

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
05/03/2022

Date: May 3rd, 2022

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	J. Armesy	L. Engberg	A. Lee	J. Cluchey	M. Hanson	M. Huneke
P. Hall	S. Flaherty	L. Schopp	T. Hall	C. Meyers	L. Herra	

Asst. Chief M. Hanson led the Board of Trustees in the Pledge of Allegiance.

Public Comment:

- No comment

President's Report:

- 1) Election of Officers
 - a) Motion to approve Election of Officers (Roll Call Vote)
 - The trustees agreed to have the officers remain the same.

Trustee A. Lee made a motion to approve T. Reynolds as President, L. Engberg as Secretary and M. Anderson as Treasurer. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4	Ayes
0	Nays
1	Absent

Attorney Comments:

- Attorney Flaherty reviewed the tax laws and current legislation.

Chief J. Cluchey Comments:

- a) Personnel Matters
 - i. 457B payroll issue
 - Chief J. Cluchey stated that two employees were paid at a higher rate in error for their employer match on their 457B account. To rectify the issue, the employer match has been stopped until the overpayment has been repaid to the district.
- b) Save the Date; BOF Graduation May 24th, 2022
 - Chief J. Cluchey reminded the Board of Trustees that the BOF graduation will be held at Station #1 on May 24th at 6:00 pm. He also reminded them to RSVP to Office Manager P. Hall by May 17th if they are able to attend.
 - Chief J. Cluchey informed the Board of Trustees that the 78th Annual IAFFPD Conference will be held June 23 - 25, 2022. He noted that if they are interested in attending for trustee training, they will need to let him know by the end of the month so Office Manager P. Hall can get them registered.
 - Chief J. Cluchey informed the Board of Trustees that the district is participating in the IPRF Highly Enhance Loss Prevention (HELP) program. Participating in this program allows for a 10% premium refund. He also noted that there was a significant premium increase for this fiscal year.
 - Chief J. Cluchey informed the Board of Trustees that the Assistant Chief M. Hanson and Data Specialist M. Walsh are attending a grant class.
 - Chief J. Cluchey informed the Board of Trustees that the district has not heard from FEMA yet on the Fire Act grant (air packs).

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- Chief J. Cluchey reminded the Board of Trustees that economic interest statements were due yesterday. If they have not completed this annual requirement, a late fee will now apply.
- Chief J. Cluchey informed the Board of Trustees that there are 15 members on the CERT team. He stated that CERT can be utilized to assist with crowd management, storms, fires, lengthy roadway accidents, etc... He also noted that we will host a Fall CERT class.

Assistant Chief M. Hanson Comments:

- a) Incident Reporting
 - Assistant Chief M. Hanson reviewed the incident report with the Board of Trustees. A copy has been placed on file.
 - Trustee A. Lee inquired about repetitive false alarms and how often that occurs. Assistant Chief M. Hanson stated not very often. He also noted that the district can fine a business for neglect only false alarms if they occur three or more times on one month.
- Assistant Chief M. Hanson informed the Board of Trustees that the district mentored a FVCC student on Monday, Wednesdays & Fridays in April.
- Assistant Chief M. Hanson informed the Board of Trustees that GEMT payments were approved and the district has started receiving funds. A report will be provided next month. He also noted that 50% of the GEMT income is taken back by the State of Illinois for a “finders fee”.

Assistant Chief M. Huneke Comments:

- a) Operations updates
 - Assistant Chief M. Huneke informed the Board of Trustees that the district is hosting an FAE Class in-house.
 - Assistant Chief M. Huneke stated that after the BOF Class graduation on May 24th, the recruits will continue training in June to qualify to work shifts.
 - Assistant Chief M. Huneke stated that there have been some issues with the Wi-Fi signals on radios in basements, parking garages, etc... in some businesses. The district is working with the businesses to resolve.
- b) Fleet Maintenance Updates
 - Assistant Chief M. Huneke reviewed the vehicle replacement plan with the Board of Trustees. He noted that the new engine will be paid for in the new fiscal year.
 - Assistant Chief M. Huneke stated that discussion was held with Foster Coach at the FDIC convention about the difficulty in getting equipment. He noted that they discussed purchasing their next demo Medic. Foster Coach agreed to meet with the administration to formalize an agreement.
- c) Station Maintenance Updates
 - Assistant Chief M. Huneke informed the Board of Trustees that monthly maintenance has been set up for the bathroom drains at Station #2.
 - Assistant Chief M. Huneke stated that there was an issue with the boiler at Station#1.
 - Discussion was held in regards to fuel tanks at Station #3 and tornado sirens.

Fire Marshal Comments:

- a) Fire Prevention Bureau
 - i. Project Status (Plan Reviews, Inspections, Etc.)
 - ii. Public Education (Classes, Special Events, Etc.)
- Fire Marshal Schopp reviewed the Fire Prevention Bureau report with the Board of Trustees. A copy has been placed on file. She noted that the self-inspections have been well received by the businesses.

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.

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Motion to approve consent agenda items # 1 through # 5

- 1) Approve revised District Trustee Minutes for March 1, 2022
 - 2) Approve District Trustee Minutes for April 5, 2022
 - 3) Approve Treasurers Report for April 2022
 - 4) Approve bills in the amount of \$82,432.36
 - 5) Approve Payroll Report for April 2022
- Office Manager P. Hall informed the Board of Trustees that the purchase journal states \$90,817.36 which includes a closed purchase order in the amount of \$8,385.00. The correct amount for bill approval is \$82,432.36.

A. Lee made a motion to approve consent agenda items #1 through #5. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

Committee Reports:

- 1) Foreign Fire Insurance (FFI) Board Report.
 - No report.
 - Assistant Chief Huneke noted that the Foreign Fire Insurance Board will meet this week. Discussion was held in regards to stickers on the bay doors designating equipment. The Board of Trustees approved of the stickers on the doors.
- 2) Pension Board Report
 - Assistant Chief M. Huneke informed the Board of Trustees that the hearing for John McCafferty is still pending. He also noted that the funds have not been transferred to the state yet and reviewed the investments.

Old Business:

- None

Executive Session:

At 5:25 pm, Assistant Chief J. Cluchey called an executive session pursuant to Section (2)(c)(1) of the Open Meetings Act (to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine validity) and/or Section (2)(c)(11) of the Act (pending probable or imminent litigation).

At 5:25 pm, a motion to go into executive session was made by J. Armesy. L. Engberg seconded the motion.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

In attendance:

J. Cluchey	M. Hanson	M. Huneke	T. Reynolds	J. Armesy	L. Engberg	A. Lee
P. Hall	S. Flaherty					

At 6:03 pm, the executive session ended with a motion by J. Armesy. A. Lee seconded the motion.

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Roll Call Vote

4 Ayes
0 Nays
1 Absent

New Business:

- 1) 2022-2023 ECFPD Tentative Budget
 - a) Motion to approve the 2022-2023 ECFPD Tentative Budget
 - Assistant Chief M. Huneke provided a copy of the tentative 2022-2023 ECFPD Budget to the Board of Trustees for your review. A copy has been placed on file. Assistant Chief Huneke reviewed the budget.
 - Chief Cluchey reviewed funds from years past to current.

L. Engberg made a motion to approve tentative 2022-2023 ECFPD Budget. A. Lee seconded the motion. It was voted on and approved with a roll call vote.

4 Ayes
0 Nays
1 Absent

- 2) FY 2022-2023 Pay Raises [Executive Session Section 2(c) 1]
 - a) Motion to approve 2022-2023 Union Pay Raises
 - b) Motion to approve 2022-2023 Non-Union Raises
 - c) Motion to approve 2022-2023 Administration Raises
 - Chief Cluchey presented the union, non-union and administration pay information to the Board of Trustees for your review. Attorney S. Flaherty stated that if there is no objection, one motion to approve all raises is allowed.

A. Lee made a motion to approve 2022-2023 Union, Non-Union and Administration Pay Raises. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

4 Ayes
0 Nays
1 Absent

- 3) Any other new business matters or consideration of items removed from consent agenda
 - None

Good of the Organization:

- No comments

At 6:08 pm, A. Lee made a motion to adjourn. L. Engberg seconded the motion. It was voted on and approved.

Respectfully Submitted,
Pamela Hall, Office Manager
Elburn & Countryside Fire Protection District