

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
12/08/2020

Date: December 8, 2020

To: President & Trustees

From: Office Manager Pamela Hall

Trustee T. Reynolds called the Trustee Meeting to order at 4:30 pm with the following persons in attendance:

T. Reynolds	L. Engberg	M. Anderson	A. Lee	J. Armesy
J. Cluchey	M. Hanson	M. Huneke	P. Hall	S. Flaherty
L. Schopp	L. Schopp	T. Hall		

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

Public Comment:

- No comment

President's Report:

Trustee Reynolds stated that this has been a difficult year with the pandemic. He noted that the district has not been able to gather with employees to show their appreciation. He proposed the district purchase gift cards from a local business to give to employees to express our appreciation for their efforts on the front line. The Board of Trustees agreed to the purchase of gift cards from Ream's-Elburn Meat Market for each employee.

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 #9 (note any exclusions).

1. Approve District Trustee Minutes for November 3rd, 2020
2. Approve District Trustee Executive Session Minutes for November 3rd, 2020
3. Approve Treasurers Report for November 2020
4. Approve bills in the amount of \$1,000,132.79
5. Approve Payroll Report for November 2020
6. Approve Station #3 Loan agreement amending dates to reflect construction completion
7. Approve Station #3 Construction change orders
8. Approve Station #3 Funds release from the title company for construction expenses
9. Approve acceptance of E-One agreement for frame rail replacement

- Chief Cluchey explained the consent agenda process to the Board of Trustees and inquired as to if they had any questions.
- Trustee M. Anderson inquired as to if the district can include financial information in the consent agenda &/or if approval of the bills needs to be separate.
- Attorney S. Flaherty informed the Board of Trustees that the Treasurers Report, Approval of Bills, Meeting Minutes, etc... can all be included in a consent agenda. He noted that any agenda item can be removed from the consent agenda for further discussion and separate approval.
- Trustee J. Armesy inquired about maintenance bills. Assistant Chief M. Huneke stated that the invoices are for expenses associated with backup repairs at Station #2 for the kitchen and bathrooms.
- It was noted that the executive session minutes will be approved separately under New Business.

A. Lee made a motion to approve consent agenda items #1 and #3 thru #9. 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

Attorney Comments:

- No report

Chief J. Cluchey Comments:

a) Personnel Matters

a. COVID

b. Retirement Walkout "Save the dates"

- i. Lt. Nielsen 1/14 – morning
- ii. Lt. Lloyd 1/15 – late afternoon

- Chief Cluchey informed the Board of Trustees that the retirement walkout ceremonies for Lt. Sheri Nielsen and Lt. James Lloyd will adhere to state restrictions. He noted that the specifics will be finalized the week of based on COVID-19 and the current state of restrictions at that time. The district will be honoring them both for their many years of loyal service.

b) Intergovernmental Discussions

- Chief Cluchey informed the Board of Trustees that the forest preserve is considering paying for the pathway from the bike path to Station #3.
- Chief Cluchey informed the Board of Trustees that they had previously approved entering into an intergovernmental agreement with Kane County to participate in the federal COVID-19 reimbursement program. He noted that the final step in the grant process is the approval of a resolution stating the same. Assistant Chief M. Hanson reviewed the financials of the grant.

M. Anderson made a motion to approve Resolution # 2020-R-06; A resolution authorizing the Elburn & Countryside Fire Protection District to enter into an intergovernmental agreement with Kane County to participate in the federal COVID-19 reimbursement program. 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

c) Station #3 Loans

i. Discussion on change in Terms Agreements for Station #3 loans

- Chief Cluchey informed the Board of Trustees that a change in the terms agreement is necessary for the Station #3 loans. Treasurer M. Anderson's signature will be needed as well. The Board of Trustees agreed to the change in terms of the maturity date and draw dates for the station construction.

Assistant Chief M. Hanson Comments:

a) Incident Reporting

- Assistant Chief M. Hanson reviewed the incident report. A copy has been placed on file.

b) Operations Update

- No report

c) Ladder Truck Update

- Assistant Chief M. Hanson informed the Board of Trustees that ladder truck training continues and drive time is going well. He stated that the goal is to have the truck in service when Station #3 opens so all the changes occur at the same time. He also noted that the truck is getting lettered before it goes into service.

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Assistant Chief M. Huneke Comments:

a) Fleet Maintenance Updates

- Assistant Chief M. Huneke informed the Board of Trustees that the new I-Pads have been installed on the ambulances. The NBT devices are used to consolidate systems and allows us to save money.
- Assistant Chief M. Huneke informed the Board of Trustees that the newest engine was sent in for radiator repairs. While it was being serviced offsite, mechanics at Fire Service, Inc. set it down on a jack causing damage which resulted in body work being needed. Assistant Chief Huneke met with Fire Service, Inc. and they will be getting the engine repaired at their cost. Fire Service, Inc. has also agreed that they take full responsibility for future issues and have documented the incident and their responsibility in a letter which will be kept on file.
- Assistant Chief M. Huneke informed the Board of Trustees that the Squad sold to BNSF Co. for \$255,000.00. BP Apparatus will retain the 5% fee of \$ 12,500.00 for their services.

i. Engine 1004 Frame Rails

- Assistant Chief M. Huneke informed the Board of Trustees he negotiated the labor costs with E-One as directed. He spoke with the Regional Manager and they agreed that the frame rails would be provided at no cost to the district. The labor costs of \$21,000.00 to install the frame rails will be paid by the district. However, the district will receive a credit of \$21,000.00 on the purchase of our next engine. Assistant Chief M. Huneke noted that the district was intending on purchasing the next engine from them anyways so it will be an even trade of expense.

b) Station Maintenance Updates

- Assistant Chief M. Huneke informed the Board of Trustees that Metronet will be installing the fiber outside on December 10, 2020 and the inside work will be completed on December 14, 2020. Mediacom will be cancelled after the Metronet is complete. This switch will allow the 8 x 8 system to tie all three stations together.
- Assistant Chief M. Huneke informed the Board of Trustees that laser lights have been purchased in the amount of \$690.00 for Station #2 where the ladder truck will be located.

c) Station 3 Construction Updates

- Assistant Chief M. Huneke informed the Board of Trustees that there is a hang up on the storefront windows. They will not be shipped until December 17th so they will not make the December 24th deadline. He noted that the district is waiting on Nicor Gas. Heat is needed before drywall can be installed, mudded and painting done as well as flooring can be installed. The garage doors will be put up on Friday. The plumbers are done and mostly detail items are left.

Fire Marshal Comments:

a) Fire Prevention 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 the district has had to cancel two more CPR and First Aid classes due to COVID-19 gathering restrictions. The district is still having businesses complete a self-inspection checklist and that is going well.

Committee Reports:

1) Foreign Fire Insurance (FFI) Board Report

- Chief Cluchey noted that TV's, mounts and appliances for Station #3 have been purchased so far with the expenses currently at \$22,000.00. A \$30,000.00 budget was approved for Station #3 expenditures. A full report will be presented when all the purchases are complete.

2) Pension Board Report

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- Assistant Chief M. Huneke informed the Board of Trustees that the disability hearing for Tate Haley was cancelled per his attorney. His disability pension application was withdrawn with prejudice. The pension board will meet on Wednesday to finalize the process.
- Assistant Chief M. Huneke also noted that the pension fund has exceeded \$13,200,000.00.

Old Business:

- 1) Any old business matters
- Nothing presented

New Business:

- 1) Ordinance #2020-5; Levying and Assessing Taxes
 - Chief Cluchey presented Ordinance # 2020-05; Levying & Assessing Taxes for review and signatures.

J. Armesy made a motion to approve Ordinance # 2020-05; Levying & Assessing Taxes. A. Lee seconded the motion. It was voted on and approved with a roll call vote. A copy has been placed on file.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

- 2) Motion to ratify Office Manager position and compensation
 - Chief J. Cluchey informed the Board of Trustees that they approved changing Administrative Assistant Pamela Hall's position to Office Manager along with additional compensation during the November 3rd, 2020 Board of Trustees meeting. This agenda item needs to be ratified to complete the process.

M. Anderson made a motion to ratify the Office Manager position and compensation for employee, Pamela Hall. 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

- 3) Motion to approve side letter with Local 4749 for acting officer and promotion clarifications
 - Chief J. Cluchey informed the Board of Trustees that Local 4749 union representatives are not prepared to move forward with the side letter.
- 4) Authorizing Fire Commission to fill Lieutenant positions soon to be vacated due to retirement
 - Chief J. Cluchey requested the Board of Trustees grant authorization to the ECFPD Fire Commission to fill the two Lieutenant positions that are soon to be vacated due to Lt. S. Nielsen & Lt. J. Lloyd retiring. He noted that they are both retiring in January 2021.

M. Anderson made a motion to authorize the Fire Commission to fill the two Lieutenant positions soon to be vacated due to retirement. J. Armesy seconded the motion. It was voted on and approved.

- 5) Authorizing purchase and installation of StarCom station alerting system for Station 2
 - Assistant Chief M. Huneke informed the Board of Trustees that the district would like to purchase a new StarCom alerting system for Station #2. The new system would utilize the same wiring. He noted that the system would be the same as Station #1 and Station #3 and is an upgrade for the current system at Station #2.

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M. Anderson made a motion authorizing the purchase and installation of a new StarCom station alerting system for Station # 2. 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

- 6) Any other new business matters or consideration of items removed from consent agenda.
 - a) Executive Session Minutes – November 3rd, 2020
 - i. Motion to approve the district executive session minutes for November 3rd, 2020

T. Reynolds called for any additions or correction of the executive session minutes from the November 3rd, 2020 meeting. M. Anderson made a motion to accept the executive session minutes and to keep the minutes closed. A. Lee seconded the motion. It was voted on and approved with a copy placed on file.

Good of the Organization:

- Nothing presented.

At 5:10 pm, L. Engberg made a motion to adjourn. A. Lee seconded the motion. It was voted on and approved.

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