

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
06/02/2020

Date: June 2, 2020

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 (Arrival at 4:36 pm)	M. Anderson	J. Armesy
A. Lee	J. Cluchey (via Zoom)	M. Hanson	M. Huneke
P. Hall	S. Flaherty	L. Schopp	J. Laub
M. Linden			D. Book

Chief 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 May 5th, 2020 meeting.

J. Armesy made a motion to accept the minutes. A. Lee seconded the motion. It was voted on and approved with a copy placed on file.

T. Reynolds called for any additions or correction of the minutes from the May 19th, 2020 special meeting.

A. Lee made a motion to accept the minutes. M. Anderson seconded the motion. It was voted on and approved with a copy placed on file.

T. Reynolds called for any additions or correction of the executive session minutes from the May 19th, 2020 special meeting. J. Armesy made a motion to accept the minutes. A. Lee 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.

A. Lee made a motion to approve the May 2020 Treasurer's Report. M. Anderson 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

Approval of Bills:

The Purchase Journal was presented showing invoice expenses in the amount of \$150,786.68.

J. Armesy made a motion to approve the bills. A. Lee seconded the motion. Per Trustee J. Armesy's requests, clarification was given on a few invoices. The expenses were for maintenance on apparatus. 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

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President's Report

Trustee T. Reynolds inquired about the flags being replaced at Station #1. Chief Cluchey noted that the ECFPD Honor Guard is planning a special ceremony for a deployed employee so all the flags will be replaced at that time.

Trustee T. Reynolds stated that due to the rioters and protesters in the surrounding communities, he is concerned for employee safety on scenes. Chief Cluchey stated that all employees have been instructed to be alert, access the scene upon arrival and stage, if necessary, until the scene is cleared by the police.

Attorney Comments:

- Attorney S. Flaherty informed the Board of Trustees that the General Assembly met. They passed the budget, made changes in the Open Meetings Act for electronic meetings and also made changes for Workers Compensation claims.

Chief J. Cluchey Comments:

- Chief J. Cluchey informed the Board of Trustees that the administration is watching the civil unrest closely. He noted that there are people with intent to do damage and that rioters and looters are following police and fire scanners. All personnel have been advised to be on alert and to stage if necessary which may cause delay responses.
- Assistant Chief M. Hanson also noted that we have a whole bank of police department channels now via Starcom. The administration is keeping in good contact with our partners. Personnel have also been advised that if crowds are present at calls to wear their vests and to stay on the rig until a patient on scene has been confirmed and the scene is secure.
- Discussion was held in regards to radios potentially being stolen and used to track calls or hack into the system. Assistant Chief M. Hanson stated that radios can be tracked on our end and can be shut down if missing. There is less of an ability to hack the system with the new radios.

a) COVID-19

- Chief J. Cluchey informed the Board of Trustees that the bank agreement has been completed and the attorney will be reviewing it. Attorney S. Flaherty noted that an addendum will be made and added to the documents at the signing. No further action is needed from the board.
- Chief Cluchey noted that the public hearing notice for the 2020-2021 ECFPD Budget has been completed and the tentative budget is available for public viewing. The public hearing will take place at the next meeting.

Assistant Chief M. Hanson Comments:

a) Incident Reporting

- Assistant Chief M. Hanson reviewed the incident report. A copy has been placed on file. He noted that we have had an increase in calls with 162 incidents. He also noted that our response times have been excellent and below the target range for the still districts.

b) Operations Update

- Assistant Chief M. Hanson informed the Board of Trustees that the crew for Station #3 will be working on site for peak hours (8:00 am – 6:00 pm) and coming to Station #1 for roll call and overnight accommodations.
- Assistant Chief M. Hanson informed the Board of Trustees that the Starcom reprogramming is done and is working properly. He noted that they are working with Tri-Com on a patching issue. Testing went very well and they are planning on going live on June 8th, 2020.

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Assistant Chief M. Huneke Comments:

- a) Fleet Maintenance Updates
 - Assistant Chief M. Huneke informed the Board of Trustees that the Squad is still listed with BP Apparatus and that there is a party interested in the Squad.
- b) Station Maintenance Updates
 - Assistant Chief M. Huneke informed the Board of Trustees that training is needed before the new phone system goes live and that there is a port issue being worked on. He noted that the phone system at Station #2 pages through the speakers. We currently have a vendor that only works on the alerting system. He has found a vendor that knows how to tie the two systems together.
 - Assistant Chief M. Huneke informed the Board of Trustees that there was a need to rebid two projects, Epoxy Floors & Communications/Alerting, for Station #3. Both have scope review changes.
 - Assistant Chief M. Huneke stated that upgrades are needed for Station #2 such as replacing the roof, lights, pads, etc... There is a grant opportunity for infrastructure projects through Keep Illinois Working.

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 informed the Board of Trustees that the hydrants are being re-numbered, address verification is taking place and the crews are collecting hydrant points. She also noted that the Village of Elburn will start flushing hydrants on June 22, 2020.

Administrative Assistant P. Hall:

- No report

Committee Reports:

- 1) Foreign Fire Insurance (FFI) Board Report
 - No report
- 2) Pension Board Report
 - Assistant Chief M. Huneke noted that the pension fund has been increasing to \$10,800,000.00.

Old Business:

- 1) Station #3 Updates
 - Assistant Chief M. Huneke informed the Board of Trustees that the Station #3 move has been completed. The crew is set up on the second floor of the house of the 5N279 property. All the upgrades have been completed. The tankless water heater was moved to the 5N279 property and the leaks fixed in plumbing. MCC Technology has gotten all the computers hooked up so the crews are just settling in. A few cabinets are needed and a microwave.
 - Assistant Chief M. Huneke stated that the demolition of Station #3 will begin on June 16, 2020. He noted that the Safe Baby Haven sign has been removed from the building and the 911 phone will be removed when it is shut off.

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- Chief Cluchey informed the Board of Trustees that the tenant/owner of Wood-N-Rods is upset that the district has not credited him for one month's rent and that he wants the heating and AC unit as previously discussed. Chief Cluchey stated that the lease agreement has a provision that clearly states the unit that they occupied in the building must be left in broom swept condition upon departure.
 - Chief J. Cluchey stated that the tenant left the building a filthy, disgusting mess with large quantities of wood and paint cans left behind. Chief Cluchey inquired with D. Book from Laub Construction as to what their company has had to do after Wood-N-Rods left to clear the building. D. Book stated that Laub Construction has removed twelve truckloads of wood, paint cans and garbage.
 - Chief Cluchey recommended the Board of Trustees deny the tenants request for money back as well as the heating and AC unit for no cost. The Board of Trustees agreed that no funds will be refunded and the heating and AC unit will not be given to the tenant/owner of Wood-N-Rods.
- 2) Resolution #2020-R 03; Resolution to ratify all actions taken during the emergency at meetings without a quorum physically present
- a) Motion to approve Resolution #2020-R 03; Resolution to ratify all actions taken during the emergency at meetings without a quorum physically present
 - Attorney S. Flaherty noted that the resolution is needed to approve the electronic meeting actions due to COVID-19. He stated that it is a failsafe and that the board should adopt the resolution when they begin meeting in person again.

M. Anderson made a motion to approve Resolution #2020-R 03; Resolution to ratify all actions taken during the emergency at meetings without a quorum physically present. L. Engberg seconded the motion. It was voted on and approved with a copy placed on file.

New Business:

- 1) Proposal on possible purchase of used ladder truck
 - a) Motion to approve the purchase of a used ladder truck
 - Chief J. Cluchey informed the Board of Trustees that the administration would like the board to consider the purchase of a ladder truck. He noted that the accreditation commission for ISO was very close to changing the ISO rating and this piece of equipment may help improve our rating again in 2 years.
 - Assistant Chief M. Hanson presented the Board of Trustees with a proposal to review for a used ladder truck. A copy has been placed on file. Discussion was held in regards to the benefits to the district.
 - Assistant Chief M. Hanson stated that a ladder truck supports the service delivery directives approved by the Board of Trustees. He noted that it was an ISO recommendation due to waiting so long for mutual aid for a ladder truck if needed. An auto aid agreement would be used if needed but it will not improve our ISO ratings. He also stated that the Station #2 still district has several three story buildings and more three story buildings are under construction.
 - Assistant Chief M. Hanson noted that more inspections will be completed with a need for positive results and no surprises before the purchase would be made.
 - Trustee M. Anderson inquired as to if the truck is air conditioned. Assistant Chief M. Hanson stated yes, it meets NFPA guidelines.
 - Trustee A. Lee inquired as to manpower to operate the truck. Assistant Chief M. Hanson stated that the ladder truck will not be front line. There would be a need to revise auto-aid agreements. The truck would be housed at Station #2 and crews would jump from the Medic to the Ladder Truck. There is no need to add personnel.
 - Trustee L. Engberg inquired about a budget for the maintenance. Assistant Chief M. Huneke noted that the vehicle will not be front line so it will be used less than average. The maintenance costs are unknown.

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- Trustee J. Armesy inquired about other expenses associated with the purchase such as training. Assistant Chief M. Hanson stated that the district will invite other neighboring departments to train which can help offset those expenses. He also noted that there will be additional expenses due to the need to drive the ladder truck back to Illinois from New York. Flights will be needed for personnel plus lodging. Additional inspections at our expense will be completed as well before picking the vehicle up.
- Trustee M. Anderson inquired about taking a mechanic with to inspect the truck before purchasing. It was agreed that inspections will be done with certifications on the ladder and pump by a third party. Maintenance records will also be obtained.

A. Lee made a motion to approve the purchase of a used ladder truck with the amount not to exceed \$35,000.00. 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

Good of the Organization:

- No comments

At 5:38 pm, L. Engberg made a motion to adjourn. M. Anderson seconded the motion. It was voted on and approved.

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