

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
03/03/2020

Date: March 3, 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	M. Anderson	J. Armesy	J. Cluchey
M. Hanson	M. Huneke	P. Hall	S. Flaherty	L. Herra
J. Miller	C. Mulvihill			

Asst. Chief M. Huneke 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 February 4th, 2020 meeting.

J. Armesy 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 February 2020 Treasurer's Report. L. Engberg seconded the motion. It was voted on and approved.

Approval of Bills:

The Purchase Journal was presented showing invoice expenses in the amount of \$79,424.18.

Trustee J. Armesy inquired about the scissor lift and Station #3 draft inducer. Chief J. Cluchey explained that the scissor lift expense was for an annual inspection for safety purposes and the draft inducer was a necessary expense.

Trustee M. Anderson inquired about the Mediacom expenses for internet and if the district participates in the Mediacom Franchise Agreement. Chief J. Cluchey stated no, we do not and the district is not aware of the agreement with the Village of Elburn. Assistant Chief M. Huneke will look into it.

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

Roll Call Vote

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

President's Report

- Trustee T. Reynolds requested Chief J. Cluchey explain the phone system as proposed for Station #3. Chief J. Cluchey informed the Board of Trustees that the current system is your standard phone system. The new system would use the Cloud and be less expensive and provide better service. He also noted that the phones we currently are using are obsolete and new phones are only \$5.00 each

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with a \$300.00 set-up fee per station. Upgrades will be done at all stations when Station #3 is completed.

Attorney Comments:

- Attorney S. Flaherty updated the Board of Trustees on new bills and new pension laws. He noted that it will be approximately 1-1 ½ years before the pension laws affect the pension funds.
- Attorney S. Flaherty noted that he is working on the general contractor agreement for Station #3.
- Chief J. Cluchey inquired about the zero tolerance for drugs/alcohol and the Fire Act disqualification due to needing clarification for union negotiations. Attorney S. Flaherty stated that the district will need to have a strong marijuana policy. Discussion was held in regards to amounts, impairments & medical director. It was noted that this topic is very complex.

Chief J. Cluchey Comments:

- Chief J. Cluchey informed the Board of Trustees that the district will be donating the old E303 to Waubensee Community College as previously approved. He stated that he needs a hold harmless form from the attorney for the gift in kind.
- Chief J. Cluchey informed the Board of Trustees that the Elburn Police Department will be conducting live active shooter training. The live training will be organized and managed by the Elburn Police Department. He noted that live training is necessary for the realistic experience. All ECFPD personnel will be located behind any line of fire.

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 are not calling for a Tri-com Ambulance nearly as often. The CAD sends the closest ambulance and keeps resources where they belong. This is working out very well.
 - Trustee M. Anderson inquired about the benefits of utilizing Kaneville Fire Department for auto-aid. Chief Cluchey noted that yes, it is beneficial. He also noted that he has spoken to Kaneville Chief Dave Sigmund and our request for auto-aid is not taxing and he thanked us for including them in the auto-aid agreement.
- b) Operations Update
 - No report

Assistant Chief M. Huneke Comments:

- a) Fleet Maintenance Updates
 - Assistant Chief M. Huneke informed the Board of Trustees that the head gasket issue with E302 (Fleet #1019) is under warranty and the Engine should be back soon.
 - Assistant Chief M. Huneke informed the Board of Trustees that he is cleaning up alerts on PS Trax, our online daily vehicle program.
 - Assistant Chief M. Huneke informed the Board of Trustees that Lt. James Lloyd has taken over the role of managing daily maintenance. He is doing a good job organizing and cleaning up the mechanic office.
- b) 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.)
- Chief J. Cluchey reviewed the Fire Prevention Bureau report with the Board of Trustees. A copy has been placed on file. He noted that the monthly report was helpful with the ISO reporting and ECFPD Annual Report.
- Chief J. Cluchey noted that impact fees will be requested from the Village of Elburn before the end of the fiscal year.

Administrative Assistant P. Hall:

- No report.

Committee Reports:

- 1) Foreign Fire Insurance (FFI) Board Report
 - No report
- 2) Pension Board Report
 - No report

Old Business:

- 1) Starcom radio project
 - Asst. Chief M. Hanson informed the Board of Trustees that they navigated the warranty issue on the radios and the warranty has been extended 2 more years. He noted that they are hoping to have the radios turned on in two weeks and live in April. He noted that they can and upload through the cloud for over the air programming. He also stated that a refund is due for the unused Starcom air time.
 - Discussion was held in regards to the alerting system being integrated with Starcom and just flipping a switch since we already use them.
- 2) Station # 3 updates
 - Chief J. Cluchey informed the Board of Trustees that the administration met with the architect and contractor today and had a great meeting.
 - Chief J. Cluchey stated that the special use agreement that the district adopted had the property description listed incorrectly. The Chiefs went to the Village of Lily Lake meeting last night to correct the issue. The Village of Lily Lake approved the site plan and special use agreement.
 - Asst. Chief M. Huneke stated that the district needs to create an agreement for the architect and contractor for the Station #3 project. It will then need to be reviewed and approved before presenting to Laub Construction. He also stated that the bank needs the construction amount to finalize the loan and there is no issue obtaining a loan.
 - Attorney S. Flaherty inquired as to if it will be a tax exempt loan. He stated that the district should have the bank lock in the rate until the April meeting.
 - Asst. Chief M. Huneke informed the Board of Trustees that the district will be doing a couple bid packages for the Station #3 project. He noted that the bids will be due in March and be awarded in April with possible approval at the April meeting.
 - Discussion was held in regards to the storm water and sign ordinance. It was noted that a variance may be needed for the sign ordinance.
 - Asst. Chief M. Huneke also noted that Wood-n-Rods has moved out and will follow up to make sure the unit is completely empty.

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3) Fire Signs

- FF/PM Joseph Miller presented a fire sign report for review by the Board of Trustees. A copy has been placed on file. He noted that they are 2/3 of the way through all 3000 fire signs.
- Asst. Chief M. Hanson stated that the current cost for a fire sign is \$27.02 plus we put the letters on the sign so it is labor intensive. He noted that there is a new “flag style” that is a front and back sign which costs \$21.20 per fire sign and the company actually creates the signs so there are no man hours involved in making the signs. We would just need to replace them at the residence or business.
- Asst. Chief M. Hanson also noted that the fire sign crew is doing a great job including finding errors and reporting them to Tri-Com for correction.

New Business:

1) Resolution No. 2020-R-01; ECFPD Investment Policy

a) Motion to approve Resolution No. 2020-R-01; ECFPD Investment Policy

- Chief J. Cluchey presented Resolution No. 2020-R-01; ECFPD Investment Policy for review by the Board of Trustees. A copy has been placed on file. He noted that the policy is in compliance with the Public Funds Investment Act.

M. Anderson made a motion to approve Resolution No. 2020-R-01; ECFPD Investment Policy. L. Engberg seconded the motion. It was voted on and approved.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

2) ECFPD Annual Report

- Assistant Chief M. Hanson presented the Year End Report for review by the Board of Trustees. A copy has been placed on file. He credited FF/PM Austin Shingledecker for compiling the information and formatting the year-end report.

3) Consider motion to sell Squad-301 and earmark funds toward equipment replacement fund

- Chief J. Cluchey informed the Board of Trustees that Squad 301 has a ten year old engine and his recommendation is to sell it and earmark the proceeds toward the equipment replacement fund.
- Discussion was held in regards to how the Squad minimally responds to incidents and due to the new design on the Engines and smaller extrication tools. It was noted that the cascade system with bottles are not considered for ISO ratings and the Squad is considered a “service vehicle”.
- Asst. Chief M. Huneke informed the Board of Trustees that the district can surplus the Squad through a vendor. He has been in contact with two vendors. One vendor stated to put it up for sale at \$250,000.00 with a 5% commission. The second vendor stated to put it up for sale at \$225,000.00 with a 5% commission or they gave the district a cash offer of \$125,000.00. The Board of Trustees and Administration agree not to even consider the cash offer.

J. Armesy made a motion to deem Squad-301 surplus equipment. L. Engberg seconded the motion. It was voted on and approved.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

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- Discussion was held in regards to Trustee T. Reynolds having the authority to approve the final sale price if an offer is extended. It was determined that Trustee T. Reynolds can contact the trustees individually if an offer is submitted before the meeting.

M. Anderson made a motion to authorize Trustee Thomas Reynolds to authorize the sale of Squad-301 for no less than \$210,000.00. L. Engberg seconded the motion. It was voted on and approved.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

4) Executive Session Minutes

a) Motion to approve or deny the release of executive session minutes

- Administrative Assistant 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.
- Attorney S. Flaherty inquired as to if there has been a destruction of tapes for executive session past 18 months ago. Administrative Assistant P. Hall stated no. Attorney S. Flaherty requested destruction of executive session tapes be added to the agenda next month.

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

Good of the Organization:

- Discussion was held in regards to the corona virus and the measures taken to safeguard employees as well as the public. Chief J. Cluchey assured the trustees that the district is following all CDC and government guidelines and that PPE is in use. He noted that additional N95 masks and gowns have been ordered. He also noted that the district is hosting a corona virus summit with the Kane County Health Department and all the neighboring police and fire departments.
- Chief J. Cluchey stated that Tri-Com is screening 911 calls. Flu like symptoms are tagged as Code 100.
- Trustee M. Anderson stated that Batavia Fire Department is charging \$250.00 for a lift assist and inquired as to if we are/can. Chief Cluchey stated that fire districts cannot charge for a lift assist.
- Attorney S. Flaherty stated that the district can create an agreement to pick up patients at facilities such as Greenfields of Geneva. He then suggested the district negotiate the purchase of a harness to assist with lifting patients with the facility to decrease the risk of injury to employees. Trustee Anderson noted that this is still a liability for the district.

At 5:45 pm, M. Anderson made a motion to adjourn. L. Engberg seconded the motion. It was voted on and approved.

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