

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
09/05/2023

Date: September 5, 2023

To: President & Trustees

From: Pamela C. Hall, Office Manager

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

T. Reynolds	A. Lee	J. Armesy	L. Engberg	J. Cluchey	M. Huneke	P. Hall
C. Ottosen	L. Schopp	S. Coomes	S. Bicos	J. Contesso	S. Fuller	L. Herra
J. Childress	J. Loche	C. Ryan	J. Konen	S. Koeppel	D. Baughman	

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 C. Ottosen introduced himself to the Board of Trustees.
- Attorney C. Ottosen reminded the district of the changes to the Paid Leave Act.

Chief J. Cluchey Comments:

- a) Personnel Matters
 - None
- b) Old National Bank Discussion
 - Chief J. Cluchey informed the Board of Trustees that the administration has concerns with our relationship with Old National Bank. He noted that a breach of security occurred with an unauthorized transaction that allowed one of their customers to withdraw funds from a district account in error. The funds have been returned to the district. He also noted that the level of customer service has decreased after our previous Treasury Management Officer resigned.
 - Discussion was held and the Board of Trustees directed the administration to research other banks in the community.

Assistant Chief M. Hanson Comments:

- a) Incident Reporting
 - Assistant Chief M. Hanson was not present.
 - Assistant Chief M. Huneke reviewed the incident report with the Board of Trustees. A copy has been placed on file.

Assistant Chief M. Huneke Comments:

- a) Strategic Planning Update
 - Assistant Chief Huneke informed the Board of Trustees that the administration will be participating on Zoom meeting on September 6th and September 7th with NIU. He also noted that leadership will meet with NIU on October 10th, 2023.
- b) Operations/Organizational Update
 - Assistant Chief Huneke informed the Board of Trustees that all but 3 fire signs have been installed. 350 more fire signs have been ordered.

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
09/05/2023

- Assistant Chief M. Huneke noted that there are 14 students registered for the EMT-B Class.
- Assistant Chief M. Huneke stated that the district received a notice from the county stating that the several roundabouts will be done by the end of October.

c) Fire Apparatus/EMS Update

- Assistant Chief Huneke informed the Board of Trustees that Horton is on time but Ford has not released VIN/Truck #'s so we are still waiting on the Medic build.

d) Stations/Facilities/Equipment Update

- Asst. Chief M. Huneke informed the Board of Trustees that rooftop unit #4 at Station #1 needs repairs. The insurance company, VFIS, sent a technician and approved repairs in the amount of \$5,315.08. It was noted that this will most likely not be enough to cover the repairs. Additional quotes will be needed.
- Assistant Chief M. Huneke informed the Board of Trustees that the Village of Lily Lake would like to install a tornado siren on the rooftop of Station #3. It was agreed that the district will consider installing one on the property on a pole but not on the roof.

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 # 4

- 1) Approve District Trustee Minutes for August 1st, 2023
- 2) Approve Treasurers Report for August 2023
- 3) Approve the July bills in the amount of \$135,817.99
- 4) Approve Payroll Report for August 2023

J. Armesy 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

4 Ayes
0 Nays
1 Absent

Committee Reports:

- 1) Foreign Fire Insurance (FFI) Board Report
 - No report
- 2) Pension Board Report
 - No report

Old Business:

- 1) TIF District for Crowne Development Project Discussion
 - Sugar Grove Village President Jennifer Konen addressed the Board of Trustees and introduced the Sugar Grove Village Administrator Scott Koeppel. Village President J. Konen reviewed the Crown Development project

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
09/05/2023

timeline and how the project will potentially impact the Village of Sugar Grove and surrounding communities. She noted that the Village of Sugar Grove has determined for the project to develop properly, there is a need for a TIF district.

- Village President J. Konen noted that there will be a potential for 1400 permits to be issued and that the village is working on an agreement for impact fees.
 - Sugar Grove Village Administrator S.Koeppel stated that the entirety of the project is not just in the Elburn & Countryside Fire Protection District. It was also noted that for fire flow purposes a new water tower will be needed north of I-88.
 - Chief J. Cluchey and Attorney C. Ottosen reviewed the Joint Review Board process. It was noted that a consultant from the village will present to the joint review board, representatives will be called to meet, the project will be presented and the board will determine if they do or do not believe it is eligible,
- 2) Village of Lily Lake Impact Fees
- Assistant Chief M. Huneke stated that the administration met with the Village of Lily Lake President. In 2004, the Village of Lily Lake prepaid impact fees for a development so they are current and nothing is due. It was noted that there may be a need in the future to adopt impact fees that are consistent with the other villages in our fire district.
- 3) Discussion on potential litigation regarding a breach of contract for defective workmanship of Station #1
- Assistant Chief M. Huneke informed the Board of Trustees the administration has met with the attorney and the law firm is reviewing Prairie Forge Group contracts.

New Business:

- 1) Surplus Equipment; Workout Equipment & Water Rescue Helmets
- a) Motion to approve sale of surplus equipment
- Assistant Chief M. Huneke informed the Board of Trustees that the district has workout equipment and water rescue helmets that they'd like to sell on I-Bid. He noted that there are 29 helmets and metal dumbbell sets from 5 to 100 lbs.

L. Engberg made a motion to approve the sale of surplus equipment. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

- 2) Capital Fund transfer
- a) Motion to approve transferring funds to the investment accounts
- Assistant Chief M. Huneke informed the Board of Trustees that the district has received a large installment of property taxes from Kane County. The district budgeted \$130,000.00 to be transferred to the Capital fund and he is seeking approval to do so.

A. Lee made a motion to approve transferring \$130,000.00 funds to the capital investment account. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

- 3) Pension Levy Funds
- a) Motion to approve the release of FY 2023 – 2024 levy funds to the ECFPD Pension Fund in the amount of \$1,033,358.00

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
09/05/2023

- Assistant Chief M. Huneke requested approval from the Board of Trustees for the district to disburse \$1,033,358.00 to the ECFPD Pension Fund as budgeted for the fiscal year.

J. Armesy made a motion to approve the release of FY 2023 – 2024 levy funds to the ECFPD Pension Fund in the amount of \$1,033,358.00. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

- 4) 2024 Training & Travel Expense Approval
- a) Motion to approve training and travel expenses in 2024 for Asst. Chief Hanson & Asst. Chief Huneke
- Assistant Chief M. Huneke informed the Board of Trustees that the district budgeted for multiple training opportunities for Assistance Chief M. Huneke & Assistant Chief M. Hanson to attend in 2024. He reviewed the list of summits, conferences and conferences.

A. Lee made a motion to approve up to \$21,000.00 for training and travel expenses in 2024 for Asst. Chief Hanson & Asst. Chief Huneke. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

- 5) Battalion Chief job descriptions
- a) Motion to approve Battalion Chief job descriptions
- Assistant Chief M. Huneke inquired with Board of Trustees if they had reviewed the Battalion Chief job descriptions as presented. Copies of the job descriptions have been placed on file. The Board of Trustees noted that they have been reviewed and clarification was given on a few items with no changes to be made.

A. Lee made a motion to approve the Battalion Chief job descriptions. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

- 6) Cadet program policies
- a) Motion to approve Cadet program policies
- Chief J. Cluchey informed the Board of Trustees that the Cadet program Ride-A-Long policy as presented was evaluated by Attorney S. Flaherty. He inquired as to if the Trustees had reviewed the policy. He noted that the minors can sign up for the ECFPD Cadet Program at age 14 but are not eligible to ride along until they are 16 years old.
 - Chief J. Cluchey noted that the procedural policies will be presented for approval at the next trustees meeting.

J. Armesy made a motion to approve the ECFPD Cadet program Ride-A-Long policy. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

- 7) Temporary Lieutenant Appointments
- a) Motion to approve the temporary appointment of three Lieutenants

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
09/05/2023

- Assistant Chief M. Huneke informed the Board of Trustees that to move forward with the succession plan, the district will need to temporarily appoint three Lieutenants. The next three candidates on the promotional list are A. Poynor, M. Didenko & E. Daffron. Temporary appointment is allowed for up to 120 days before promotion is required and this time frame follows the timeline previously agreed upon for promotions.

L. Engberg made a motion to direct the commission to approve the temporary appointment of three Lieutenants. A. Lee seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

<u>4</u>	Ayes
<u>0</u>	Nays
<u>1</u>	Absent

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

Good of the Organization:

- Assistant Chief M. Huneke informed the Board of Trustees that the commissioners approved a reading list and tentative dates have been set for the promotional process. He noted that the current Lieutenant list will be exhausted soon and a new list needs to be created to avoid vacancies.
- Assistant Chief M. Huneke stated that board members of Kaneland High School have inquired as to why our district is not responding to incidents at the high school. He explained that the school is not in our district so we are not automatically dispatched but the district will always respond if requested. He encouraged them to discuss their concerns with the Kaneville Fire Department.

At 5:42 pm, J. Armesy 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