

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
04/08/19

Date: April 8, 2019

To: President & Trustees

From: Office Assistant Merry Morris

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

T. Reynolds	J. Childress	L. Engberg	M. Anderson	A. Lee
J. Cluchey	M. Hanson	T. Haley	M. Morris	R. Britz
W. Thomas	L. Schopp	L. Herra	J. Armesy	M. Huneke
T. Hall	J. Miller	R. Lennon	S. Nielsen	A. Poynor
S. Coomes	R. Stevens	T. Lange	T. McKelvie	C. Hathaway
C. Mulvihill	J. Konen	S. Ferris	S. Fuller	A. Shingledecker
J. Homon				

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 13, 2019 meeting.

J. Childress made a motion to accept the minutes. L. Engberg seconded the motion. It was voted on and approved with a copy placed on file.

Treasurer's Report:

Office Assistant M. Morris presented the Treasurer's Report.

M. Anderson made a motion to approve the February Treasurer's Report. A. Lee seconded the motion. It was voted on and approved.

Approval of Bills:

The Purchase Journal was presented showing invoice expenses in the amount of \$126,774.59.

J. Childress made a motion to approve the bills. L. Engberg seconded the motion. It was voted on and approved.

President's Report

- No Report.

Attorney Comments:

- Attorney Britz stated that we no longer have to adopt an ordinance nor publish it for Prevailing wage.
- Attorney Britz referenced the "for sale" sign in front of their office building, and stated that they will be moving to the American Bank & Trust building. He also told the board that he will be retiring in July, and that Bill Thomas and Shawn Flaherty will continue to work with us.

Staff Reports

- 1) Fire Chief J. Cluchey congratulated Attorney Britz on his retirement. He also recognized Jeff Armesy and congratulated him on being elected, and Lisa Engberg on her re-election.
 - a) Special Meeting for Swearing In Ceremony
 - Chief Cluchey stated that he would like to hold a special meeting on a Monday to swear in new full time member Bryon Ferguson. He starts with initial training for two weeks, then he has army

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training for the following three weeks. He would like to swear him and Jeff Armesy in at the same time, and will work with them to find a mutually agreeable date.

b) BOF Graduation Ceremony, May 10, 2019:

- BOF graduation date is on a Friday. Chief Cluchey stated he would love to have the trustees there.
- We are also holding an Anhydrous Ammonia class here. We are working with the police department and Metra this Saturday on railroad training. People from other departments will also attend.
- Chief Cluchey then recognized the people who were unable to attend the appreciation dinner with their awards. He also presented an award to Trustee Childress and thanked him for his service.

2) Assistant Chief T. Haley Comments:

a) Grant Update

- Assistant Chief Haley stated that Assistant Chief Hanson has a meeting tomorrow and may have more information then.

3) Assistant Chief M. Hanson

a) Incident Reporting

- Asst. Chief Hanson reviewed the incident report. A copy has been placed on file.
- Asst. Chief Hanson presented a draft version of the Annual Report. He asked the Trustees to let him know if there is something else they would like included in the report. It is his intention to present a final draft at the May meeting.

4) Fire Marshal Comments:

a) Fire Prevention Bureau

- i. Project Status (Plan Reviews, Inspections, Etc.)
- ii. Public Education (Classes, Special Events, Etc.)
- Fire Marshal Schopp reviewed the Fire Prevention Bureau report. A copy has been placed on file.

5) Office Assistant M. Morris

- No report

Committee Reports:

Foreign Fire Insurance (FFI) Board Report:

- No report

1) Pension Board Report

- Lt. Mike Huneke presented the Pension Board report. A copy has been placed on file.
- Lt. Huneke also requested that the Trustees re-appoint Trustee Al Lee to the Pension Board.

M. Anderson made a motion to re-appoint Trustee Alan Lee to the Pension Board. L. Engberg seconded the motion. It was voted on and approved with a copy placed on file.

Old Business:

1) Updates

- a) Staffing Model

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- Chief Cluchey stated that the discussion held the prior month is conceptual, not set in stone. He also stated that discussions are ongoing, and we are not prepared to start May 1. Chief Cluchey wants to be sure we can financially support this change, and the cost estimates vary greatly. He would like to do some modeling with Sikich before moving forward.
- b) Fire Signs
 - Lt. Nielsen stated that she has been working with Christina from TriCom. The App is complete, but an update to the software is coming soon. Once this is done, they will install it on the iPads and start training, hopefully by mid-summer.
 - Chief Cluchey asked how much had been spent on fire signs in the last year. Lt. Nielsen said that the District spent about \$4,000 per year on fire signs and supplies over the last 5 years. She also stated that residents can go on our website to request signs. Last month they made 80 signs for Route 64, and have about 30 more to make. Next they plan to move to Keslinger Road. Trustee Reynolds asked what the life of a sign is. Lt. Nielsen stated it depends on weather and other factors, but she would estimate 12-15 years.
- c) Station #2 Projects
 - Lt. Huneke stated that the electrical work is done. They have installed motion sensors for night lighting with good feedback.
 - Herras estimated a cost of \$80-90,000 for bathroom remodel. This does not include gear extractors or a washer and dryer.
 - Lt. Huneke stated that the kitchen at Station 2 is getting old, and has drainage concerns.
 - Trustee Reynolds asked about the status of the sewer drain to the street. Lt. Huneke stated that it has to do with the slope of the piping.
 - Trustee Reynolds stated he thought that the numbers from Herras were probably pretty good. Chief Cluchey indicated that here are some other concerns at Station, such as the generator.
- d) Vehicles and Stations
 - Lt. Huneke passed out a list of maintenance items that need to be addressed and discussed those items.
 - Chief Cluchey stated that when we identify the problems, our mechanics will fix them if they can. The second maintenance gives us a better tool to be better prepared for upcoming maintenance items.
 - Trustee Reynolds asked if we are using an online program to track maintenance. Lt. Huneke stated that we have been using PS Trax, but are changing over to Firehouse to track maintenance.

New Business:

1) IPRF Renewal; Workers Compensation Insurance

- a) Motion to approve renewal with IPRF for workers compensation insurance.
 - Chief Cluchey stated that he had gotten a proposal from Corkhill for \$237,765.00 for workers comp insurance. The rate per \$100 payable was 9.599 for 2015-16. It is 6 now, which means it has gone down significantly. They also give us a grant if we have a good year and don't use much. Next year the grant is \$27,000. Chief Cluchey asked for a motion to renew with IPRF.

Trustee A. Lee made a motion to renew the District's workers compensation insurance with IPRF. M. Anderson seconded the motion. It was voted on and approved with a copy placed on file.

2) 2019-2020 ECFPD Tentative Budget – Public Hearing May 13, 2019

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- Chief Cluchey informed the board that Assistant Chief Haley had been working on a draft budget. We have two ways to move forward. The budget has to be adopted within the first quarter of the fiscal year. He can put something together so that we can work with it, but we will have to adjust it. We can discuss a temporary budget at the May meeting, and have a formal hearing in June. Chief Cluchey stated that he would prefer we wait so we can see our fund balances, and hopefully have a clue of what to expect for Station 3, and what our revenue may be.

3) New Ambulance

- a) Motion to approve the purchase of a new ambulance with the amount not to exceed \$180,000
 - Chief Cluchey informed the trustees that the new engine will not be completed in this fiscal year, so we have money to purchase an ambulance.
 - Assistant Chief Hanson went to Foster Coach to talk about a re-chassis of our current ambulance. He stated that they would take our old box and put it on a new chassis, but it will not have current safety features. We currently have a demo with a gas engine, which means no four wheel drive. This demo ambulance is \$173,000. We can outfit it however we like. To purchase and make it what we want, we are ahead \$70,000. AC Hanson believes it is a smart move. He said that Chris Elliott is in favor of this. He also stated that if we like this route, they will have other demos we can look at next year. Also, this ambulance would have a full manufacturer's warranty.
 - Trustee Reynolds asked when it would be in service. AC Hanson said he would have to let him know.

M. Anderson made a motion to approve the purchase of a new ambulance with the amount not to exceed \$180,000.00. L. Engberg seconded the motion. It was voted on and approved with a copy placed on file.

4) Stryker Power Load System

- a) Motion to approve Stryker Power Load System with the amount not to exceed \$19,500.
 - Chief Cluchey explained the power load cots and how they operate, and the benefit to employees.

J. Childress made a motion to approve the purchase of a Stryker Power Load System with the amount not to exceed \$19,500. M. Anderson seconded the motion. It was voted on and approved with a copy placed on file.

5) Stryker Power Cot – Demo unit with all warranties intact

- a) Motion to approve Stryker Power Cot with the amount not to exceed \$18,500.
 - Discussion was held on the ability to purchase a used demo model.

Trustee A. Lee made a motion to approve the purchase of a Stryker Power Cot Demo unit with the amount not to exceed \$18,500.00. M. Anderson seconded the motion. It was voted on and approved with a copy placed on file.

6) Pension Board Appointee – done during Pension Board Report.

7) New Station #3 Concept

- Chief Cluchey discussed his vision for Station 3. He would like to be able to expand or sell the building. He stated that we could gut and remodel the house with a bunk room upstairs, and living quarters downstairs. We own three lots, and he would like to bring them into one parcel. We could

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also tear the house down and start fresh. When looking at remodeling the current Station 3, it is cost prohibitive with its issues.

- Trustee Reynolds asked if there is septic on the east side. Chief Cluchey stated that there is, but because of its age, they recommend doing a new one. We also need to see if the well is sufficient or if we need to dig a supplemental well. He also stated that the water lines go to a property that we do not own, before they come back to our building. Trustee Reynolds stated that if anyone has questions, they should see Chief Cluchey or Assistant Chief Haley.

8) Staff Vehicle Replacement

a) Motion to approve the purchase of a staff vehicle

The vehicle we are looking to replace is a 2007. Assistant Chief Hanson spoke with the local dealer and they gave us a price of \$45,000. He stated that he found one for \$32,000 that we could build to spec. He recommends that we hold off at this point. There is a dealer getting a bunch of new ones in that we can order to spec for under \$40,000.

9) Ballistic Protection

a) Motion to approve ballistic protection with the amount not to exceed \$19,500.

- Lt. Steve Fuller provided an information packet to the Trustees. He is recommending 19 sets with the highest level protection. It will stop 30 caliber rounds and armor piercing rounds. He stated that we need four sets for larger people, which are also level 3, which is the highest level of protection. This includes high cut helmets, and stated that being able to hear is key. Lt. Fuller also stated that those will not fit all members. We would need two types, all at the same cost. These also include a carry bag.
- Lt. Fuller stated that he received a bid from Cops Inc. for \$31,267.40; One from Bound Tree for \$34,199.62 (with no eye protection); and Steve Collins for \$16,796.00 which includes 3 days of training. Trustee Reynolds asked about Steve Collins' expertise, and Lt. Fuller informed him that he is an ex SWAT member.
- Lt. Fuller discussed a deployment plan.
- Chief Cluchey stated that we will be doing training to best prepare us.

M. Anderson made a motion to approve the purchase of ballistic protection with the amount not to exceed \$20,000.00. A. Lee seconded the motion. It was voted on and approved with a copy placed on file.

10) SIKICH LLP Audit Service & Financial Model

a) Consider a motion to approve an agreement with Sikich LLP to assist the District with audit preparation services.

b) Consider a motion to approve an agreement with Sikich LLP to assist the District with the preparation of a multi-year financial model.

- Chief Cluchey discussed with the Trustees the benefits of having Sikich assist with the audit preparation each year prior to audit. He also discussed the benefits of having Sikich work with the District to come up with a multi-year financial model.

M. Anderson made a motion to approve an agreement with Sikich LLP to assist the District with audit preparation services. L. Engberg seconded the motion. It was voted on and approved with a copy placed on file.

J. Childress made a motion to approve an agreement with Sikich LLP to assist the District with the preparation of a multi-year financial model. M. Anderson seconded the motion. It was voted on and approved with a copy placed on file.

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Good of the Organization:

- Trustee Reynolds asked about the status of Fox River Fire District. Chief Cluchey said that they fell short on their referendum. The Chief doesn't think we should worry about what they are doing. We will continue mutual aid. If it interferes with serving our District, we would have to stop.

At 5:57 pm, J. Childress made a motion to adjourn. L. Engberg seconded the motion. It was voted on and approved.

Respectfully Submitted,
Merry Morris, Office Assistant
Elburn & Countryside Fire Protection District