

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
10/03/2023

Date: October 3, 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	M. Anderson	J. Cluchey	M. Huneke
M. Hanson	P. Hall	S. Flaherty	L. Schopp	L. Herra	J. Childress	D. Ryan
S. Hanson	C. Hanson	J. Hanson	S. Coomes	J. Miller	C. Mulvihill	B. Ferguson
T. Hall	S. Fuller	M. Linden	M. Didenko	S. Ferris	S. Darlak	S. Johnson
K. Larson	D. Czaruk	C. Lentz	J. Beaman	J. Kuefler	K. Hanks	A. Shingledecker
C. Zepeda	R. Seggebruch	K. Wiegert	A. Poynor	S. Bicos	S. Walter	J. Martinsen

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

Public Comment:

- Resident, J. Childress, provided a public statement in regards her opinion of a conflict of interest and dislike for the same legal firm to represent the fire district and the Village of Sugar Grove for the TIFF process. She provided a copy of her statement and it has been placed on file.
- Resident, Dennis Ryan, provided public comment in regards to his opinion and dislike of the Village of Sugar Grove considering a TIFF district and the Crowne development.

President's Comments:

- President T. Reynolds thanked Chief J. Cluchey for leading the Forged by Fire, Leading through the Smoke presentation with 60 students in attendance. He also noted that Chief J. Cluchey will be missed when he retires.

Attorney Comments:

- Attorney S. Flaherty reminded the Board of Trustees of their obligation to complete annual training and an opportunity to attend class on October 21, 2023 at the NIAFPD fall seminar.
- Attorney S. Flaherty provided a legislative update noting the change in laws in January 2024 and the need to remain compliant with all workers laws.

Chief J. Cluchey Comments:

a) Citizen Correspondence

- Chief J. Cluchey stated that he received correspondence from a resident in regards to the agenda not being posted on our website. The agenda has always been posted for public viewing in the glass display case in the main vestibule at Station #1. He noted that the district previously hired a third-party company to manage the district website and the district was not required to post the agenda online. Since the website was taken over by the district, he didn't realize that we were obligated to do so. He apologized and noted that the agenda will be posted on our website before all meetings.

b) Closeout

- Chief J. Cluchey thanked the Board of Trustees for the opportunities granted during his employment. He noted that the administration has been mission and value focused and he appreciates the boards trust in their ideas and plans.
- Chief J. Cluchey unveiled the new patch depicting "Service to Others" which is posted on the wall in the training room. Assistant Chief M. Huneke noted that the district has grown and the patch truly represents the board and memberships actions today.

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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. Hanson introduced FF/PM A. Poynor to the Board of Trustees noting his involvement in public relations and education for the Community Risk Reduction (CRR) Bureau. Assistant Chief M. Hanson stated that the administration would like the Board of Trustees to view a promotional video and approve hiring a company to promote our fire district in hopes of hiring more qualified employees.
- After viewing the video, FF/PM A. Poynor stated that the district would hire the company to create a 2-3 minute video. The video would be linked to the district website and social media outlets. He noted that all aspects of the district would be featured such as Honor Guard, Hazardous Materials & Trench Rescue team, Fire/EMS, etc...
- Assistant Chief M. Hanson stated that technology is a facet to attract new hires. He noted that this expense was budgeted for. The Board of Trustees agreed to move forward with hiring the company, Indirap, to produce a promotional video.

Assistant Chief M. Huneke Comments:

a) Operations/Organizational Update

- Assistant Chief Huneke informed the Board of Trustees that Lt. S. Coomes (Training/Operations), Lt. S. Fuller (EMS/Safety) & M. Linden (Facilities/Vehicles) have begun the Battalion Chief process.

b) Fire Apparatus/EMS Update

- Assistant Chief Huneke informed the Board of Trustees that Mechanic E. Daffron is participating in the Spartan training and all vehicles are in service.

c) Stations/Facilities/Equipment Update

- Acting Battalion Chief M. Linden and Lt. T. Hall provided facility updates. It was noted that another HVAC unit needs to be replaced. Insurance approved paying for repair. The repairs are needed due to the lighting strike claim and the district is working with the insurance company to get the HVAC unit replacement approved.

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. She noted that the district is very busy with school inspections, fire & tornado drills and planning for Fire Prevention Week.
- Fire Marshal L. Schopp also noted that Obscurity Brewery will be submitting plans in the next 1-2 weeks for her review and will be able to provide an update at the next meeting.

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 September 5th, 2023
- 2) Approve Treasurers Report for September 2023
- 3) Approve the September bills in the amount of \$1,168,167.54
- 4) Approve Payroll Report for September 2023

M. Anderson 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.

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Roll Call Vote

5 Ayes
0 Nays
0 Absent

Committee Reports:

- 1) Foreign Fire Insurance (FFI) Board Report
 - No report
- 2) Pension Board Report
 - Assistant Chief M. Huneke stated that the next pension board meeting will be on October 16, 2023. He also stated there is no update on John McCafferty and Robert Stevens hearing is scheduled for December 8, 2023.

Old Business:

- 1) Any old business matters
 - None
- 2) ECFPD Cadet Program Policies
 - a) Motion to approve ECFPD Cadet Program policies
 - Chief J. Cluchey stated that there is no action needed on the Cadet policies yet. He stated that the administration is working on the policies to present next month.

New Business:

- 1) Computers and Monitors; Battalion Chiefs
 - a) Motion to ratify the purchase of new computers and monitors in the amount of \$7,504.00
 - Assistant Chief M. Huneke informed the Board of Trustees that the district purchased 4 computers and monitors for the Battalion Chiefs.

L. Engberg made a motion to ratify the purchase of new computers and monitors in the amount of \$7,504.00. 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

- 2) Lauterbach & Amen Annual Audit Report
 - a) Motion to approve the annual audit report
 - Auditor Jenn Martinsen from Lauterbach & Amen presented a review of the annual audit. A copy has been placed on file.
 - J. Martinsen thanked the staff for their hard work and cooperation. She stated that they have a clean audit opinion and there are no recommendations in the internal control.
 - Assistant Chief Huneke stated that the excess capital funds spent in the fiscal year 2022-2023 were the SCBA Air Packs. The district applied for a grant that they did not receive so the funds were needed for the purchase.

M. Anderson made a motion to approve the annual audit report. 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

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- 3) Property, Casualty, Auto, and Professional Insurance plus Bond Proposals and Options
- a) Motion to approve Property & Casualty Insurance renewal
 - Chief J. Cluchey informed the Board of Trustees that the annual Property & Casualty Insurance renewal needs to be approved. He is recommending the district remain with the same provider. They have been exceptional to our needs and customer service.

J. Armesy made a motion to approve the Property & Casualty Insurance renewal. 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

- 4) Revised Organizational Structure
- a) Motion to approve revised organizational structure documents, including organizational chart
 - Assistant Chief M. Huneke presented an organizational chart and documents for the Board of Trustees to review. A copy has been placed on file. He noted that the administration is seeking approval to adopt everything that has been put into motion over the past year.
 - Trustee J. Armesy noted that the organizational chart does not note the citizens and Board of Trustees. Assistant Chief M. Huneke acknowledged the oversight and stated that the final draft would reflect the boards and citizens.

A. Lee made a motion to approve the revised organizational structure documents, including organizational chart. J. Armesy seconded the motion. It was voted on and approved.

- b) Motion to authorize Deputy Chief positions
- Chief J. Cluchey sought authorization of the two Deputy Chief positions for Matthew Hanson and Michael Huneke. It was noted that Deputy Chief Huneke will be promoted to Fire Chief on October 6th, 2023.

M. Anderson made a motion to authorize the Deputy Chief positions of Matthew Hanson and Michael Huneke effective October 3, 2023. L. Engberg seconded the motion. It was voted on and approved.

- 5) Swearing-In Ceremony; Deputy Chief Matthew Hanson
- Trustee T. Reynolds conducted the swearing in ceremony for Deputy Chief Matthew Hanson.
- 1) Any other new business matters or consideration of items removed from the consent agenda
- None

Executive Session:

At 5:15 pm, Chief J. Cluchey called an executive session pursuant to Section (2)(c)(1) of the Open Meetings Act (to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine validity) and/or Section (2)(c)(11) of the Act (pending probable or imminent litigation).

At 5:15 pm, a motion to go into executive session was made by T. Reynolds. A. Lee seconded the motion.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

In attendance:

J. Cluchey	M. Hanson	M. Huneke	T. Reynolds	M. Anderson	J. Armesy	L. Engberg	A. Lee
S. Flaherty	P. Hall						

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At 5:41 pm, the executive session ended with a motion by M. Anderson. L. Engberg seconded the motion.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

Action taken after executive session:

- None

Good of the Organization:

- Deputy Chief M. Hanson noted that the attire for the Transfer of Command Ceremony on October 6th is Class A and business casual for the Succession Celebration.
- Deputy Chief M. Hanson thanked the Board of Trustees, his family and membership for the support and the opportunities available to him in his career.

At 5:44 pm, L. Engberg made a motion to adjourn the meeting. J. Armesy seconded the motion. The meeting was adjourned by unanimous consent.

Respectfully Submitted,
Pamela C. Hall, Office Manager
Elburn & Countryside Fire Protection District