

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
05/05/2020

Date: May 5, 2020

To: President & Trustees

From: Administrative Assistant Pamela Hall

Due to the COVID-19 pandemic, the meeting was conducted via Zoom.

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	A. Lee
J. Cluchey	M. Hanson	M. Huneke	P. Hall	S. Flaherty
J. Laub	D. Book	M. Hawley	T. Hall	A. Poynor
S. Coomes				

Chief Cluchey 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 April 7th, 2020 meeting.

A. Lee 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 April 2020 Treasurer's Report. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

<u>5</u>	Ayes
<u>0</u>	Nays
<u>0</u>	Absent

Approval of Bills:

The Purchase Journal was presented showing invoice expenses in the amount of \$136,916.20.

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

Roll Call Vote

<u>5</u>	Ayes
<u>0</u>	Nays
<u>0</u>	Absent

President's Report

1) Election of Officers

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

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

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

Attorney Comments:

- Attorney S. Flaherty updated the Board of Trustees the governor's stay at home order. He also noted that the order of workers compensation presumption for COVID-19 illness was revoked by the governor.

Chief J. Cluchey Comments:

a) COVID-19

- Chief J. Cluchey informed the Board of Trustees that the district is well stocked with PPE due to ordering early and often. The district is following multiple guidelines. Employees are healthy and following precautions to avoid spreading of illness. He noted that Assistant Chief M. Hanson is the Infectious Disease Control Officer.
- Chief Cluchey noted that the administrative staff will possibly be back in the office full time starting on Monday.

b) CARES Act Provider Relief Fund – Stimulus payments

- Chief J. Cluchey informed the Board of Trustees that the district has received \$13,744.01 in stimulus payments. He has signed an agreement stating that we will track expenses and follow protocol for COPVID cases.

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 have had a decrease in calls. He also noted that our response times continue to improve with crews staying in their still districts.
- Assistant Chief Hanson noted that the district has an agreement with Kaneville Fire Department for responding to incidents as needed and that the district has an excellent working relationship with the Kaneville Fire Department.

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 new engine is receiving repairs for warranty work and E302 (Fleet #1019) has a coolant issue and will be sent to Alexis later for warranty work.
- Assistant Chief M. Huneke informed the Board of Trustees that the district is working with Waubensee Community College to get the Engine (Fleet #1002) to them.
- Assistant Chief M. Huneke informed the Board of Trustees that the Squad is still listed with BP Apparatus. They reported that there have been a few inquiries but no bites due to COVID-19. We have an agreement with them through September 2020.

b) Station Maintenance Updates

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- Assistant Chief M. Huneke informed the Board of Trustees that the new phone system is working with Sound, Inc. and 8 X 8. It's been tested internally.
- Assistant Chief M. Huneke informed the Board of Trustees that Metronet has the fiber optic up and running in Elburn. He is obtaining quotes to hopefully switch in June or July.
- Assistant Chief M. Huneke informed the Board of Trustees that the district has obtained landscaping agreements for Station #1 and Station #2.
- Assistant Chief M. Huneke updated the Board of Trustees on repairs at Station #2
 - i. New ignitor for furnace
 - ii. New exhaust fan
 - iii. Front Driveway-concrete cracks
 - iv. Mason repairs needed on bricks for overhead door #4
 - v. Bunk area issues-obtaining a quote

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.
- Chief Cluchey noted that the Fire Marshal is doing new construction inspections.

Administrative Assistant P. Hall:

- No report

Committee Reports:

- 1) Foreign Fire Insurance (FFI) Board Report
 - No report
- 2) Pension Board Report
 - Assistant Chief M. Huneke noted that they met via Zoom. The fund lost \$1,000,000.00. However, half came back in March.
 - Assistant Chief M. Huneke also noted that the board is waiting on guidance from the State of Illinois on transferring funds. Attorney S. Flaherty stated that a committee has been formed and lawyers hired by the state.

Old Business:

- 1) Station #3 Updates
 - a) Special Meeting to approve bid packages
 - i. Motion to approve a special meeting on May 19, 2020 at 4:30 pm
 - It was noted that a special meeting is necessary to approve the bid packages.
 - Chief Cluchey stated that he is impressed with the Laub Construction and Studio 222 on following our strict timeline and budget.
 - Assistant Chief Huneke informed the Board of Trustees that a second set of 20 bid packages will be opened on May 12, 2020 at 4:00 pm. There have been 70 contractors interested in bidding.
 - Discussion was held in regards to the timeline for demolition and erection of the new building.

M. Anderson made a motion to approve a special meeting on May 19, 2020 at 4:30 pm. A. Lee seconded the motion. It was voted on and approved.

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2) Lily Lake Property 5N279 Wooley Rd Update

a) Motion to approve expenses for updates to 5N279 Wooley Road

- Chief J. Cluchey informed the Board of Trustees that the district has researched several options for the crew and equipment placement during the construction of the new Station #3. He stated that the crew will stay at Station #3 with an ambulance for 12 hour days. There will be no overnight accommodations so staff will respond from Station #1 at night.
- Assistant Chief M. Huneke reviewed the needs and cost of renovating the house across the street from Station #3 with the Board of Trustees. It was noted that the first floor would be used by the crew from Laub Construction and the second floor would be a daytime use staging area for the ambulance crew.
- The difference in cost of improvements to the house is \$400.00 versus rental of a unit to house the crew. The improvements will increase the value of the house which will be beneficial when the district is ready to sell the property.
- Trustee Armesy inquired as to if the existing heating and air conditioning units work in the house. Assistant Chief M. Huneke stated yes. If there becomes a need, there are working units at Station #3 that can be moved across the street for replacement.

M. Anderson made a motion to approve expenses for updates to 5N279 Wooley Road. 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

New Business:

1) 2020-2021 ECFPD Board of Trustees Meeting Schedule

a) Motion to ratify the 2020-2021 ECFPD Board of Trustees Meeting Schedule

- Administrative Assistant P. Hall presented the 2020-2021 ECFPD Board of Trustees Meeting Schedule for approval and signatures.

J. Armesy made a motion to ratify the 2020-2021 ECFPD Board of Trustees Meeting Schedule. M. Anderson seconded the motion. It was voted on and approved with a copy placed on file.

2) Resolution #2020-R 03; Resolution to ratify all actions taken during the emergency at meetings without a quorum physically present

a) Motion to approve Resolution #2020-R 03; Resolution to ratify all actions taken during the emergency at meetings without a quorum physically present

- Attorney S. Flaherty noted that the resolution is needed to approve the electronic meeting actions due to COVID-19. He stated that it is a failsafe and that the board should adopt the resolution when they begin meeting in person again. The agenda item was tabled until the Board of Trustees meet in person.

3) Fire District's Appointee to ECFPD Board of Fire Commissioners

a) Motion to reappoint Fire Commissioner Peter Panagakis

- Chief J. Cluchey informed the Board of Trustees that he spoke with Peter Panagakis to inquire as to if he wishes to remain on the Board of Fire Commissioners. Mr. Panagakis stated that it is a tremendous honor and that he wishes to be reappointed.

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

4) Station #3 Construction Loan

- a) Motion for approve to secure a bank loan with First Midwest Bank for Station #3 construction
- Chief J. Cluchey informed the Board of Trustees that the district has applied for the construction loan with First Midwest Bank. There have been a few hiccups which are not a bank issue, rather an issue with the appraisal company that the bank hired.
- M. Hawley from First Midwest Bank reviewed the two options as proposed.

Option 1:

- 1) Loan secured by first mortgage on Station 3
5 year balloon /15 year amortization
 - a) prime floating with semi-annual payments plus interest or
 - b) fixed at 3.75% with semi-annual payments of \$47,603 (P/I)
- 2) TL secured by the title to the 2019 fire engine
5 year balloon/7 year amortization
 - a) prime floating Principal plus interest or
 - b) fixed at 3.75% Principal plus interest
- 3) TL unsecured
3 years fully amortizing
 - a) prime floating Principal plus interest or
 - b) fixed at 3.75% Principal plus interest
- 4) Total Semi-annual payments for Option 1 are:
 - a) Principal plus interest floating with prime or
 - b) Principal plus interest for fixed

Option 2:

- 1) Loan secured by first mortgage on Station 3.
5 year balloon/15 year amortization.
 - a) prime floating with semi-annual payments plus interest or
 - b) fixed with semi-annual payments Principal plus interest
 - 2) TL secured by the title to the 2019 fire engine, the 2017 & 2019 Horton ambulances and the 2020 Chevy Tahoe.
5 year balloon/7 year amortization
 - a) prime, floating Principal plus interest or
 - b) fixed at 3.75% Principal plus interest
 - 3) Total Semi-annual payments for Option 2 are:
 - a) Principal plus interest floating with prime or
 - b) Principal plus interest for fixed
- Discussion was held in regards to the loan options. Chief Cluchey noted the capital funds in the bank and that the house across the street will be sold in the future.
 - M. Hawley noted that the bank will need 3 days to make changes and 5 days for loan documents with a 2 week window for closing.
 - S. Flaherty stated that the district will need to authorize the Board President to enter into an agreement for a \$2,000,000.00 loan subject to attorney approval. Chief Cluchey noted that the

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loan amount parameters will need to be set as well as interest rate parameters. It was determined to table this agenda item until the special meeting on May 19, 2020.

5) Closed session to discuss potential collective bargaining agreement (Executive Session pursuant to Section (2)(c)(2))

- Chief J. Cluchey informed the Board of Trustees that the language needs to be finalized for the collective bargaining agreement. A copy of the tentative agreement was presented to the Board of Trustees to review and a copy placed on file. The tentative agreement needs to be finalized by the union first then brought to the board for final action.
- Chief Cluchey noted that there is no signed contract back from the union yet so this agenda item will be tabled until the special meeting on May 19th.

Good of the Organization:

- Chief J. Cluchey informed the Board of Trustees the district will have a tentative budget to present to the Board of Trustees at the special meeting on May 19th. The public hearing will take place at the July meeting.
- Chief Cluchey noted that the district will not be participating in birthday parades after May 17th, 2020 due to the need to resume normal operations and perform essential duties such as hydrant testing, GIS, hose testing and training.
- Trustee Reynolds inquired as to when the union will be picking up the old engine they purchased from James Feece. Assistant Chief Hanson will contact Michal Didenko and ask that they call MR. Feece to make the arrangements for pick up.

At 5:38 pm, L. Engberg made a motion to adjourn. M. Anderson seconded the motion. It was voted on and approved.

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