

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
02/02/2021

Date: February 2, 2021

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 (via Zoom)	M. Hanson	M. Huneke	P. Hall	S. Flaherty (via Zoom)
T. Hall				

Asst. Chief Hanson led the Board of Trustees in the Pledge of Allegiance.

Public Comment:

- No comment

President's Report:

- No report

Attorney Comments:

- Attorney S. Flaherty stated that the CPI of 1.4% has been released for the next fiscal year. It was 2.3% last year.

Chief J. Cluchey Comments:

- a) Personnel Matters
 - Chief Cluchey informed the Board of Trustees that the ECFPD Fire Commissioners are wrapping up the full time testing process. The final list of eligible candidates for the position of Firefighter/Paramedic will be released on Friday, 02/05/21, after preference points are awarded.
 - He also noted that the 2021 Recruit Class has started with the BOF Academy.
- b) COVID
 - Chief Cluchey informed the Board of Trustees that some employees are waiting on obtaining their vaccination. There have been several opportunities presented to get vaccinated. The vaccine still remains optional for employees.
- c) Station #3 Grand Opening
 - Chief Cluchey reminded the Board of Trustees that the grand opening of Station #3 will take place on Friday, February 5th at 9:00 am. The grand opening is not open to the public due to COVID-19 restrictions for gatherings. He stated that hopefully the district will be able to host an Open House in the Spring.
- d) SCBA Grant
 - Chief Cluchey reminded the Board of Trustees that he is working on a grant for air packs. The estimated submittal is \$426,595.00 and the deadline for submittal is February 12, 2021.

Assistant Chief M. Hanson Comments:

- a) Incident Reporting
 - Assistant Chief M. Hanson reviewed the incident report. A copy has been placed on file.
 - Assistant Chief Hanson stated that Firehouse is no longer offering support and the district is changing programs so the Incident Report will be changing.
- b) Operations Update
 - Assistant Chief M. Huneke informed the Board of Trustees that response procedures changed this past month. The new procedures are working well and right after implementation, there was an incident that ran exactly as intended.

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c) Assigned Part Time (APT) Program Update

- Assistant Chief M. Hanson informed the Board of Trustees that the APT program has been working very well. He noted that they met with the APT employees at the 6 month mark and they met goals. All employees met their goals by the 1 year mark. He introduced Lt. Trevor Hall so he could provide further information on the program.
- Lt. T. Hall stated that there are two different platforms for part time employees, APT & SPT. The program has worked out very well with changing staffing models around. This program has also been beneficial to part time employees when they apply for a full time position and request preference points. He noted that the district is currently down two slots due to hiring two full time Firefighter/Paramedics.
- Assistant Chief M. Hanson also informed the Board of Trustees that two Battalion Chiefs from neighboring departments have contacted him to state that they'd like their employees to work here. Our training and APT program is well known in the fire community.

d) ECFPD Annual Report

- Assistant Chief M. Hanson presented a draft of the ECFPD Annual Report for the Board of Trustees to review. He requested that the Trustees review the report and let him know if they are seeking additional information before the final report is created and presented at the next meeting. He also thanked FF/PM Austin Shingledecker for his assistance creating the report.

e) Kane County Coronavirus Relief Fund Grant Update

- Asst. Chief M. Hanson informed the Board of Trustees that the district has submitted the second request for expenses associated with COVID-19 for the period of September 1, 2020- December 31, 2020 for the Kane County Coronavirus Relief Fund Grant.

f) Office of the State Fire Marshal Small Equipment Grant Update

- Asst. Chief M. Hanson informed the Board of Trustees that the district has submitted the Office of the State Fire Marshal Small Equipment Grant request based on being NIFRS compliant.

Assistant Chief M. Huneke Comments:

a) Fleet Maintenance Updates

i. Engine # 1004 Frame Rails

- Assistant Chief M. Huneke informed the Board of Trustees that the frame rails were shipped to Wisconsin so they can begin repairing the engine soon. He stated that the district plans on doing an inspection before the engine is completed. They will be checking to make sure all issues are repaired, checking on the installation, coating on rails, etc...

b) Station Maintenance Updates

- Assistant Chief M. Huneke reviewed the vehicle repairs with the Board of Trustees noting an electrical issue with the Tower Truck, a broken steering arm and a pressure sensor issue on an Ambulance.
- Assistant Chief M. Huneke informed the Board of Trustees that an employee backed an Ambulance into a bay door at Station #1. An insurance claim was submitted for the garage door and there was no damage to the Ambulance.
- Assistant Chief M. Huneke also noted that the installation of the new alert system at Station #2 has been completed.

c) Wooley Rd. Property

- Assistant Chief M. Huneke informed the Board of Trustees that the house has been listed for sale and there have been several showings, some twice.
- Assistant Chief M. Huneke informed the Board of Trustees that Station #3 will open on February 5th, 2021. There will be a few finishing touches needed after opening with some miscellaneous items to complete. A checklist with a timeline will be created of vendors and items that cannot be completed due to the weather and are to be finished in the Spring.

Fire Marshal Comments:

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- a) Fire Prevention Bureau
 - i. Project Status (Plan Reviews, Inspections, Etc.)
 - ii. Public Education (Classes, Special Events, Etc.)
- The Board of Trustees reviewed the Fire Prevention Bureau report. 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 # 6

- 1) Approve District Trustee Minutes for January 5th, 2021
- 2) Approve Treasurers Report for January 2021
- 3) Approve bills in the amount of \$304,903.78
- 4) Approve Payroll Report for January 2021
- 5) Approve Station #3 construction change orders
- 6) Approve Station #3 funds release from the title company for construction expenses
- Several invoices were reviewed and Assistant Chief M. Huneke noted the release of funds amount to be \$204,042.35. There were no construction change orders.

M. Anderson made a motion to approve consent agenda items #1 through #4 and #6. 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
- 2) Pension Board Report
 - Assistant Chief M. Huneke informed the Board of Trustees that the pension fund made \$2.5 million last quarter for an approximate 10% rate change over the past year.
 - He also noted that the State of Illinois has contacted the pension fund to begin the process of moving their funds to the state pension fund. The transfer is anticipated to be complete by September 2021.

Old Business:

- 1) Any old business matters
 - Assistant Chief M. Hanson stated that Tri-Com noted that with the new fire signs being installed and addresses verified by district personnel, there have been 144 corrections and 84 missing addresses reported.
 - He also noted that there are approximately 3000 fire signs in our district. The administration is working on a plan to replace them all and estimates that it will take over 5 years for them all to be replaced.

New Business:

- 1) Staff Vehicle Purchase
 - a) Motion to approve the purchase of a Staff Vehicle
 - Assistant Chief M. Hanson informed the Board of Trustees that the district wishes to purchase a new staff vehicle for Fire Marshal L. Schopp. He noted that the district has researched two different vehicles, a Ford Escape and an Explorer. The district recommendation was to purchase the Escape since it has a lower price point.
 - Assistant Chief M. Huneke reviewed the options for each vehicle and pricing. He noted that the purchase would not be officially made until the new fiscal year but the lead time currently is 14-16 weeks to order and receive the vehicle.

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- Discussion was held in regards to difference in size of the vehicles and district needs. The Trustees recommended the district purchase the larger vehicle, the Explorer.

A. Lee made a motion to approve the purchase of a Staff Vehicle with the amount not to exceed \$45,000.00. 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

2) Listing Agreement - Front Mount Engine

a) Motion to approve a listing agreement for the Front Mount Engine

- Assistant Chief M. Huneke informed the Board of Trustees that the district would like to seek approval to enter into a listing agreement for Engine #1002, with Brindle Mountain. He noted that the district does not utilize this vehicle much at all, mainly for mutual aid calls. The administration would like to list it at this time to see if there is interest and will also contact Big Rock Fire Department to see if they are interested in purchasing it. It was noted that the vehicle will be listed and not sold without board approval.
- He also noted that Brindle Mountain will assist the district by forecasting what vehicles are worth in the future to help the district with our vehicle replacement plan.
- Attorney S. Flaherty noted that the engine will also need to be declared as surplus if the Board of Trustees agree to list it.

M. Anderson made a motion to approve a listing agreement for Engine #1002. 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

J. Armesy made a motion to declare Engine #1002 as surplus equipment. 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) Any other new business matters or consideration of items removed from consent agenda.

- Assistant Chief M. Huneke noted that M. Anderson's position as the Treasurer on the pension board is up for reappointment. M. Anderson agreed to hold the position again.

A. Lee made a motion to approve the reappointment of Michael Anderson as the ECFPD Pension Fund Treasurer. J. Armesy seconded the motion. It was voted on and approved.

Good of the Organization:

- Nothing presented.

At 5:16 pm, M. Anderson made a motion to adjourn. J. Armesy seconded the motion. It was voted on and approved.

Respectfully Submitted,

Pamela C. Hall, Office Manager

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