

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
03/13/19

Date: March 13, 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	J. Childress	L. Engberg	M. Anderson	M. Hanson
T. Haley	P. Hall	W. Thomas	L. Schopp	L. Herra
T. Hall	M. Didenko	M. Linden	D. Czaruk	J. Miller
C. Meyers	G. Algrim	T. Lange	S. Nielsen	R. Seggebruch
M. DelMedico	M. Horner			

Asst. Chief Haley 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 11, 2019 meeting.

L. Engberg made a motion to accept the minutes. J. Childress 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 Treasurer's Report. J. Childress seconded the motion. It was voted on and approved.

Approval of Bills:

The Purchase Journal was presented showing invoice expenses in the amount of \$116,946.47.

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

President's Report

- Trustee Reynolds stated that he would like reports given at the April Trustees meeting for the Fire Sign Program and Maintenance on Vehicles, Equipment and all 3 Stations.

Attorney Comments:

- No report

Staff Reports

1) Fire Chief J. Cluchey Comments:

- Not present

2) Assistant Chief T. Haley Comments:

a) Grant Update

- Assistant Chief Haley informed the Board of Trustees that the grant project is moving forward. The equipment will be completed on time. There is a glitch with the infrastructure/programming.
- Asst. Chief Haley also noted that Asst. Chief Hanson is attending the meetings now for the grant.

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3) Assistant Chief M. Hanson

a) Incident Reporting

- Asst. Chief Hanson reviewed the incident report. A copy has been placed on file.
- Asst. Chief Hanson also noted that the Year End Report will be presented at the April 2019 meeting including reports for the division heads on year-to-date goals and next year's thoughts.

b) Financial Hardship Request

- Assistant Chief Hanson informed the Board of Trustees that the district received a financial hardship request from a local resident that received EMS care. He noted that the patient has insurance and is seeking the remainder of the bill be forgiven with a zero balance due.
- The Board of Trustees denied the request. Asst. Chief Hanson will notify Andres Medical Billing, Inc. to work out a payment plan with the patient.

4) Fire Marshal Comments:

a) Fire Prevention Bureau

i. Project Status (Plan Reviews, Inspections, Etc.)

ii. Public Education (Classes, Special Events, Etc.)

- Trustee Reynolds stated that he spoke with a local business owner recently that is remodeling their restaurant and has been working with Fire Marshal Lisa Schopp. The business owner noted that they were happy with the services provided and enjoyed working with Fire Marshal Schopp. Trustee Reynolds complimented Fire Marshal Schopp for her work at the diner.
- Fire Marshal Schopp 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:

- None

New Business:

1) KineticZ Personal Training Contract

a) Motion to approve personal training contract with KineticZ

- Assistant Chief Hanson informed the Board of Trustees that the district reevaluated the workout times and the administration restructured the day for workouts based on call volume. Workouts are now scheduled for Tuesday, Wednesday and Thursday from 7:30 am – 8:30 am at Station #1.
- Assistant Chief Hanson presented the annual contract for review. He explained that the cost would be \$1500.00 per month / \$18,000.00 annually.

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L. Engberg made a motion to approve the personal training contract with KineticZ. M. Anderson seconded the motion. It was voted on and approved with a copy placed on file.

2) 2019-2020 ECFPD Board of Trustees Meeting Dates

a) Motion to approve the 2019-2020 ECFPD Board of Trustees Meeting Dates

- Administrative Assistant P. Hall presented the Board of Trustees with the 2019-2020 ECFPD Board of Trustees Meeting Dates approval and signatures. She noted that the November date was changed to the first Monday of the month, November 4th, due to the second Monday, November 11th, 2019 being an administrative holiday. A copy of the notice has been placed on file.

M. Anderson made a motion to approve the 2019-2020 ECFPD Board of Trustees Meeting Dates. L. Engberg seconded the motion. It was voted on and approved.

3) Presentation on new staffing model to help meet service delivery objectives adopted in January 2018

- Asst. Chief Hanson informed the Board of Trustees that the Standardization Committee has been working with the administration on a new staffing model to help meet service delivery objectives adopted in January 2018.
- Lt. Algrim, FF/PM Trevor Hall and FF/PM Joe Miller provided a power point presentation to the Board of Trustees outlining the staffing model. A copy has been placed on file.
- The objective of the new staffing model is to be fully staffed daily with 12 employees on shift so the jump company is always in service. The staffing model consists of Assigned Part Time (APT) employees and Swing Part Time (SPT) employees to maintain consistent staffing in four different tiers.
- Discussion was held in regards to the difference between APT and SPT as well as the certification needed for each tier. Tier I – FF/Medic dual certified and Engineer, Tier II – FF/PM or FF/EMT and Engineer, Tier III – FF/EMT dual certified and Tier IV – FF, EMT or Medic only. APT shifts are 24 hr. shifts and SPT shifts are either 11 or 13 hr. shifts.
- Discussion was also held in regards to scheduling the shifts.
- T. Hall stated that the schedule will go out for picks every 3 months. EMT M. Del Medico clarified that the shifts will not be picked based on seniority like they are currently being chosen. She is concerned that the senior employees will lose shifts based on not being allowed to choose first.
- Further discussion was held in regards to the recommendations being made to the Board of Trustees and how they are based on the needs of the district and how they need to staff vehicles daily. T. Hall clarified that the committee “took the person out” of the discussion and this is not meant to push anyone out. Employees will have the opportunity to pick shifts for a 3 month period.
- Asst. Chief Hanson also noted that the lack of certifications is what may be restricting an employee to choose shifts since they will be choosing based on need and tiers.
- FF/PM J. Miller informed the Board of Trustees that he emailed all the part time employees requesting they get back to him with their opinions in regards to the new staffing model. The consensus was good and appealing to the part time employees. They liked the consistency of dedicated shifts and felt it may be safer overall.
- Discussion was held in regards to the cost of the new staffing model versus our current staffing model. It was noted that the new model will be more expensive but the goal is for consistency of staffing.
- Asst. Chief Haley noted that the overtime will increase and there will be extra staffing costs. He stated that we will need to plan/budget for the “worst case scenario”. Trustee Childress inquired as to why not just hire more full timers. Asst. Chief Haley explained that will not alleviate overtime since every time a full timer is off, you will still need to hire back on overtime to maintain the 12 person staffing model. It would not be cost effective.

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- Discussion was also held in regards to a six month trial versus implementing the new staffing model for good. Further discussion will be needed before determining this.
- Asst. Chief Hanson informed the Board of Trustees that the Standardization committee has been working with the Chief, Assistant Chiefs, Part time employee representatives and the Union representatives for several months. They done a great job working as a team and have spent a great deal of time coming up with the new staffing model.
- Assistant Chief Hanson noted that the district is not seeking approval at this meeting. He is seeking permission to move forward with the proposed plan. Hard numbers and further details will be provided at the next meeting with the hope of approval for the new staffing model to begin in May 2019.
- Admin. Asst. P. Hall polled the trustees on if they wished to move forward with this proposal. Trustee(s) Anderson, Childress, Engberg, and Reynolds all agreed. Trustee Lee was not present. It was also agreed that more information including providing firm numbers on costs will be presented at the next meeting. Further discussion will then be held before approval will be granted or denied.

Good of the Organization:

- Trustee Reynolds noted that Kaneville Fire Department sent a nice letter thanking the district for our help recently at a structure fire.

At 5:18 pm, J. Childress 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