

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
12/05/2023

Date: December 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	J. Armesy	A. Lee	L. Engberg	M. Anderson	M. Huneke	M. Hanson
P. Hall	S. Flaherty	L. Herra	B. Ferguson	L. Schopp	E. Daffron	R. Seggebruch

Trustee Engberg led the Board of Trustees in the Pledge of Allegiance.

T. Reynolds made a motion to open the Public Hearing at 4:30 pm for the Proposed Levy and Property Tax Increase. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

<u>5</u>	Ayes
<u>0</u>	Nays
<u>0</u>	Absent

- Trustee Reynolds opened the public hearing.
- Attorney S. Flaherty stated that the notice of public hearing was publicized in a local newspaper, Daily Herald. The purpose of this hearing is to consider testimony from the public regarding the proposed levy and tax increase.
- Trustee Reynolds called for any public comment. No comments were made.

J. Armesy closed the Public Hearing at 4:31 pm for the Proposed Levy and Property Tax Increase. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

<u>5</u>	Ayes
<u>0</u>	Nays
<u>0</u>	Absent

Public Comment:

- None

President's Comments:

- Trustee Reynolds wished everyone Happy Holidays.

Attorney Comments:

- Attorney S. Flaherty provided a legislative update to the Board of Trustees noting that there may be a change in the Paid Leave Act for fire district based on House Bill No. 4228. He will update the board and administration as information is available.

Chief M. Huneke Comments:

- Chief M. Huneke informed the Board of Trustees that the trial for Greg Algrim has been delayed until February 1st - 2nd, 2024.
- Chief M. Huneke stated that 14 positions were offered for recruits of the Basic Operations Firefighter (BOF) Academy. There were 35 applicants this year for the 2024 BOF Academy.
- Discussion was held in regards to Trustee packets and the procedure moving forward. It was determined that beginning in the next fiscal year, tablets will be purchased and utilized for review of documents. Office Manager P. Hall will continue to print the agenda, treasurers report, payroll & incident report only on a monthly basis. All other documentation will be provided electronically.

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
12/05/2023

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
 - Chief M. Huneke informed the Board of Trustees that the district continues to strive for 100% compliance for ISO training hours.
- b) EMS & Safety Update
 - No report
- c) Support Services Update
 - i. Garbage & Recycling contracts
 - Chief M. Huneke informed the Board of Trustees that Acting Battalion Chief M. Linden negotiated better rates for garbage & recycling contracts with Groot. He also reviewed the current status on projects with the Board of Trustees.

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.
 - Fire Marshal L. Schopp stated that one hour before the meeting, she received an appeal of fire code from R & S Concrete. Further discussion will be held at the January 2024 meeting.
 - Fire Marshal L. Schopp informed the Board of Trustees that she is expecting plans from Obscurity Brewing for their appeal of the fire code.
 - Discussion was also held in regards to solar panel review fees and a request from a customer to not pay after they cancelled the project. It was agreed upon that the service was already provided so the customer will still be billed.
 - iii. Project Fire Buddies
 - Fire Marshal L. Schopp informed the Board of Trustees that the district has joined as a chapter for Project Fire Buddies. The program is similar to "Make a Wish" and provides support for sick children. She presented a document reviewing the program. A copy has been placed on file.
 - The committee members of our chapter are L. Schopp, R. Seggebruch, C. Zepeda and M. Didenko.

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 November 7th, 2023
 - 2) Approve District Trustee Executive Session Minutes for November 7th, 2023
 - 3) Approve Treasurers Report for November 2023
 - 4) Approve the November bills in the amount of \$366,085.93
 - 5) Approve Payroll Report for November 2023
- Office Manager P. Hall noted that there were two corrections to the minutes that the Trustees reviewed.

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
12/05/2023

M. Anderson made a motion to approve consent agenda items #1 through #5 as noted with the amended minutes. 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

Committee Reports:

- 1) Foreign Fire Insurance (FFI) Board Report
 - No report
- 2) Pension Board Report
 - Chief M. Huneke stated Robert Stevens hearing is scheduled for Friday, December 8, 2023 at 4:30 pm.

Old Business:

- 1) Financial Institutions
 - a) Motion to approve banking relationship with Old Second Bank
 - Chief M. Huneke informed the Board of Trustees that the administration wishes to move forward with opening the new accounts with Old Second Bank.

A. Lee made a motion to approve the banking relationship with Old Second Bank. 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

- b) Motion to approve banking relationship with Sawyer Falduto Asset Management, LLC
 - Chief M. Huneke also noted that the administration wishes to move forward with opening the new investment accounts with Sawyer Falduto Asset Management, LLC. Sawyer Falduto has better rates/points to offer than Old Second Bank.

A. Lee made a motion to approve the banking relationship with Sawyer Falduto Asset Management, LLC. 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

- 2) ECFPD Cadet Program Policies
 - a) Motion to approve ECFPD Cadet Program policies
 - Chief M. Huneke presented the ECFPD Cadet Program policies to the Board of Trustees for their review. Chief M. Huneke clarified that the \$100.00 annual fee is to cover uniforms and training.

M. Anderson made a motion to approve ECFPD Cadet Program policies. 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

- 3) Video Production Update

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
12/05/2023

- Chief M. Huneke stated that one day of filming has taken place with 25 personnel present including Tri-Com, TRT, Honor Guard, the Stroke Unit and a helicopter landing at Lions Park. Day two filming will take place at the North Aurora Fire Dept. training tower.
- 4) 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 presented Ordinance #2023-11; Levying & Assessing Taxes for 2023 to the Board of Trustees for review and approval. The ordinance was adopted and signatures obtained.

A. Lee made a motion to approve a 6.72% levy tax and property tax increase and Ordinance #2023-11; Levying & Assessing Taxes for 2023. 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

- 2) Permanent Lieutenant promotions
 - a) Motion to authorize the ECFPD Board of Fire Commissioners to approve permanent Lieutenant promotions effective January 2, 2024
- Chief M. Huneke informed the Board of Trustees that the administration is seeking approval to promote the three individuals, E. Daffron, M. Didenko and A. Poynor, that have been filling the temporary appointments to permanent Lieutenant positions. The appointments will be retro-active in their files to September 23, 2023.

J. Armesy made a motion to authorize the ECFPD Board of Fire Commissioners to approve permanent Lieutenant promotions effective January 2, 2024. 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

- 3) Full time Firefighter/Paramedics
 - a) Motion to authorize the ECFPD Board of Fire Commissioners to hire three Firefighter/Paramedics
- Chief M. Huneke informed the Board of Trustees that the administration is seeking approval to hire three Firefighter/Paramedics. J. Konen, D. McHale & K. Wiegert are currently in temporary roles and their positions would become permanent. Due to promotions and the need to replace recently retired employees, the new hires are necessary.

A. Lee made a motion to authorize the ECFPD Board of Fire Commissioners to hire three Firefighter/Paramedics. 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) Resolution # 2023-R-09; Amending Impact Fees
 - a) Motion to approve Resolution # 2023-R-09; Amending Impact Fees
- Chief M. Huneke reviewed Resolution # 2023-R-09; Amending Impact Fees with the Board of Trustees. A copy has been placed on file. He noted that the resolution calls for a 6.72% increase in impact fees as well as updated square footage rates.

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
12/05/2023

- Discussion was held in regards to Campton Hills and the need to review impact fees with their village board.

J. Armesy made a motion to approve Resolution # 2023-R-09; Amending Impact Fees. A. Lee seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

5) Station Alerting System

- a) Motion to approve the Fire Station Alerting System for all three stations in the amount of \$106,303.30
- Chief M. Huneke presented the quote from Miner Electronics Corp. to the Board of Trustees. A copy has been placed on file.
- E. Daffron reviewed the quote and the 18-month warranty. Attorney S. Flaherty noted that he has reviewed the contract.
- Discussion was held in regards to I Am Responding and the new program.

A. Lee made a motion to approve the Fire Station Alerting System for all three stations in the amount of \$106,303.30. 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

6) Station #2 – Capital Improvements

- i. Gym Proposal \$5,548.62
- ii. Water Fountain \$3,350.00
- iii. Kitchen Flooring \$10,030.00
- a) Motion to approve capital improvements at Station #2 with the amount not to exceed \$20,000.00
- Chief M. Huneke presented the proposal created by Acting Battalion Chief M. Linden to the Board of Trustees for review. A copy has been placed on file. He reviewed the project for capital improvements at Station #2.

M. Anderson made a motion to approve capital improvements at Station #2 with the amount not to exceed \$20,000.00. 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

7) Turnout Gear purchase

- a) Motion to approve the purchase of turnout gear in the amount of \$14,060.00
- Chief M. Huneke presented the quote from Municipal Emergency Services to the Board of Trustees for review. A copy has been placed on file.
- Discussion was held in regards to the life expectancy of turnout gear, warranties, NFPA standards and OSHA guidelines.

J. Armesy made a motion to approve the purchase of turnout gear in the amount of \$14,060.00. 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

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
12/05/2023

- 8) Resolution # 2023-R-10; Amending the EMS Fee Schedule
- a) Motion to approve Resolution # 2023-R-10; Amending the EMS Fee Schedule
 - Deputy Chief M. Hanson reviewed Resolution # 2023-R-; Amending the EMS Fee Schedule with the Board of Trustees. A copy has been placed on file. He noted that the resolution calls for a 6.72% increase in EMS fees as well as mileage rate adjustments and an increase in non-transport rates, all effective January 1st, 2024.

A. Lee made a motion to approve Resolution # 2023-R-10; Amending the EMS Fee Schedule. 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

- 9) Paid Leave Policy
- a) Motion to approve Paid Leave Policy #1061
 - Chief M. Huneke reviewed Paid Leave Policy #1061 with the Board of Trustees. A copy has been placed on file. He noted that the paid leave policy reflects the new laws effective January 1st, 2024.

M. Anderson made a motion to approve Paid Leave Policy #1061. A. Lee seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

- 10) Tower Ladder replacement
- a) Motion to authorize entering into an agreement to order Tower Ladder replacement
 - Chief M. Huneke informed the Board of Trustees that the administration is seeking approval to enter into an agreement to order Tower Ladder replacement.
 - Discussion was held in regards to the increase costs of apparatus and equipment as well as the difficulty in getting the equipment in a timely manner. Currently, pre-builds are 3 years out for manufacturing. The quote has increased \$170,000.00 in just one year. The administration wishes to lock in the lower rate with no money down and a timeline to back out if needed.
 - Discussion was held in regards to the strategic plan that includes replacing the tower, maintaining good equipment, staffing M351, public input, etc...

A. Lee made a motion to authorize entering into an agreement to order Tower Ladder replacement. 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

- 11) Surplus Equipment; Projector & Screen
- a) Motion to approve the destruction &/or sale of surplus equipment
 - Chief M. Huneke informed the Board of Trustees that the district has a projector and screen from Station #2 that they'd like to sell on I-Bid.

M. Anderson 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

5 Ayes
0 Nays

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
12/05/2023

0 Absent

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

- None

Good of the Organization:

- No comments

At 5:48 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