due to the COVID-19 pandemic, he requested the Assistant Chiefs remain available to cover the district. He inquired with the Board of Trustees as to if they would consider allow administration to carryover vacation and personal time not used by April 30, 2020. The Board of Trustees agreed to allow it.
 - Trustee Reynolds inquired as to if there are any issues with anyone having expired drivers licenses due to the DMV being closed. Chief Cluchey stated no, an extension was granted by the State of Illinois and individuals have 30 days after the pandemic to renew their license.

Assistant Chief M. Hanson Comments:

- a) Incident Reporting
 - Assistant Chief M. Hanson reviewed the incident report. A copy has been placed on file. He noted that we have had a decrease in calls.
 - Assistant Chief M. Hanson informed the Board of Trustees that the administration has locked down on crews staying at their stations, which has improved times.
- b) Operations Update
 - Assistant Chief M. Hanson informed the Board of Trustees that changes have been put into place with general orders. The district has implemented the following procedures.
 - 1) One door in/one door out with temperature checks.
 - 2) Stocked PPE and different requirements on PPE based on the type of call.
 - 3) Employees tracking symptoms based on IDPH guidelines.
 - Trustee Al Lee inquired as to if the district will have one ambulance dedicated strictly for COVID-19 patients. Chief Cluchey stated no, no yet. We have not transported any COVID-19 patients so far. There is no need for a demand ambulance at this time.
 - Assistant Chief M. Hanson informed the Board of Trustees that Lt. Sheri Nielsen, FF/PM Dan Czaruk and FF/PM Bryon Ferguson have done a great job with EMS. He noted that the district has a good handle on things right now.

Assistant Chief M. Huneke Comments:

- a) Fleet Maintenance Updates
 - Assistant Chief M. Huneke informed the Board of Trustees that E302 (Fleet #1019) is at Alexis for warranty work. He also noted that EVS is coming back for a check engine light issue.
 - Assistant Chief M. Huneke informed the Board of Trustees that the district is still planning on sending the Engine (Fleet #1002) to Waubensee Community College.
 - Assistant Chief M. Huneke informed the Board of Trustees that the Squad is listed with BP Apparatus. They reported that there have been a few inquiries but no bites due to COVID-19.
- b) Station Maintenance Updates
 - Assistant Chief M. Huneke informed the Board of Trustees that the district ordered the new phones which are web based and will tie into Station #3 when construction is completed. He noted that the purchase needed to be made by March 31st to get the rebated and discounts. The cost was approximately \$1,300.00 for all three stations versus \$30,000.00 for replacement of the current phones.

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Fire Marshal Comments:

- a) Fire Prevention Bureau
 - i. Project Status (Plan Reviews, Inspections, Etc.)
 - ii. Public Education (Classes, Special Events, Etc.)
- Chief J. Cluchey reviewed the Fire Prevention Bureau report with the Board of Trustees. A copy has been placed on file.
- Chief Cluchey noted that the Fire Marshal is still doing plan reviews and inspections for new construction have been suspended.

Administrative Assistant P. Hall:

- Administrative Assistant inquired with the Board of Trustees as to if they wished to remain conducting their meetings at Station #1 at 4:30 pm on the first Tuesday of the month. The Board of Trustees agreed and noted that they will ratify the 2020-2021 ECFPD Board of Trustees meeting schedule at the May meeting.

Trustee A. Lee made a motion to meet at 4:30 pm on May 5, 2020 for the regularly scheduled Board of Trustees meeting. J. Armesy seconded the motion. It was voted on and approved.

Committee Reports:

- 1) Foreign Fire Insurance (FFI) Board Report
 - No report
- 2) Pension Board Report
 - Assistant Chief M. Huneke noted that they will be meeting via Zoom.

Old Business:

- 1) Station #3 Updates
 - Assistant Chief M. Huneke informed the Board of Trustees that the top two prices were taken with an evaluation study to make sure the bids were complete and accurate. J. Laub from Laub Construction noted that they made recommendations for cost savings. Chief Cluchey inquired with J. Laub as to if there are any concerns with the bids or contractors. J. Laub stated no.
 - J. Laub and D. Book reviewed each bid package and made a recommendation of the contractor to award the bid to and the amount. Copies of all recommendations and bid packages have been placed on file.
- a) Motion to approve bid packages 1-4 for Station #3
 - i. Bid Package #1- Demolition

Trustee L. Engberg made a motion to approve Bid Package #1- Demolition to Johler, Inc. in the amount of \$42,360.00. M. Anderson seconded the motion. It was voted on and approved.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

- ii. Bid Package #2- Pre Engineered Building

Trustee M. Anderson made a motion to approve Bid Package #2 - Pre Engineered Building to B & C Enterprises in the amount of \$396,034.00. J. Armesy seconded the motion. It was voted on and approved.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

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iii. Bid Package # 3- Well

Trustee J. Armesy made a motion to approve Bid Package #3 – Well to Prairie State Water System/Deep Well in the amount of \$32,514.00. A. Lee seconded the motion. It was voted on and approved.

- Trustee Al. Lee inquired as to if this will be for a shallow or deep well. J. Laub stated that due to the need for a fire protection system, this will be a deep well.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

iv. Bid Package #4- Septic

Trustee L. Engberg made a motion to approve Bid Package #4 – Septic to Stark & Son Trenching, Inc. in the amount of \$32,464.00. M. Anderson seconded the motion. It was voted on and approved.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

- Discussion was held in regards to start time and an estimated delivery date for the building. It was noted that the delivery date will be determined by the demolition date.
- Assistant Chief M. Huneke noted that the loan process is still going through and everything has been submitted. He stated that the bank is working remotely so it is a slower process.
- Assistant Chief M. Huneke also noted that the district has been in contact with the Village of Lily Lake and Grace Lutheran Church to discuss alternate housing options for when the station is under construction.
- Discussion was also held in regards to the timeline for the second bid package and seeking approval at the May meeting. It was noted that the district is on track to do so but there may be a need for we special meeting. D. Book noted that she has spoken to the architect and they are already moving forward plus the second bid package will be going out in a few weeks.
- Chief J. Cluchey inquired as to the impact of COVID-19 on construction. J. Laub stated that materials are low right now but hopefully that issue will be short lived. He also noted that private construction has a larger pool of contractors.

New Business:

1) 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

Trustee M. Anderson made a motion to approve the destruction of tapes of executive session minutes more than 18 months old. L. Engberg seconded the motion. It was voted on and approved.

2) Workers Compensation Insurance – Annual Renewal

- a) Motion to approve amendment to pooling agreement and by-laws with Illinois Public Risk Fund (IPRF)
- b) Motion to approval annual renewal with Illinois Public Risk Fund (IPRF) in the amount of \$251,519.00
- Chief Cluchey reviewed the IPRF pooling agreement, by-laws and renewal with the Board of Trustees.

Trustee A. Lee made a motion to approve an amendment to the pooling agreement and by-laws with Illinois Public Risk Fund (IPRF) and approve the annual renewal with Illinois Public Risk Fund (IPRF) in the amount of \$251,519.00. M. Anderson seconded the motion. It was voted on and approved with a copy placed on file.

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Roll Call Vote

5 Ayes
0 Nays
0 Absent

- 3) Consideration to change Resolution 2018-R-02 for Paramedic Education Reimbursement
- a) Motion to adopt revisions to Resolution 2018-R-02 for Basic Operations Firefighter, EMT-B & Paramedic Education Programs
- Chief J. Cluchey informed the Board of Trustees that the district passed a resolution a few years ago for reimbursement for Firefighter/Paramedic education. He noted that two employees, Joseph Miller and Stephen Coomes, are now sworn full time employees and both turned down other jobs to accept a position there.
 - Chief J. Cluchey stated that they did not receive the reimbursement based on Section #3 of the old resolution and he is seeking approval for reimbursement for their education. He noted that the reimbursement will apply retroactively and paid 1/3 per year over 3 years.
 - The Board of Trustees agreed. Attorney S. Flaherty agreed.

Trustee M. Anderson made a motion to adopt revisions to Resolution 2018-R-02 for Basic Operations Firefighter, EMT-B & Paramedic Education Programs. L. Engberg seconded the motion. It was voted on and approved with a copy placed on file.

Good of the Organization:

- No comments

At 5:14 pm, L. Engberg made a motion to adjourn. A. Lee seconded the motion. It was voted on and approved.

Respectfully Submitted,
Pamela C. Hall, Administrative Assistant
Elburn & Countryside Fire Protection District