

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
10/08/2024

Date: October 8th, 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	L. Engberg	J. Armesy	M. Anderson	A. Lee	M. Hanson	P. Hall
S. Flaherty	L. Schopp	S. Walter	R. Seggebruch	T. Hall	K. Scully	J. Martinsen

President T. Reynolds led the Board of Trustees in the Pledge of Allegiance.

Public Comment:

- None

Presidents Comments:

- No comment

Attorney Comments:

- Attorney Flaherty provided a legislative report to the Board of Trustees.
- Attorney S. Flaherty reviewed the tax levy process with the Board of Trustees. He stated that the CPI for this year is 3.4%, and new construction estimates suggest a potential 4.8% increase in tax revenues. The board discussed two options: a 4.99% increase without a truth in taxation hearing or a higher increase of over 5%. The Board of Trustees all agreed on a 4.99% increase.

Chief M. Huneke Comments:

a) Personnel Matters

- Chief M. Huneke informed the Board of Trustees that the BOF Academy applications are due on October 18th, 2024 and there has been a large response of interested candidates so far.
- Chief M. Huneke also noted that the full-time Firefighter/Paramedic list of eligible candidates expires on March 20th, 2025. The Board of Fire Commissioners have begun the process to create a new list. He also noted that new recruitment videos have been posted on Facebook.
- Chief M. Huneke stated that the administration successfully negotiated a write-off of bills from May through August with ESO Solutions for scheduling and other programs. Inspections and EMS reporting services will continue with ESO Solutions due to their strong capabilities.
- Chief M. Huneke noted that a meeting is scheduled with Chris Trudy, a retired fire chief, to discuss a leadership training program. The program aims to assess strengths, weaknesses, and team compatibility within the organization.
- Chief M. Huneke also stated that the 2018 engine received corrosion protection, and the warranty has been retroactively extended. Corrosion work on the engine will be scheduled for spring.
- Chief M Huneke informed the Board of Trustees that plans are in place to rotate personnel through various training opportunities and conferences for succession planning. He noted that he is half way through his masters program. He also stated that he will be attending the Board Up Summit in January 2025 and the ESO conference in April 2025. The administration aims to send EMS personnel to a conference in Austin in April, with early bird registration expiring soon.

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- Chief M. Huneke reminded the Board of Trustees that the State of the Department meeting is scheduled for November 19th, 2024

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.

Battalion Chief Comments:

- a) Training & Operations Update
- b) EMS & Safety Update
- c) Support Services Update
- Battalion Chief T. Hall reviewed the current maintenance & projects with the Board of Trustees. He noted that the RTU8 project will be finished this month. Hail guards are being installed at Station #1 on October 21st, 2024 and he is working on Station #2 parking lot light repairs.

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.

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 September 10th, 2024
- 2) Approve Treasurers Report for September 2024
- 3) Approve the September bills in the amount of \$317,104.58
- 4) Approve Payroll Report for September 2024

J. Armesy made a motion to approve consent agenda items #1 through #4. 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

Committee Reports:

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

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Pension Board Report:

- Chief M. Huneke informed the Board of Trustees that McCaffery's hearing concluded with a non-duty disability pension awarded. The final decision awaits approval from the Pension Board, with potential for appeal. The next pension meeting is scheduled for October 21st, 2024.

Old Business:

- 1) Kaneland CUSD 302 and Kaneville Fire Department Update
 - Chief M. Huneke informed the Board of Trustees that no updates have been received from Kaneville Fire Department or the high school regarding emergency calls. Communication was shared with the superintendent about the lack of assistance calls.
- 2) Sugar Grove Annexation
 - Chief M. Huneke informed the Board of Trustees that Sugar Grove President J. Konen invited the administration to attend an informational meeting on October 22nd, 2024 to discuss the Crowne Development project.
- 3) LaFox Development Update
 - Deputy Chief M. Hanson informed the Board of Trustees that the City of St. Charles denied the development/annexation. He noted that Pulte is still interested in a Delaware-style housing development requiring a minimum of 900 units.
- 4) Any old business matters
 - None

New Business:

- 1) Lauterbach & Amen Annual Audit Report
 - a) Motion to approve the annual audit report
- Jen Martinsen from Lauterbach and Amen presented the audit results for the fiscal year ending April 30, 2024, highlighting a clean audit opinion. The overall fund balances increased by approximately \$142,000, totaling \$3.3 million, with \$3.2 million in the general fund.
- The management letter indicated no significant concerns, but noted upcoming Governmental Accounting Standards Board standards that need to be addressed.

J. Armesy made a motion to approve the annual audit report. 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

- 2) Property, Casualty, Auto, and Professional Insurance plus Bond Proposals and Options
 - a) Motion to approve Property & Casualty Insurance
- Chief M. Huneke noted that the district is still waiting for the renewal proposal from VFIS.
- He also noted that he is working with a new agent to get comparison quotes.
- 3) Capital Asset Policy #219 update
 - a) Motion to approve updated ECFPD Capital Asset Policy #219

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- Chief M. Huneke noted that the updated policy was presented to the Board of Trustees last month for review. The capital asset policy was updated to reflect auditor-recommended amounts.

A. Lee made a motion to approve the updated ECFPD Capital Asset Policy #219. 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

4) Pension Levy Funds

- a) Motion to approve the release of the current year levy funds to the ECFPD Pension Fund in the amount of \$958,958.15
- Chief M. Huneke stated that it is the recommendation from the Pension Fund that the levy amount be \$958,958.15. He noted that this is a decrease from last year.

A. Lee made a motion to approve the release of the current year levy funds to the ECFPD Pension Fund in the amount of \$958,958.15. 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

5) 2023 Ford F550 Medic with Stryker Power Load System

- a) Motion to approve the purchase of 2023 Ford F550 Medic with Stryker Power Load System in the amount of \$360,073.00
- Deputy Chief M. Hanson sought approval for a 2023 Ford F-550 Medic unit with a total cost of \$360,073.00. He noted that a reimbursement of \$14,074.00 is expected from the IPRF grant for the power load system.

J. Armesy made a motion to approve the purchase of 2023 Ford F550 Medic with Stryker Power Load System in the amount of \$360,073.00. 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

6) VO2 Max Evaluation Equipment

- a) Motion to approve the purchase of VO2 Max Evaluation Equipment in the amount of \$6,825.00
- Chief M. Huneke informed the Board of Trustees that the union contract outlines physical fitness standards for the Firefighter/Paramedics and sought approval for VO2 Max evaluation equipment.

M. Anderson made a motion to approve the purchase of VO2 Max Evaluation Equipment in the amount of \$6,825.00. 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

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7) Concrete Work; Station #1 and #2

a) Motion to approve concrete work at Station #1

- Battalion Chief T. Hall presented the concrete work proposal for the Board of Trustees to review. Copies have been placed on file. He noted that the concrete work at Station #1 will cost \$14,950.00.

M. Anderson made a motion to approve concrete work at Station #1 in the amount of \$14,950.00. 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

b) Motion to approve the concrete work at Station #2

- Authorization was sought to initiate a bid process for concrete work at Station 2 to ensure timely completion before winter.
- The Board of Trustees agreed to schedule a special meeting at 3:00 pm on October 25th, 2024 for the bid opening.

A. Lee made a motion to approve the bid process for concrete work at Station #2. 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

8) Ambulance Billing; EMS|MC

a) Motion to approve hiring SIKICH to reconcile ambulance billing

- Kristen from EMSMC discussed confusion regarding aging reports due to differences in how contractual allowances are accounted for. The outstanding amount for collections was clarified to be approximately \$512,000 after accounting for contractual allowances.
- There is a need for detailed, case-by-case reporting on billing and collections to improve transparency and accountability. The board expressed the importance of understanding the specifics of each account, including amounts billed, payments received, and actions taken. Ongoing legislative changes regarding medical billing and collections were noted as potential impacts on future practices.
- The board learned about a third-party collection agency, NCI Receivables, established in 2010, which has not been utilized since EMS|MC took over in March.
- Concerns were raised about the low revenue generated from collections, with only \$26,000 received since 2011, while the collection agencies reportedly earned significantly more. The need for better accountability and transparency in the collection process was emphasized, particularly regarding aging reports and the potential for fraud.
- NCI charges a 30% collection fee, which is standard for the industry, but reporting from them is inadequate. The team will consult with accountants and NCI to explore better collection processes and possibly switch agencies.
- Discussion was held in regards to hiring SIKICH for forensic accounting to investigate potential fraudulent activities with the expense not to exceed \$5,000.00.

M. Anderson made a motion to approve hiring SIKICH to reconcile ambulance billing. A. Lee 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

- 9) Any other new business matters or consideration of items removed from the consent agenda
- Deputy Chief M. Hanson informed the Board of Trustees that a remount for a new ambulance is available for \$233,000, which is approximately \$130,000 less than the cost of a new unit. It was noted that the board will need to decide whether to proceed with the remount, considering the timeline and budget constraints. The current budget does not fully accommodate the \$233,000 expense due to the truck's delivery being moved up. A decision on the ambulance purchase should be made within the next month or two to secure a delivery spot.
 - Discussion was held in regards to the existing ambulance box meeting current safety standards. It was noted that modifications to the existing box will bring it up to current standards, including the installation of a car seat CPR seat and removal of outdated features.

Good of the Organization:

- No report

Executive Session:

At 5:58 pm, Chief M. Huneke called an executive session pursuant to 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 5:58 pm, a motion to go into executive session was made by J. Armesy. L. Engberg seconded the motion. It was voted on an approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

At 6:03 pm, the executive session ended with a motion J. Armesy. L. Engberg seconded the motion. It was voted on an approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

Action taken after executive session:

- None

At 6:05 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