

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
01/04/2022

Date: January 4, 2022

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	J. Armesy	L. Engberg	A. Lee	J. Cluchey	M. Hanson	M. Huneke
P. Hall	S. Flaherty	L. Schopp	L. Herra	C. Hanson		

Assistant Chief M. Huneke led the Board of Trustees in the Pledge of Allegiance.

Public Comment:

- No comment

President's Report:

- No report

Attorney Comments:

- Attorney S. Flaherty informed the Board of Trustees that the general assembly met again starting today. He also reminded the Board of Trustees of their annual obligation for training noting the NIAFPD conference and IAFPD online opportunity.

Chief J. Cluchey Comments:

1) Personnel Matters

- Chief J. Cluchey informed the Board of Trustees that the district continues with COVID protocol and COVID is an ongoing issue. Asst. Chief M. Hanson noted that the district had 17 members test positive for COVID over a three-week period.
- Chief J. Cluchey informed the Board of Trustees that there has been no communication from the State Attorney in regards to the criminal investigation of a past employee. He continues to contact the State Attorney weekly for an update.

Assistant Chief M. Hanson Comments:

a) Incident Reporting

- Assistant Chief M. Hanson presented the Board of Trustees with the incident report for their review. A copy has been placed on file.

Assistant Chief M. Huneke Comments:

a) Operations Update

- No report

b) Fleet Maintenance Updates

- Assistant Chief M. Huneke informed the Board of Trustees that the Fire Marshal's car is in service.
- Assistant Chief M. Huneke also stated the new duty car has been lettered and the command box will be installed soon.

c) Station Maintenance Updates

- No report

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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 also noted that public education events have been cancelled due to COVID.
- Fire Marshal L. Schopp informed the Board of Trustees that the district has purchased ten fire alarm aids for hearing impaired Kaneland students utilizing the monetary donation from the Elburn Leo Club, youth group of the Elburn Lions Club, to the fire prevention bureau.

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 December 7th, 2021
- 2) Approve District Trustee Executive Session Minutes for December 7th, 2021
- 3) Approve Treasurers Report for December 2021
- 4) Approve bills in the amount of \$121,832.08
- 5) Approve Payroll Report for December 2021

A. Lee made a motion to approve consent agenda items #1 through #5. L. Engberg 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
- 2) Pension Board Report
 - Assistant Chief M. Huneke informed the Board of Trustees that the pension fund is over \$15,000,000.00. The next pension board meeting will take place on January 19, 2022.

Old Business:

- 1) 5N279 Wooley Rd. structure & property
 - a) Motion to approve contract with addendum for 5N279 Wooley Rd. structure & property
 - Assistant Chief M. Huneke informed the Board of Trustees that Attorney W. Thomas reviewed the contract for the 5N279 Wooley Rd. structure & property. He has noted the need for two changes, a well and septic inspection and due diligence review with the closing.

J. Armesy made a motion to approve the contract with addendum for the 5N279 Wooley Rd. structure & property and authorize Trustee T. Reynolds as the appointed signor. 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

4 Ayes
0 Nays
1 Absent

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- 2) Ratification of Data Specialist employment agreement
 - a) Motion to approve ratification of Data Specialist employment agreement
 - Chief J. Cluchey reviewed the employment agreement for the Data Specialist with the Board of Trustees. He noted that her starting salary will be \$55,000.00 with a \$2,500.00 sign-on bonus and her initial time off will be calculated as a five-year employee.

L. Engberg made a motion to approve the ratification of Data Specialist employment agreement. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

<u>4</u>	Ayes
<u>0</u>	Nays
<u>1</u>	Absent

- 3) Any old business matters
 - None

New Business:

- 1) First Midwest Bank investments
 - Assistant Chief M. Huneke presented the Board of Trustees with an investment portfolio for their review and discussion. A copy has been placed on file.
 - Assistant Chief M. Huneke stated that the district wishes to make changes to our accounts to allow for higher interest rates and a better return on our money. It was noted that the district adopted an investment policy in recent years that allows for changes without further board action.
 - Discussion was held in regards to requirements and what is allowed when investing public finds.
 - Assistant Chief M. Huneke noted that he has received assurances from First Midwest Bank that they will follow the district's investment policy and the Public Fund Investment Act with limited, safe investments.
- 2) Any other new business matters or consideration of items removed from consent agenda
 - Chief J. Cluchey informed the Board of Trustees that the administration has started the five-week Leadership and Officer Development program. There are 13 students in the class with a facilitated, workshop structure and projects including a half day of shadowing at Tri-Com. The last day of class is January 31, 2022.

Good of the Organization:

- Chief J. Cluchey reminded the Board of Trustees that the swearing in ceremony for FF/PM Mathew Linden's promotion to Lieutenant will take place at 5:30 pm. COVID protocol will be followed with all attendees wearing masks and socially distancing.

At 4:52 pm, L. Engberg made a motion to adjourn. J. Armesy seconded the motion. It was voted on and approved.

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