

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
07/09/2024

Date: July 9th, 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	M. Huneke	M. Hanson	P. Hall
S. Flaherty	L. Schopp	L. Herra	S. Coomes	D. Czaruk		

Acting Battalion Chief D. Czaruk led the Board of Trustees in the Pledge of Allegiance.

Public Comment:

- None

Presidents Comments:

- No comment

Attorney Comments:

- No report

Chief M. Huneke Comments:

- Chief M. Huneke updated the Board of Trustees on vehicles. He noted that the anticipated delivery date for the Tower Ladder Truck is Spring 2027 and the Medic is Spring 2025. He also stated that 2024 pick-up truck orders are not being accepted and we're waiting on the build date for 2025 trucks.
- Chief M. Huneke informed the Board of Trustees that the levy funds have been transferred to the Schwab operating investment account. He also stated that the administration has set-up transfers with Schwab based on our cash projections. Transfers will occur bi-weekly to cover accounts payable and payroll. The majority of the operating funds will remain invested and yield higher gains.

a) Personnel Matters

- 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.
- Deputy Chief M. Hanson informed the Board of Trustees that an update from EMS|MC on outstanding revenue will be provided at the next meeting.

Battalion Chief Comments:

a) Training & Operations Update

- Lt. S. Coomes informed the Board of Trustees that all fourteen of the FEA students passed the class. They just need to take the state exam.
- Lt. S. Coomes also stated that the majority of employees are meeting or exceeding 100% for training and the 2024/2025 training schedule has been created.

b) EMS & Safety Update

- Acting Battalion D. Czaruk informed the Board of Trustees that a guest attending the Elburn Lions Club fireworks show had a cardiac arrest on the park grounds. With bystander participation and EMS personnel, the patient was revived and is currently in stable but critical condition.

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c) Support Services Update

- Acting Battalion Chief D. Czaruk presented a support services report for June 2024 to the Board of Trustees to review. A copy has been placed on file. He also noted that the medics have passed the annual safety lane inspections and are ready for the annual IDPH inspection.

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 AMMA will be visiting the MA Center in August.

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 June 11th, 2024
- 2) Approve Executive Session Meeting Minutes from June 11th, 2024
- 3) Approve Treasurers Report for June 2024
- 4) Approve the June bills in the amount of \$317,511.84
- 5) Approve Payroll Report for June 2024

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
 - No report

Pension Board Report:

- Chief M. Huneke stated that the pension board will set the date for the disability hearing for John McCafferty at their meeting next week.

Old Business:

- 1) Battalion Chief status update
 - Chief M. Huneke informed the Board of Trustees that the Chief M. Huneke, Deputy Chief M. Hanson and Trustee J. Armesy will be conducting interviews this Friday. Candidates will be presenting a draft or final version of their projects. The final list of candidates will be created after the interviews. Shift changes and program manager changes will follow.
- 2) Battalion Chief appointments
 - a) Motion to authorize Chief M. Huneke to appoint three Battalion Chief positions effective August 3rd, 2024

J. Armesy made a motion to authorize Chief M. Huneke to appoint three Battalion Chief positions effective August 3rd, 2024. M. Anderson seconded the motion. It was voted on and approved with a roll call vote.

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Roll Call Vote

4 Ayes
0 Nays
1 Absent

- 3) Any old business matters
- None

New Business:

- 1) Station One Hail Guards
- a) Motion to approve the installation of hail guards in the amount of \$5,550.40
- Chief M. Huneke informed the Board of Trustees that there has been hail damage on the rooftop RTU units at Station #1. He provided a quote from Brian & Sons for their review. A copy has been placed on file. He noted that Brian and Sons will brush out the damage and install hail guards to avoid further damage to the roof top units.

A. Lee made a motion to approve the installation of hail guards in the amount of \$5,550.40. 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) Amended Intergovernmental agreement between Village of Elburn, Village of Campton Hills & ECFPD for CERT program
- a) Motion to approve the amended 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 reminded the Board of Trustees that they approved an intergovernmental agreement with the Village of Elburn for the CERT team. The agreement was revised to include Section 9 by the Village of Campton Hills so the amended agreement needs to be approved.

J. Armesy made a motion to approve the amended 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.

- 3) Certificate of Deposit – Transfer to investment account
- a) Motion to ratify closing certificate of deposit and transferring funds to investment account
- Chief M. Huneke informed the Board of Trustees that a certificate of deposit in the amount of \$79,000.00 matured and the funds transferred to the Schwab operating investment account.

M. Anderson made a motion to ratify closing the certificate of deposit and transferring the funds to the operating investment account. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

- 4) Any other new business matters or consideration of items removed from the consent agenda
- Chief M. Huneke also noted that a second certificate of deposit will be maturing on August 1st, 2024. He stated that the district wishes to transfer these funds to the Schwab investment accounts also. He noted that the 2024-2025 capital budget was approved to include a transfer of operating funds to capital.

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- The Board of Trustees agreed that, upon maturity of the next certificate of deposit, the budgeted capital can be transferred to the Schwab capital investment accounts and the remaining balance of the certificate of deposit to the Schwab operating investment account.

Executive Session:

At 4:57 pm, Chief M. Huneke called an executive session pursuant to Section (2)(c)(11) of the Act (pending probable or imminent litigation).

At 4:58 pm, a motion to go into executive session was made by M. Anderson. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

At 5:07 pm, the executive session ended with a motion by M. Anderson. 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

Action taken after executive session:

- None

Good of the Organization:

- No comment

At 5:08 pm, J. Armesy 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