

Elburn & Countryside Fire Protection District
Decennial Committee Meeting
08/01/23

Date: August 1, 2023

To: President & Trustees

From: Pamela Hall, Office Manager

Trustee T. Reynolds called the Trustee Meeting to order at 5:35 pm with the following persons in attendance:

T. Reynolds M. Anderson J. Armesy L. Engberg J. Cluchey M. Huneke S. Flaherty
P. Hall P. Panagakis M. Curtis

J. Cluchey led the Board of Trustees in the Pledge of Allegiance.

Introductions:

- All committee members were introduced.

New Business:

1) Purpose of the committee

- Attorney S. Flaherty informed the committee that the Decennial Committee Local Government Efficient Act does not apply to subsidiary bodies (Board of Fire Commissioners, Pension Board & Foreign Fire Insurance Board) since they do not have tax or levy authority. He stated that the Board of Trustees of the fire district are required to comply. The committee addresses areas of efficiency and accountability of the fire protection district.

2) Establish member duties & responsibilities

- Attorney S. Flaherty provided a document that Ottosen DiNolfo Hasenbalg & Castaldo, Ltd. created outlining the requirements. A copy has been placed on file.
- Attorney S. Flaherty informed the committee that the decennial committee consists of all elected or appointed members of the Board of Trustees, CEO/Fire Chief or other officer of the fire protection district, at least 2 residents of the fire protection district, appointed by the Board President with the advice and consent of the Board of Trustees and any additional members that the committee deems appropriate
- Attorney S. Flaherty noted the following requirements:
 - i. A chairperson needs to be determined. (Board President or designee) The chair can be unilaterally designated.
 - ii. Public comment listed on agenda. (5 minutes per person during public comment)
 - iii. At each meeting, provide a survey to all attending residents asking for their input on what was discussed. The survey may be done on person or via email.
 - iv. Hold 3 required meetings (Suggested: Meeting #1 and Meeting #2 – Asking public for their input on what was discussed at meeting. Meeting #3 – Review draft report and finalize.)
 - v. Address areas of efficiency and accountability of the fire protection district
 - vi. Gather information and plan preparation of final report
 - vii. Write and file final report with county
- Attorney S. Flaherty stated that the report must be filed with the County. The due date is 18 months after the Efficiency Act Committee (EAC) was formed. The report must be made available to public (Website or hard copy upon request). After the EAC files the report and the report is made public for viewing, the EAC shall be dissolved under state statute (06/10/33)

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3) Meeting Dates

- i. August 1st, 2023
- ii. February 6th, 2024
- iii. August 6th, 2024
- Chief J. Cluchey reviewed the meeting schedule.

4) Open Meetings Act Training

- Chief J. Cluchey informed the committee members that they are required to complete Open Meetings Act Training.

5) Review Sample Report

- Attorney S. Flaherty reviewed the template that Ottosen DiNolfo Hasenbalg & Castaldo, Ltd. created. A copy has been placed on file.
- Chief J. Cluchey and Attorney S. Flaherty stated that the following information should be included in the report:
 - i. Services and programs we provide (CRR programs, school programs, senior programs, hearing impaired devices, etc...)
 - ii. List of all Intergovernmental Agreements
 - iii. Internal efficiencies to do to save money (Spec engine or medic versus new custom design)
 - iv. Include cost-saving measures
 - v. Include transparency available on website or social media (CRR tips on social media & compliance items, total compensation report, etc...on website)
 - vi. No guidance on the depth or length of report
 - vii. Efficiency Act Committee (EAC) must “summarize its work and findings” in the written report
 - viii. Must include recommendations to increase efficiency and accountability
 - ix. May hire specialists in public administration and governmental management to assist with report

Public Comment:

- None

At 5:54 pm, P. Panagakis made a motion to adjourn the meeting. M. Curtis seconded the motion. The meeting was adjourned by unanimous consent.

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