

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
01/14/19

Date: January 14, 2019

To: President & Trustees

From: Administrative Assistant 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. Cluchey
T. Haley	M. Hanson	P. Hall	W. Thomas	L. Herra
S. Herra	T. Hall	J. Armesy		

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

Public Comment:

- None

Previous Meeting Minutes:

T. Reynolds called for any additions or correction of the minutes from the December 10, 2018 meeting.

A. Lees made a motion to accept the minutes. L. Engberg seconded the motion. It was voted on and approved with a copy placed on file.

Treasurer's Report:

Administrative Assistant P. Hall presented the Treasurer's Report.

M. Anderson made a motion to approve the December Treasurer's Report. A. Lee seconded the motion. It was voted on and approved.

Approval of Bills:

The Purchase Journal was presented showing invoice expenses in the amount of \$150,641.00.

Trustee Reynolds inquired about a finance charge on an invoice from Plunkett's. Administrative Assistant Hall noted that the invoice was received by an employee and not forwarded to the accounts payable department in a timely manner.

Trustee Reynolds inquired as to the cost of overtime year to date versus last year. Chief Cluchey stated that he would need to research to give him a specific answer.

Trustee Reynolds inquired about any additional grant expenses. Assistant Chief Haley noted that there will be approximately \$30,000.00 in additional grant expenses. Discussion was held in regards to the radio grant, the federal government shut down and time lines for grant compliance.

Trustee Reynolds inquired as to if the district anticipates any additional excessive invoices and if we are caught up on vehicle maintenance. Chief Cluchey stated that no, they do not anticipate any excessive expenses and yes, the district is caught up on maintenance.

L. Engberg made a motion to approve the bills. M. Anderson seconded the motion. It was voted on and approved.

President's Report

- No report

Attorney Comments:

- No report

Staff Reports

1) Fire Chief J. Cluchey Comments:

- Chief Cluchey informed the Board of Trustees that the fire commission has extended an offer of conditional employment to candidate Alyssa McLaughlin. She has passed her physical, will have her psychological evaluation on January 15th, 2019 and we are in the early stage of her background check.
- Chief Cluchey also noted that the fire commissioners are in the process of creating a new list of eligible candidates. Orientation has been completed and interviews begin tonight after the trustees meeting.

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- Chief Cluchey informed the Board of Trustees that a tentative timeline has being established for the promotional list. Nine employees are eligible to be part of the promotional process.
 - Chief Cluchey noted that he is sitting on the Radio Consolidation Committee. This is funded by the Kane County ETSB. They will determine if consolidation is feasible, what are the advantages and disadvantages, what are the way points, etc...
 - Chief Cluchey informed the Board of Trustees that the district has purchased one Lucas Device. No district funds were used for this purchase. Private donations were obtained to cover the expense.
 - Assistant Chief Hanson stated that Greenfields of Geneva has a public relations department. Due to their generous donation, they wished to promote the Lucas Device via an article and social media. Once they have completed their publication, the district will utilize their sources for social media coverage as well.
 - Trustee Anderson suggested the district look into the Kane County Riverboat Grant as another means of funding for an additional Lucas Device.
 - Chief Cluchey reminded the trustees of the NIAFPD Conference. He noted that they have all been registered.
- 2) Assistant Chief T. Haley Comments:
- a) Grant Update
- Update provided under the Treasurers Report/Approval of Bills agenda items.
- 3) Assistant Chief M. Hanson
- a) Incident Reporting
 - b) Service Delivery Objectives/Response Procedures/Draft Box Cards Update
- Assistant Chief Hanson reviewed the incident reports. A copy has been placed on file. He also noted that the district is updating their box cards to better meet our service delivery objectives.
- 4) Fire Marshal Comments:
- 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.
- 5) Administrative Assistant P. Hall
- No report

Committee Reports:

Foreign Fire Insurance (FFI) Board Report:

- 1) Foreign Fire Insurance expenditure list
 - a) Motion to approve Foreign Fire Insurance Expenditures
 - No report
- 2) Pension Board Report
- No report

Old Business:

- Trustee Lee inquired as to the status of remodeling at Station #2. Chief Cluchey noted that everything is complete in the bunk room. He also stated that the lighting portion of the project is not complete.
- Chief Cluchey stated that he will be focusing on remodeling at Station #3 in the next fiscal year budget.

New Business:

- 1) IL Tollway Preconstruction Meeting Rt. 47 & 88
- Chief Cluchey informed the Board of Trustees that Kaneville Fire Chief Dave Sigmund forwarded an email to him in regards to the Illinois Tollway pre-construction meeting for Rt. 47 & 88. No other notification was made to the district in regards to the meeting.

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- Discussion was held in regards to how this will impact our district. We service the ramps on and off 88. The changes will double the number of ramps.
 - Chief Cluchey will attend the pre-construction meeting on Wednesday, January 16th, 2019 at 1:00 pm.
- 2) Commercial Development Proposals 47 & 88 Corridor
- Chief Cluchey informed the Board of Trustees that a public hearing will take place on Wednesday, January 16th, 2019 in Sugar Grove for the planned development for the Crown Property seeking district approval. Trustee Reynolds and Chief Cluchey met with Sugar Grove President Sean Michaels to discuss the project. Sugar Grove President S. Michael stated that they are anticipating a large turnout at the hearing. Trustee Anderson and Trustee Lee will attend the public hearing.
- 3) Discussion to consider prohibition of corrugated stainless steel tubing for natural gas use
- Chief Cluchey informed the Board of Trustees that there have been issues with corrugated stainless steel tubing (CSST) being used for natural gas in commercial buildings. He noted that South Elgin recently had a fire caused by faulty CSST pipes. They then had a second fire at a different location caused by faulty CSST pipes. Testing was done and 11 out of 12 lines failed. It is too early to know if it is a product issue or an installation issue.
 - Discussion was held in regards to the codes and the need to update based on electronically bonding pipes. S. Herra noted that the Cities of St. Charles, Geneva and Batavia have all prohibited CSST Pipes. Chief Cluchey stated that this is just a notification of the potential need to update our fire codes. Further information will follow.
 - Trustee Anderson inquired as to if the district should create the resolution now or wait until additional information is provided. Chief Cluchey stated that he'd like to put together language for the law firm to review and create a resolution amendment. Attorney W. Thomas recommended the Chief contact other building departments for their language.

Good of the Organization:

- Chief Cluchey noted that the district participated in the toy collection for Toys for Tots again this year. Representatives from Toys for Tots stopped in and presented the district with a plaque of appreciation.
- Chief Cluchey noted that information on the new 211 system and Kane County Recycles were placed in the trustees packets for their review. He also stated that a resident with a hoarding issue was referred to 211 for assistance.

At 5:04 pm, M. Anderson made a motion to adjourn. L. Engberg seconded the motion. It was voted on and approved.

Respectfully Submitted,
Pamela Hall, Administrative Assistant
Elburn & Countryside Fire Protection District