

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
05/04/2021

Date: May 4, 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	L. Schopp
C. Mulvihill	J. Laub	D. Book		

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

Public Comment:

- D. Book from Laub Construction addressed the Board of Trustees. She expressed their sincere thanks for the opportunity to work with the district to build Station #3. They were very pleased with the working relationship and the end result.

Public Hearing:

- 1) Public Hearing for 2021-2022 Final Budget & Appropriation Ordinance
 - a) Motion to approve Final Annual Budget & Appropriation Ordinance # 2021-02

President T. Reynolds made a motion to open the Public Hearing for the Fiscal Year 2021-2022 Final Budget & Appropriation Ordinance # 2021-02. A. Lee seconded the motion. It was voted on and approved.

- Trustee Reynolds opened the public hearing with the Board of Trustees present.
- Chief J. Cluchey stated that the notice of public hearing was publicized in a local newspaper, Daily Herald, and on our website stating that the tentative annual budget & appropriations ordinance was available for inspection during the 30 days prior to this public hearing. The purpose of this hearing is to consider testimony from the public regarding this ordinance.
- Assistant Chief M. Huneke reviewed the budget and inquired with the Board of Trustees if they had any questions as to the budget presented. A copy has been placed on file.
- Trustee Reynolds called for any public comment. No comments were made.

M. Anderson closed the Public Hearing for the Fiscal Year 2021-2022 Final Budget & Appropriation Ordinance # 2021-02. A. Lee seconded the motion. It was voted on and approved.

J. Armesy made a motion to approve the Fiscal Year 2021-2022 Final Budget & Appropriation Ordinance # 2021-02. L. Engberg seconded the motion. A copy has been placed on file. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

President's Report:

- 1) Election of Officers
 - a) Motion to approve Election of Officers (Roll Call Vote)

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- Trustee M. Anderson stated he would like the officers to remain the same.

Trustee M. Anderson made a motion to approve T. Reynolds as President, L. Engberg as Secretary and M. Anderson as Treasurer. 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

Attorney Comments:

- Attorney S. Flaherty informed the Board of Trustees that there is a lawsuit pending against the State of Illinois in regards to taking local pension funds and moving them to the state pension fund.
- Attorney S. Flaherty reviewed the current bills.

Chief J. Cluchey Comments:

- a) SCBA Grant
 - Chief Cluchey informed the Board of Trustees that he has not heard anything additional on if the SCBA grant has been approved.

Assistant Chief M. Hanson Comments:

- a) Incident Reporting
 - Assistant Chief M. Hanson informed the Board of Trustees that due to the transition to ESO, the current report is minimal. They are in the process of building the new reports in ESO. A copy has been placed on file.

Assistant Chief M. Huneke Comments:

- a) Capital Earmark – Fund balance movement
 - Assistant Chief M. Huneke informed the Board of Trustees that funds were transferred on April 30th to adjust the fund balances.
 - i. \$291,399.55 to Capital – Vehicle Replacement Fund
 - ii. \$100,000.00 to Capital – Building Fund
 - iii. \$708,468.27 to Operational Reserve Fund
 - Assistant Chief M. Huneke noted that the district also has a CD in the amount of \$495,000.00 that brings the total of operational reserve funds to \$1,800,000.00.
- b) Operations Update
 - Assistant Chief M. Huneke informed the Board of Trustees that the collected fire sign data is being reviewed and orders for new signs are being placed.
- c) Fleet Maintenance Updates
 - i. Engine # 1004 Frame Rails
 - Assistant Chief M. Huneke informed the Board of Trustees the frame rails are in and the engine is under construction. He noted that they are making good progress.
 - Assistant Chief M. Huneke informed the Board of Trustees that the front mount engine is still for sale with no offers yet.

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- Assistant Chief M. Huneke reviewed fleet repairs with the Board of Trustees noting that a cost analysis report will be provided for the ladder truck.
 - Discussion was held in regards to the new Engine and delays on the company's end. More information will be provided at the next meeting.
 - Assistant Chief M. Huneke noted that the staff car for Fire Marshal Schopp does not have a build number yet with Ford.
 - Discussion was held in regards to the difficulty of purchasing vehicles currently. Additional information will be provided at the next meeting in regards to the possibility of ordering a second staff vehicle.
 - Discussion was held in regards to long term planning and E. Daffron researching and checking numbers for the fleet.
- d) Station Maintenance Updates
- Assistant Chief M. Huneke reviewed repairs with the Board of Trustees.
- e) Wooley Rd. Property
- Assistant Chief M. Huneke informed the Board of Trustees that there have been a few more showings of the property but no offers. He noted that the well has been shut off due to not occupying the building.

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.
- Fire Marshal Schopp informed the Board of Trustees that she will be working with the attorney to create a Business Registration. Discussion was held in regards to penalties for not registering, new occupancy and change of ownership requirements. Attorney Flaherty will research and further discussion will be held at the next meeting.

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 # 6

- 1) Approve District Trustee Minutes for April 6, 2021
- 2) Approve Treasurers Report for April 2021
- 3) Approve bills in the amount of \$109,630.81
- 4) Approve Payroll Report for April 2021
- 5) Approve Station #3 funds release from the title company for construction expenses
- 6) Approve Station #3 Final Draw in the amount of \$61,851.44

A. Lee made a motion to approve consent agenda items #1 through #6. M. Anderson seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

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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 balance is \$14,324,877.60.

Old Business:

- 1) Any old business matters
 - None

New Business:

- 1) Fire District's Appointee to ECFPD Board of Fire Commissioners
 - a) Motion to reappoint Fire Commissioner Stephen Herra
 - b) Motion to reappoint Fire Commissioner Christian Thomas
- Chief Cluchey informed the Board of Trustees that the terms for Commissioner Stephen Herra and Commissioner Christian Thomas are up in June 2021.

J. Armesy made a motion to reappoint Stephen Herra as Fire Commissioner. M. Anderson seconded the motion. It was voted on and approved.

L. Engberg made a motion to reappoint Christian Thomas as Fire Commissioner. M. Anderson seconded the motion. It was voted on and approved.

- 2) Station #2 Presentation by Studio 222
 - This agenda item was tabled.
- 3) Station #2 Conceptual Plan
 - a) Motion to approve/ratify the conceptual plan with Studio 222 Architects in the amount of \$5,600.00
- Assistant Chief M. Huneke informed the Board of Trustees that Studio 222 Architects provided a quote of \$5,600.00 to create a conceptual plan for Station #2. He reminded the trustees that they had approved moving forward with the process last month and a formal approval is needed.

M. Anderson made a motion to approve/ratify the conceptual plan with Studio 222 Architects in the amount of \$5,600.00

Al Lee seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

- 4) Station #3 Loan payment recommendations
 - a) Motion to approve Station #3 loan amount
- Assistant Chief M. Huneke informed the Board of Trustees that the Station #3 financing was originally 3 separate loans. He reviewed the payoff amounts and loan options noting the administration wishes to pay off the higher rate loans now and will continue to shop for better rates.

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M. Anderson made a motion to approve the Station #3 loan amount up to \$460,000.00. 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

b) Motion to approve the collateral CD for Station #3 loan

- Assistant Chief M. Huneke informed the Board of Trustees that the district needs to retain the collateral CD for the Station #3 loan.

M. Anderson made a motion to approve the collateral CD in the amount of \$460,000.00 for the Station #3 loan. 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

c) Motion to approve loan payments for FY 2021-2022

- Assistant Chief M. Huneke informed the Board of Trustees that the loan payments need to be approved for the new fiscal year. The loan payments have been included in the 2021-2022 ECFPD Budget.

M. Anderson made a motion to approve loan payments for the Fiscal Year 2021-2022 with the amount not to exceed \$529,067.00. 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

5) Staffing Recommendations

a) Motion to approve hiring a Firefighter/Paramedic (Floater)

- Chief J. Cluchey informed the Board of Trustees that the administration wishes to hire a new full time Firefighter/Paramedic as a “floater”. The floater would work from shift to shift on long term assignments due to employees with extended time off for FMLA, Military Duty, Sick time, etc... This will address the overtime budget and forced overtime. The position would start in mid-June or July.
- Chief J. Cluchey also noted that the EPPFA Local 4739 union representatives have agreed to the new position and a side letter will be needed.

M. Anderson made a motion to approve the hiring a Firefighter/Paramedic (Floater). 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

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- 6) Appeal for Modification of Fire Code; Obscurity Brewery, 217 W. North St., Elburn, IL
- a) Motion to approve or deny Appeal for Modification of Fire Code; Obscurity Brewery, 217 W. North St., Elburn, IL
- Fire Marshal L. Schopp reviewed the appeal for modification of fire code for Obscurity Brewery application with the Board of Trustees, A copy has been placed on file.
 - Discussion was held in regards to placing stipulations of a time frame on the approval as well as change of ownership caveat. It was agreed that the appeal will only be in effect up to 18 months after approval or with a change of ownership, whichever comes first.

M. Anderson made a motion to approve the Appeal for Modification of Fire Code; Obscurity Brewery, 217 W. North St., Elburn, IL for up to 18 months or change of ownership, whichever comes first.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

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

Good of the Organization:

- Chief J. Cluchey reminded the Board of Trustees of the EMS Open House/Station Dedication of Station #3 on May 8th at 10:00 am.

At 5:34 pm, J. Armesy 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