

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
01/02/2024

Date: January 2, 2024

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	T. Hall	R. Seggebruch
C. Spitzock	K. Suriano	J. Miller	S. Coomes	S. Walter	C. Lentz	

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

Public Comment:

- None

President's Comments:

- No report

Attorney Comments:

- Attorney S. Flaherty congratulated the Lieutenants getting promoted after the meeting.

Chief M. Huneke Comments:

- No report

Deputy Chief M. Hanson Comments:

- a) Incident Reporting
 - Deputy Chief M. Hanson reviewed the incident report with the Board of Trustees. A copy has been placed on file.
- b) 2023 Annual Report - Draft Presentation
 - Deputy Chief M. Hanson presented a draft of the 2023 Annual Report to the Board of Trustees for their review. He requested that the trustees review the report and let him know if they have anything to add or revise. The final report will be presented at the February meeting. A copy has been placed on file.

Battalion Chief Comments:

- a) Training & Operations Update
 - Chief M. Huneke informed the Board of Trustees that the newest acting Battalion Chiefs started in their positions this week.
 - i. BC Support Services: Lt. Hall
 - ii. BC EMS, and Safety: Lt. Spitzock
 - iii. BC Training and Ops: Lt. Seggebruch
 - Acting Battalion Chief R. Seggebruch stated that he has no report.
- b) EMS & Safety Update
 - Acting Battalion Chief C. Spitzock stated that he has no report.
- c) Support Services Update
 - Acting Battalion Chief T. Hall stated that he has no report.

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
01/02/2024

Fire Marshal Comments:

- a) Community Risk Reduction (CRR) Bureau
 - i. Project Status (Plan Reviews, Inspections, 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 the appeal of fire code from R & S Concrete has been dropped. They have decided to go with fire walls instead of a sprinkler system. They also requested the district consider allowing a variance of 4000 square feet versus the code stipulating 3000 square feet. Their request to change the square footage was denied by Fire Marshal L. Schopp. The Board of Trustees agreed that there should be no variance.
 - Fire Marshal L. Schopp informed the Board of Trustees that she received draft plans from Obscurity Brewing for their appeal of the fire code. Final plans are still due.
 - ii. Public Education (Classes, Special Events, Etc.)
 - Fire Marshal L. Schopp stated that the administration will be seeking approval to change the CPR and First Aid class fees to \$80.00 for all participants under New Business. She reviewed the card fees and noted that there is no changes to those fees.

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 December 5th, 2023
- 2) Approve Treasurers Report for December 2023
- 3) Approve the December bills in the amount of \$2,658,093.29
- 4) Approve Payroll Report for December 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.

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 was awarded a duty disability pension.

Old Business:

- 1) Any old business matters
 - Deputy Chief M. Hanson provided a video production update noting that due to the holidays the draft was not available today. A draft will be sent to the trustees to review once available.

New Business:

- 1) NIAFPD Annual Conference Expenses
 - a) Motion to approve participation at the NIAFPD Conference including registration fees, travel and lodging expenses
- Chief M. Huneke reminded the Board of Trustees of the NIAPFD Conference on February 2-3, 2024.

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
01/02/2024

- Office Manager confirmed who was planning on attending so she can register them for the conference. She also requested clarification as to how many days of lodging are paid for by the district. The Board of Trustees agreed on one evening of lodging.

M. Anderson made a motion to approve participation at the NIAFPD Conference including registration fees, travel and lodging expenses. 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) Full time Firefighter/Paramedic

- a) Motion to authorize the ECFPD Board of Fire Commissioners to hire a Firefighter/Paramedic
- Chief M. Huneke informed the Board of Trustees that due to Lt. Oliver's retirement and promotions, the district has a need to hire another full-time Firefighter/Paramedic. He noted that the next candidate on the list is Zakary Martinez.

J. Armesy made a motion to authorize the ECFPD Board of Fire Commissioners to hire a Firefighter/Paramedic.

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

3) Resolution No. 2023-R-12: Amending Plan Review Fees

- a) Motion to approve Resolution No. 2023-R-12: Amending Plan Review Fees effective May 1, 2024
- Fire Marshal L. Schopp presented the Board of Trustees with Resolution No. 2023-R-12 to review amending plan review fees. A copy has been placed on file. She noted that the new fees will not take effect until May 1, 2024.

L. Engberg made a motion to approve Resolution No. 2023-R-12: Amending Plan Review Fees effective May 1, 2024.

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

4) CPR & First Aid Class Fees

- a) Motion to approve new CPR & First Aid Class fees effective January 1, 2024
- Fire Marshal L. Schopp informed the Board of Trustees that the CPR & First Aid class fees need to be increased. Currently, class fees are \$60.00 for residents and \$70.00 for non-residents of the district. She proposed raising the fees to \$80.00 per class for all participants.
- Fire Marshal L. Schopp noted that the new fees will be effective as of January 1, 2024. The Board of Trustees agreed.

A. Lee made a motion to approve new CPR & First Aid Class fees effective January 1, 2024. 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

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

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
01/02/2024

- None

Executive Session:

At 4:44 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 4:45 pm, a motion to go into executive session was made by M. Anderson. L. Engberg seconded the motion.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

In attendance:

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

At 4:55 pm, the executive session ended with a motion by J. Armesy. M. Anderson seconded the motion.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

Action taken after executive session:

- None

Good of the Organization:

- Chief M. Huneke stated that the promotional swearing in ceremony for Lt. Eric Daffron, Lt. Michael Didenko and Lt. Alexander Poynor will take place after the trustees meeting at 5:30 pm.

At 4:56 pm, M. Anderson 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