

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
02/06/2024

Date: February 6, 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	T. Hall	R. Seggebruch	C. Spitzock	A. Poynor
E. Daffron	M. Linden	J. Falduto				

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

Public Comment:

- None

President's Comments:

- No report

Attorney Comments:

- 1) Individual Licensure Address
- 2) Public Act 103-0226
 - Attorney S. Flaherty provided a legislative update.
 - He also reviewed Public Act 103-0226. The Act states that the board of trustees of a fire protection district must, subject to appropriation by the General Assembly, reimburse the mandatory training expenses of an EMT, EMT-I, A-EMT, or paramedic employed by or under contract with the fire protection district, including the training expenses of a firefighter required to be licensed as an EMT, EMT-I, A-EMT, or paramedic under subsection (a).

Chief M. Huneke Comments:

- Chief M. Huneke informed the Board of Trustees that the fire commission has begun the promotional process and the list will be finalized on March 4th, 2024. A promotional swearing-in ceremony will take place after the March 11th, 2024 Board of Trustees meeting.

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.
 - Trustee J. Armesy inquired about issues with false alarms.
 - Deputy Chief M. Hanson clarified the false alarms as noted in the report and stated that the district does have an ordinance covering nuisance alarms. He also stated that there are no nuisance alarms at this time.

Battalion Chief Comments:

- a) Training & Operations Update
 - Acting Battalion Chief R. Seggebruch informed the Board of Trustees that the recruits have completed Mod A for the BOF Academy and are currently working on Mod B.
 - He also noted that the district hired an experienced part-time Firefighter/Paramedic.
 - Chief M. Huneke stated that the two candidates have disqualified themselves from the BOF Academy and ten candidates remain.

- b) EMS & Safety Update

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- Acting Battalion Chief C. Spitzock informed the Board of Trustees that all the previous paramedic students have passed the national test.
 - c) Support Services Update
- Acting Battalion Chief T. Hall informed the Board of Trustees that the Station #2 projects are being completed and that he has a meeting scheduled this week with Laub Construction to discuss the EMS room at Station #1. It was noted that the signs are in for Station #4 and installation will occur when the weather is better.
- He also noted that he is working on the 2024-2025 budget proposal for Support Services.

Fire Marshal Comments:

- a) Community Risk Reduction (CRR) Bureau
 - i. Project Status (Plan Reviews, Inspections, Etc.)
- Chief M. Huneke reviewed the Fire Prevention Bureau report with the Board of Trustees. A copy has been placed on file.
 - ii. Public Education (Classes, Special Events, Etc.)
- Chief M. Huneke informed the Board of Trustees that Stop the Bleed instructors recently hosted a class for the Burlington School District. 100 teachers participated and noted that the instructors did a great job and they were very happy with the training provided.

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 January 2nd, 2024
- 2) Approve District Trustee Executive Session Minutes for January 2nd, 2024
- 3) Approve Treasurers Report for January 2024
- 4) Approve the December bills in the amount of \$196,692.79
- 5) Approve Payroll Report for January 2024

J. Armesy 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

5 Ayes
0 Nays
0 Absent

Committee Reports:

- 1) Foreign Fire Insurance (FFI) Board Report
 - FFI President E. Daffron reviewed the proposed FFI expenditures with the Board of Trustees.
 - i. Four Used Treadmills \$12,500.00
 - ii. Eighteen Charging Station \$550.00
 - iii. Silverware for Station #1 \$65.00

A. Lee made a motion to approve Foreign Fire Insurance Expenditures in the amount of \$13,115.00. 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

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- 2) Pension Board Report
 - No report.

Old Business:

- 1) Village of Elburn Impact Fee approval
 - Chief M. Huneke informed the Board of Trustees that the Village of Elburn approved the districts impact fees effective on May 1, 2024.
 - He also noted that he continues to be in contact with Campton Hills and Lily Lake for future approval of new impact fees.
- 2) Basic Operations Firefighter Academy Update
 - Update provided in the Training & Operations Update
- 3) Financial Institution Update
 - Office Manager P. Hall informed the Board of Trustees that all accounts have been closed at Old National Bank except for two. Checks are still clearing in the Expense account and Andres Medical Billing is working on changing all the insurance payments that are automatically credited into the Ambulance account.
- 4) Tower Ladder Update
 - Chief M. Huneke stated that there are some language revisions needed in the contract. The salesman will be resubmitting the contract for review/approval.
- 5) Video Production Update
 - Lt. A. Poynor presented the recruitment video for review. The video has been on social media and is generating a lot of attention to the Facebook page, Instagram and the website.
 - Lt. A. Poynor also previewed three reels on recruitment and mental health that he created.
 - Lt. A. Poynor noted that he is working on additional reels and will be submitting a budget request for next years budget.
 - Chief M. Huneke presented Lt. A. Poynor with a challenge coin for all the hard work, attention to detail and professionalism with the video/reels. The Board of Trustees also thanked Lt. Poynor noting that he has done a great job with this project.
- 6) Any old business matters
 - None

New Business:

- 1) Investment Accounts Presentation
 - John Falduto from Sawyer Falduto Asset Management, LLC presented an investment performance report to the Board of Trustees to review. A copy has been placed on file.
 - He noted that the investment accounts have been opened with Schwab. After acquiring additional signatures and board approval, the transfer of funds will be requested from Old National Bank.
 - J. Falduto stated that his company handles the management of assets only. They will provide monthly reports and attend meetings on a quarterly or semi-annual basis to update the Board of Trustees.
 - Chief M. Huneke noted that the district will create a threshold. Operating funds will be moved into investment accounts for the higher rates of return and will be moved back as needed.
- 2) Investment Accounts
 - a) Motion to transfer funds to new Schwab investment accounts
 - Chief M. Huneke requested approval to transfer the investment funds from Old National Bank to the new Schwab investment accounts.

A. Lee made a motion to transfer funds to the new Schwab investment accounts. J. Armesy 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

3) 2023 Annual Report

a) Motion to approve 2023 ECFPD Annual Report

- Deputy Chief M. Hanson presented the 2023 Annual Report to the Board of Trustees for their review. A copy has been placed on file.
- He thanked Data Specialist M. Walsh & FF/PM A. Shingledecker for all their hard work and for formatting the report.

L. Engberg made a motion to approve the 2023 ECFPD Annual Report. M. Anderson seconded the motion. It was voted on and approved.

4) Tuition reimbursement; FF/PM J. Kuefler

a) Motion to approve tuition reimbursement

- Chief M. Huneke informed the Board of Trustees that the policy states that you need to have continuous employment to be eligible for the paramedic tuition reimbursement. FF/PM J. Kuefler left our employment for 3 months before coming back as a full-time employee.
- The Board of Trustees agreed to pay him the remaining tuition reimbursement as scheduled.

M. Anderson made a motion to approve tuition reimbursement for J. Kuefler. 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 #4 Lease

a) Motion to approve 2024-2025 Station #4 Lease Agreement

- Chief M. Huneke informed the Board of Trustees that the annual lease is up for the Station #4 property. He noted that Keifer Brothers wishes to retain the lease at a cost of \$1.00 annually.

A. Lee made a motion to approve the 2024-2025 Station #4 Lease Agreement. 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) Pension Board Appointment

a) Motion to appoint Michael Anderson to the ECFPD Pension Board

- Chief M. Huneke informed the Board of Trustees that Michael Anderson's position on the Pension Board is up for reappointment. M. Anderson agreed to stay on the pension board.

A. Lee made a motion to appoint Michael Anderson to the ECFPD Pension Board. J. Armesy seconded the motion. It was voted on and approved.

7) Executive Session Minutes

a) Motion to approve or deny release of executive session minutes

- Office Manager P. Hall informed the Board of Trustees of their obligation to review and either approve or deny the release of executive session minutes.

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T. Reynolds made a motion to deny the release of executive session minutes and to keep all executive session minutes closed. M. Anderson seconded the motion. It was voted on and approved.

8) Destruction of tapes of Executive Session Minutes

- a) Motion to approve or deny the destruction of tapes of executive session minutes more than 18 months old
- Office Manager P. Hall informed the Board of Trustees of their obligation to approve or deny the destruction of tapes of executive session minutes.

M. Anderson made a motion to approve the destruction of tapes of executive session minutes on and before August 6, 2022. L. Engberg seconded the motion. It was voted on and approved.

9) Settlement Agreement and General Release between ECFPD & Robert Stevens

- a) Motion to approve Settlement Agreement and General Release between ECFPD & Robert Stevens
- Chief M. Huneke presented a Settlement Agreement and General Release between ECFPD & Robert Stevens for the Board of Trustees to review. A copy has been placed on file.

A. Lee made a motion to approve the Settlement Agreement and General Release between ECFPD & Robert Stevens. 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

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

- None

Good of the Organization:

- The Board of Trustees noted that during their attendance at the NIAFPD Conference, the district and Chiefs were mentioned on several occasions for their work in the fire service.

At 5:13 pm, M. Anderson made a motion to adjourn the meeting. L. Engberg seconded the motion. The meeting was adjourned by unanimous consent.

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