

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
03/02/2021

Date: March 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	M. Hanson	M. Huneke	P. Hall	S. Flaherty
L. Herra	G. Algrim	S. Fuller	B. Ferguson	C. Lee

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

Public Comment:

- No comment

President's Report:

- Trustee Reynolds expressed his gratitude to everyone involved in the opening of Station #3. He also wished to recognize everyone for their efforts in creating the annual report.

Attorney Comments:

- Attorney S. Flaherty reviewed the current state legislation and stated that Speaker of the Illinois House Michael Madigan has resigned.

Chief J. Cluchey Comments:

- a) Personnel Matters
- b) Overtime Discussion
 - Chief Cluchey informed the Board of Trustees that the overtime has been extremely high this year due to the COVID-19 pandemic and employees on long term medical disability. He noted that they are reworking the APT program and are working on solutions. He also noted that the district is currently on track with the payroll budget but it will most likely be over at the end of the fiscal year.
- c) SCBA Grant
 - Chief Cluchey informed the Board of Trustees that the SCBA grant has been submitted to FEMA. The SCBA total project cost would be \$422,960.00 with the district's share being \$42,296.00. He noted that it will take anywhere between 3-12 months for an answer of approval or denial.
 - Discussion was held on the need to move forward on the SCBA equipment replacement regardless as to if the grant is approved. In June of 2022, we will no longer be allowed to use the current SCBA equipment. Further discussion was held in regards to other grant options or lack of.

Assistant Chief M. Hanson Comments:

- a) Incident Reporting
 - Assistant Chief M. Hanson reviewed the incident report. A copy has been placed on file.
- b) ECFPD Annual Report
 - Assistant Chief M. Hanson presented the final ECFPD Annual Report for the Board of Trustees to review.

M. Anderson made a motion to approve the ECFPD Annual Report. A. Lee seconded the motion. It was voted on and approved with a copy placed on file.

- c) Kane County Coronavirus Relief Fund Grant Update

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
03/02/2021

- Asst. Chief M. Hanson informed the Board of Trustees that the district received \$138,000.00 from the Kane County Coronavirus Relief Fund Grant.

Assistant Chief M. Huneke Comments:

- a) Fleet Maintenance Updates
 - i. Engine # 1004 Frame Rails
- Assistant Chief M. Huneke informed the Board of Trustees there was a communication issue between FSI and E-One so the frame rails did not ship until March. It will take approximately 2-3 weeks for repairs. Trustee Anderson inquired as to if they will provide a loaner engine. Asst. Chief Huneke stated that he will ask.
- b) Station Maintenance Updates
- Assistant Chief M. Huneke reviewed the vehicle repairs with the Board of Trustees noting a valve issue on the tower truck basket. They are testing the equipment currently. He noted that the wheel seals are done.
- Assistant Chief M. Huneke informed the Board of Trustees that the parts for garage door #4 at Station #1 are to arrive soon and the repair should be complete within a week.
- Assistant Chief M. Huneke also noted that the district will start replacing fire signs again. He stated that 1% of the fire signs were missing or addresses were incorrect at Tri-Com.
-
- c) Wooley Rd. Property
- Assistant Chief M. Huneke informed the Board of Trustees that there has been a party interested in the property but is looking to rent currently instead of purchase. There are others also looking at the property with two potential buyers.

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.

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 # 7

- 1) Approve District Trustee Minutes for February 2nd, 2021
 - 2) Approve Treasurers Report for February 2021
 - 3) Approve bills in the amount of \$179,214.53
 - 4) Approve Payroll Report for February 2021
 - 5) Approve Station #3 construction change orders
 - 6) Approve Station #3 funds release from the title company for construction expenses
 - 7) Approve transfer of capital funds to Chicago Title Co.
- Discussion was held in regards to the generator rebuild expense.

J. Armesy made a motion to approve consent agenda items #1 through #7. 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

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
03/02/2021

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 \$1.5 million last month with the fund balance at \$13,913,703.39.

Old Business:

- 1) Any old business matters
 - Assistant Chief M. Huneke presented the Board of Trustees with a report of Station #3 change orders #30-35. A copy has been placed on file. He noted that there was zero dollars spent of contingency funds and the funds will be returned to the district.
 - Chief Cluchey stated that Station #3 was built very fiscally responsibly and thanked Asst. Chief M. Huneke and Laub Construction for all their hard work and diligence for keeping the project under budget.
 - Asst. Chief Huneke stated that the dedication plaque for Station #3 is complete and will be hung in the front vestibule at Station #3.

New Business:

- 1) 2021-2022 ECFPD Board of Trustees Meeting Dates
 - a) Motion to approve the 2021-2022 ECFPD Board of Trustees Meeting Dates
- Office Manager P. Hall presented the 2021-2022 ECFPD Board of Trustees Meeting Schedule for approval and signatures.

M. Anderson made a motion to ratify the 2021-2022 ECFPD Board of Trustees Meeting Schedule. A. Lee seconded the motion. It was voted on and approved with a copy placed on file.

- 2) Executive Session Minutes
 - a) Motion to approve or deny release of executive session minutes
- Office Manager P. Hall informed the Board of Trustees that they are required to review and then either release or deny the release of executive session minutes.

M. Anderson made a motion to deny the release of executive session minutes. J. Armesy seconded the motion. It was voted on and approved.

- 3) Destruction of tapes of Executive Session Minutes
 - a) Motion to approve or deny the destruction of tapes of executive session minutes more than 18 months old

Trustee M. Anderson made a motion to approve the destruction of tapes of executive session minutes more than 18 months old (09/19/2019). A. Lee seconded the motion. It was voted on and approved.

- 4) Turnout Gear Replacement
 - a) Motion to approve replacing 7 sets of turnout gear with the amount not to exceed \$19,000.00
- Chief Cluchey introduced Lt. Steve Fuller to the Board of Trustees as the Quartermaster.
- Lt. S. Fuller addressed the board and stated that there is a need to purchase 7 sets of turnout gear to replace gear that is going to go out of date soon or is damaged. He noted that the coats will cost \$10,500.00 and pants \$7,287.00 for a total of \$17,787.00.
- Discussion was held in regards to 15-20 sets in reserve currently with differing expiration dates and sizes, the addition of approximately 12 recruits annually and setting aside funds for future purchases.

L. Engberg made a motion to approve replacing 7 sets of turnout gear with the amount not to exceed \$19,000.00. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
03/02/2021

Roll Call Vote

5 Ayes
0 Nays
0 Absent

- 5) ESO Solutions - Record Management Systems
- a) Motion to approve a 2 year term with ESO Solutions
 - Chief Cluchey introduced FF/PM Bryon Ferguson to the Board of Trustees.
 - FF/PM B. presented the board with a quote from ESO Solutions and reviewed the product, its features and the benefits of the district changing to this system. A copy has been placed on file.

M. Anderson made a motion to approve a 2 year term with ESO Solutions. 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) Firefighter/Paramedic (FF/PM) position
- a) Authorization to fill potential Full-time FF/PM vacancy contingent upon Board President and Legal Reviews
 - Chief Cluchey informed the Board of Trustees that there is currently a member on long term leave that has exhausted his FMLA time and has filed for a pension disability. Attorney S. Flaherty stated that a pension disability hearing can take up to 2-3 years, minimum of one year, to be finalized. Discussion was held in regards to the current overtime budget.
 - Chief Cluchey stated that he is seeking authorization to fill one FF/PM position. He hopes to extend an offer of employment before the next meeting. He also noted that there is a contingency plan in the development process for the next fiscal years budget.

M. Anderson made a motion to approve the authorization to fill potential Full-time FF/PM vacancy contingent upon Board President and Legal Reviews. 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

- 7) Any other new business matters or consideration of items removed from consent agenda
- No comment

Good of the Organization:

- Chief Cluchey stated that the district will be hosting a Station #3 dedication & EMS Week Open House on May 8, 2021 from 10:00 am – 2:00 pm at Station #3. (COVID-19 permitted)
- Trustee Anderson expressed his gratitude to everyone for the progress the district has made over the past few years. Trustee Reynolds agreed and thanked the board for their role as well.

At 5:31 pm, M. Anderson made a motion to adjourn. L. Engberg seconded the motion. It was voted on and approved.

Respectfully Submitted,

Pamela C. Hall, Office Manager

Elburn & Countryside Fire Protection District