

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
06/11/2024

Date: June 11th, 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	M. Anderson	J. Armesy	A. Lee	L. Engberg	M. Huneke	M. Hanson
P. Hall	S. Flaherty	K. Suriano	C. Spitzock	D. Czaruk		

Acting Battalion Chief K. Suriano led the Board of Trustees in the Pledge of Allegiance.

Public Comment:

- None

Final Annual Budget & Appropriation Ordinance #2024-01:

M. Anderson made a motion to open the Public Hearing for the Fiscal Year 2024-2025 Final Budget & Appropriation Ordinance # 2024-01. 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.
- Chief M. Huneke noted that the trustees have had the opportunity to review the budget & appropriation ordinance. The Board of Trustees had no revisions to the budget. A copy has been placed on file.
- Trustee Reynolds called for any public comment. No comments were made.

M. Anderson closed the Public Hearing for the Fiscal Year 2024-2025 Final Budget & Appropriation Ordinance # 2024-01. M. Anderson 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

A. Lee made a motion to approve Final Annual Budget & Appropriation Ordinance # 2024-01. 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

Presidents Comments:

Trustee T. Reynolds noted that he recently attended the Kaneville Fire Department pancake breakfast and they were publicizing the grants that they will/have received. He inquired as to if the administration is applying for these grants as well. Chief M. Huneke noted that the district does apply for all the small equipment grants that we qualify for.

Attorney Comments:

- Attorney S. Flaherty provided a legislative update to the Board of Trustees.

Chief M. Huneke Comments:

- a) Personnel Matters

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- Chief M. Huneke informed the Board of Trustees that last week, ten individuals graduated from the BOF Academy. He also noted that Ryan Zachman will be filling the fifteenth APT position

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.
 - Deputy Chief M. Hanson informed the Board of Trustees that the administration met with representatives from EMS|MC to discuss the decrease in EMS revenue. EMS|MC is reviewing the bank accounts and will be reconciling payments due versus paid.
 - Chief M. Huneke also noted that the administration will be meeting with another billing company next week.
 - Deputy Chief also stated that Lt. C. Spitzock is researching the ability to implement a Community Paramedicine program. Lt. C. Spitzock addressed the trustees to briefly review the program noting that the district would like to develop a program to provide education and assist repeat patients with their needs.
 - Lt. C. Spitzock & Deputy Chief M. Hanson stated that the program will take a long time to develop and funding is not available at this time.

Battalion Chief Comments:

- a) Training & Operations Update
 - Chief M. Huneke informed the Board of Trustees that there are ten internal and four outside students registered for the FAE Class.
- b) EMS & Safety Update
 - Acting Battalion K. Suriano informed the Board of Trustees that the district is hosting an EMT-B Class again this year which will begin in August. She noted that the district has received fourteen applications so far.
 - Acting Battalion K. Suriano noted that the safety committee has met and purchases have been made for employee safety such as Yaktrax traction cleats.
 - Acting Battalion K. Suriano informed the Board of Trustees that she is working on a proposal to create a Junior Firefighter Academy for next summer for middle school students.
- c) Support Services Update
 - Lt. D. Czaruk reviewed support services noting warranty work on vehicles, rooftop unit replacement and the Limble program for tracking assets and scheduling.
 - Lt. D. Czaruk also stated that the district is preparing for the annual IDPH inspections and taking the medics in for the annual safety lane inspections.

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.
- Chief M. Huneke stated that AMMA will be visiting the MA Center in August. He noted that due to the large anticipated guest attendance, an IAP will be created and staff prepared.

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.

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Motion to approve consent agenda items # 1 through # 5

- 1) Approve District Trustee Minutes for May 14th, 2024
- 2) Approve Executive Session Meeting Minutes from May 14th, 2024
- 3) Approve Treasurers Report for May 2024
- 4) Approve the May bills in the amount of \$550,206.61
- 5) Approve Payroll Report for May 2024

J. Armesy made a motion to approve consent agenda items #1 through #5. 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

Committee Reports:

- 1) Foreign Fire Insurance (FFI) Board Report
 - No report

Pension Board Report:

- No report

Old Business:

- 1) Intergovernmental agreement between Village of Elburn, Village of Campton Hills & ECFPD for CERT program
 - a) Motion to approve intergovernmental agreement between Village of Elburn, Village of Campton Hills & the Elburn & Countryside Fire Protection District in regards to Elburn Campton Hills Area Community Emergency Response Team (ECHA-CERT)
- Chief M. Huneke presented the intergovernmental agreement between Village of Elburn, Village of Campton Hills & the Elburn & Countryside Fire Protection District in regards to Elburn Campton Hills Area Community Emergency Response Team (ECHA-CERT) for the Board of Trustees to review.

M. Anderson made a motion to approve intergovernmental agreement between Village of Elburn, Village of Campton Hills & the Elburn & Countryside Fire Protection District in regards to Elburn Campton Hills Area Community Emergency Response Team (ECHA-CERT). A. Lee seconded the motion. It was voted on and approved.

- 2) Any old business matters
 - Chief M. Huneke informed the Board of Trustees that Obscurity Brewery passed their final inspection on May 17th, 2024. The facility is now compliant with the fire code and reopened immediately following the inspection.
 - Chief M. Huneke also stated that the district has a Certificate of Deposit maturing on July 1st, 2024 for approximately \$80,000.00. He inquired with the Board of Trustees as to if they wish to renew the CD or if the funds should be moved to the Schwab investment account. The Board of Trustees directed the administration to move the funds to Schwab.

New Business:

- 1) Travel expenses for tower ladder pre-build; Chief Huneke & Lt. Daffron
 - a) Motion to approve the travel expenses associated with the tower ladder pre-build
- Chief M. Huneke informed the Board of Trustees that he will be traveling with Mechanic/Lt. E. Daffron to Florida in August for the tower ladder pre-build meeting. He requested approval for the traveling expenses associated with the trip.

J. Armesy made a motion to approve the travel expenses associated with the tower ladder pre-build. L. Engberg 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

2) Turnout Gear Replacement

- a) Motion to approve the replacement of turnout gear in the amount of \$17,805.00
- Chief M. Huneke requested approval from the Board of Trustees to purchase six sets of turn out gear totaling \$17,805.00.

M. Anderson made a motion to approve the replacement of turnout gear in the amount of \$17,805.00. 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

3) Geneva School District Community Stake Holder Meeting; June 26th, 2024

- a) Motion to appoint Chief M. Huneke as the fire district representative
- Chief M. Huneke informed the Board of Trustees that the Geneva School District reached out requesting the fire district administration participate in a stake holder meeting on June 26th, 2024.

M. Anderson made a motion to appoint Chief M. Huneke as the fire district representative. J. Armesy seconded the motion. It was voted on and approved.

4) Tower Ladder Grant & Public Meeting Requirement Discussion

- i. Selection of date for public meeting
 - Chief M. Huneke stated that the funding requirements for the tower ladder grant include the district selecting a date and publicizing the public meeting to discuss the tower ladder proposal. The Board of Trustees agreed to add the Tower Ladder proposal discussion to the August 13th, 2024 ECFPD Board of Trustees meeting.
- 5) Command Car Purchase
- a) Motion to approve the purchase of a command car with the amount not to exceed \$75,000.00
- 6) Utility Truck Purchase
- a) Motion to approve the purchase of a utility truck with the amount not to exceed \$75,000.00
 - Chief M. Huneke informed the Board of Trustees that the district has budgeted for the purchase of a command car and a utility truck. He noted that the administration would like to purchase F150 pick-up trucks with a cargo cap and utility tool boxes for each vehicle. Discussion was held on the options for vehicles.

A. Lee made a motion to purchase a command car with the amount not to exceed \$75,000.00 and a utility truck with the amount not to exceed \$75,000.00. 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

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

- None

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Executive Session:

At 5:03 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); and/or Section (2)(c)(11) of the Act (pending probable or imminent litigation).

At 5:03 pm, a motion to go into executive session was made by J. Armesy. 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

At 5:10 pm, the executive session ended with a motion by L. Engberg. 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

Action taken after executive session:

- None

Good of the Organization:

- No comment

At 5:12 pm, M. Anderson made a motion to adjourn the meeting. A. Lee seconded the motion. The meeting was adjourned by unanimous consent.

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