

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

Date: November 7, 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	L. Engberg	M. Anderson	M. Huneke	M. Hanson	P. Hall
S. Flaherty	L. Herra	S. Hanson	J. Schelstreet	M. Robertson	J. Crabb	P. Lin
K. Przybylski	J. Przybylski	M. Linden	B. Ferguson	H. Halstead	J. Linden	K. Wiegert
J. Contesso	C. Zepeda	S. Walter	C. Meyers	C. Davey	A. Poynor	A. Poynor
C. Mulvihill	D. Mulvihill	S. Coomes	M. Thomas	J. Flores	J. Rico	K. Hrpcha
A. Raday						

Acting Battalion Chief S. Coomes led the Board of Trustees in the Pledge of Allegiance.

Public Comment:

- None

Presentation:

- Acting Battalion Chief S. Coomes introduced SFVEMSS Coordinator & EMS Educator S. Hanson, SFVEMSS Associate EMS Medical Director Parkson Lin and SFVEMSS Program Director Julie Crabb. He reviewed an incident that occurred recently involving a patient that had a cardiac arrest on a golf course. He noted the difficulties of the call due the patient location and the need for immediate advanced life support.
- The EMS staff reviewed the response given by ECFPD personnel and their life saving efforts stating that the patient is alive and well due to their actions. Each member starting with Tri-Com dispatch and including mutual aid support from Batavia Fire Department played an important role in patient care. Without them all, the outcome could have been different.
- Each person, listed below, involved in the incident was recognized for their efforts and given an ECFPD challenge coin and life-saving bar.
 - Lt. Stephen Coomes
 - FF/PM Stephen Bicos
 - FF/PM Christopher Mulvihill
 - FF/PM Alexander Poynor
 - FF/PM Katelyn Hrpcha (Batavia Fire Dept.)
 - FF/EMT Jorge Flores
 - FF/EMT Harold Halstead

President's Comments:

- None

Attorney Comments:

- No report

Chief M. Huneke Comments:

- Chief M. Huneke reminded the Board of Trustees that Lt. David Oliver's walk-out ceremony will take place at Station #1 on November 22, 2023 at 3:00 pm.
- Chief M. Huneke stated that the grant funding for the ladder truck will not be received until the next fiscal year. He noted that approval to order a ladder truck will be on the December 2023 agenda for consideration.
- Chief M. Huneke stated that discussion on the Paid Leave Act and approval of a policy will be on the December 2023 agenda as well.

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- Chief M. Huneke stated that Office Manager P. Hall & Financial Specialist M. Morris will be receiving recognition at the December 15th, 2023 IFSAP luncheon for 10 years of service as IFSAP members.

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.

Battalion Chief Comments:

- a) Training & Operations Update
 - Acting Battalion Chief S. Coomes informed the Board of Trustees that the district is very close to 100% compliance for ISO training hours.
 - Acting Battalion Chief S. Coomes reviewed the training schedule and noted that auto-aid/mutual aid training has a lot of value when we train with our partners.
- b) EMS & Safety Update
 - Discussion was held in executive session.
- c) Support Services Update
 - Acting Battalion Chief M. Linden updated the Board of Trustees on the remodel progress at Station #2 and the roof top unit at Station #1. He also stated that an insurance claim was submitted, approved and the insurance company paid for the window that shattered and was replaced at Station # 1.

Fire Marshal Comments:

- a) Community Risk Reduction (CRR) Bureau
 - i. Project Status (Plan Reviews, Inspections, Etc.)
 - ii. Public Education (Classes, Special Events, Etc.)
- Chief M. Huneke 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 October 3rd, 2023
- 2) Approve District Trustee Executive Session Minutes for October 3rd, 2023
- 3) Approve Treasurers Report for October 2023
- 4) Approve the October bills in the amount of \$250,045.65
- 5) Approve Payroll Report for October 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

4 Ayes
0 Nays
1 Absent

Committee Reports:

- 1) Foreign Fire Insurance (FFI) Board Report

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- FFI Secretary S. Walter reviewed the proposed FFI expenditures with the Board of Trustees.
 - i. IPPFA Booklets
 - ii. Workout Shoes, not to exceed \$150.00 a pair
 - iii. Firefighter tools (2)
 - iv. Snagger tools (6)
 - v. Rescue 87 tools (All members)
 - vi. Leaf Blower for Station #3

L. Engberg made a motion to approve Foreign Fire Insurance Expenditures in the amount of \$11,600.00. 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

2) Pension Board Report

- Chief M. Huneke stated that the next pension board meeting will be on January 22, 2024. He also stated there is no update on John McCafferty and Robert Stevens hearing is scheduled for December 8, 2023.
- Chief M. Huneke noted that the fund amount is approximately \$16,500,000.00 and is 82% funded. He also stated that the levy request has been submitted for fiscal year 2024-2025.

Old Business:

1) ECFPD Cadet Program Policies

- a) Motion to approve ECFPD Cadet Program policies
- Chief M. Huneke stated that there is no action needed on the Cadet policies yet. He stated that the policies will be presented next month for approval.

2) Property, Casualty, Auto, and Professional Insurance plus Bond Proposals and Options

- a) Motion to ratify the expense for Property & Casualty Insurance in the amount of \$74,700.00
- Chief M. Huneke noted that the annual insurance renewal was due and the expense needs to be approved.

A. Lee made a motion to ratify the expense for Property & Casualty insurance with VFIS in the amount of \$74,700.00. M. Anderson seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

3) Bank Accounts Update

- Chief M. Huneke informed the Board of Trustees that the Chief and Office Manager P. Hall have met with Old Second National Bank to explore opening new accounts. Their proposal was cost neutral and the fees and interest rates are negotiable. He noted that they are still researching investment accounts with Old Second National Bank.
- Chief M. Huneke presented the Board of Trustees with an investment packet from Sawyer Falduto Asset Management, LLC to review. The Board of Trustees agree that Sawyer Falduto is a good option.
- Further discussion will be held at the December Board of Trustees meeting.

4) Video Production Update

- FF/PM A. Poynor presented the Board of Trustees with a Creative Pitch Deck from Indirap for their review. A copy has been placed on file. He reviewed the pitch deck and the trustees were pleased with what was presented so far.

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- 5) Any old business matters
- None

New Business:

- 1) Proposed Levy and Property Tax Increase
- a) Motion to approve tax levy and property tax increase
- Chief M. Huneke informed the Board of Trustees that a proposed tax levy and property tax increase of 6.72% is warranted.
 - Discussion was held in regards to EMS and impact fees. It was noted that further discussion on adjusting EMS & impact fees will be added to the December 2023 agenda.

A. Lee made a motion to approve a 6.72% levy tax and property tax increase. M. Anderson seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

- 2) Surplus Equipment; Surface Pro notepad & EMS Skid Unit
- a) Motion to approve the destruction &/or sale of surplus equipment
- Chief M. Huneke informed the Board of Trustees that the district has surplus equipment of a Surface Pro notepad & EMS Skid Unit that the administration wishes to dispose of and/or sell. The notepad to be disposed of and UTV skid to be placed on an I-Bid auction after determining the value.

L. Engberg made a motion to approve the destruction &/or sale of surplus equipment. 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

- 3) Future Station Signs Discussion
- Discussion was held on the potential to place a future station site sign on the property purchased for Station #4. The Board of Trustees directed the administration to remove the realty sign and put up a future station site sign after the lot and ditch have been cleaned up.
- 4) Special Council Engagement
- a) Motion to approve hiring Ancel Glink for special council engagement
- Chief M. Huneke presented the Board of Trustees with a legal representation letter for their review. A copy has been placed on file. He stated that the administration is seeking approval to hire Ancel Glink for a special council engagement, if needed.

A. Lee made a motion to approve hiring Ancel Glink for special council engagement. M. Anderson seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

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5) Health Insurance Renewal

a) Motion to approve Health Insurance Renewal

- Chief M. Huneke informed the Board of Trustees that One Digital negotiated the insurance rates for our annual renewal. The original quote from Blue Cross Blue Shield was 17.5% which One Digital was able to get decreased to 8.32% with a statement credit of \$10,000.00.
- Chief M. Huneke also noted that the administration researched the IAFF insurance program and decided to remain with Blue Cross Blue Shield. The Board of Trustees agreed.
- Chief M. Huneke recommended that the Board of Trustees approve the rate increase and to keep One Digital as the plan administrator.

A. Lee made a motion to approve the 2024 Health Insurance Renewal. M. Anderson seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

6) FY 2024-2025 Pension Levy Funds

a) Motion to approve a pension levy amount for FY 2024-2025 in the amount of \$964,187.00

- Chief M. Huneke stated that it is the recommendation from the Pension Fund that the levy amount be \$964,187.00. He noted that this is a decrease of \$69,171.00 from last year.

M. Anderson made a motion to approve the Pension Levy Amount for FY 2024-2025 in the amount of \$964,187.00.

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

7) Any other new business matters or consideration of items removed from the consent agenda

- None

Executive Session:

At 5:10 pm, Chief M. Huneke 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); Section (2)(c)(2) of the Act (to discuss collective negotiating matters between the public body and its employees) and/or Section (2)(c)(11) of the Act (pending probable or imminent litigation).

At 5:10 pm, a motion to go into executive session was made by M. Anderson. L. Engberg seconded the motion.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

In attendance:

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

At 5:25 pm, the executive session ended with a motion by M. Anderson. A. Lee seconded the motion.

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Roll Call Vote

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

Action taken after executive session:

- None

Good of the Organization:

- No comments

At 5:27 pm, L. Engberg made a motion to adjourn the meeting. M. Anderson seconded the motion. The meeting was adjourned by unanimous consent.

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