

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
11/03/2020

Date: November 3, 2020

To: President & Trustees

From: Merry Morris, Office Assistant

Trustee T. Reynolds called the Trustee Meeting to order at 4:30 pm with the following persons in attendance:

T. Reynolds	M. Anderson	J. Armesy	L. Engberg	A. Lee
J. Cluchey	M. Hanson	M. Huneke	M. Morris	S. Flaherty
L. Schopp	Michael Del Valle			

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

Public Comment:

- No comment

Lauterbach & Amen Annual Audit Report – Consider motion to approve annual report.

- Lauterbach & Amen Annual Audit Report was given as the first order of business by Michael Del Valle, and a copy has been placed on file. Mr. Del Valle shared his screen so that the Trustees could follow along. He noted that ECFPD had zero management letter comments this year, and that these comments are suggestions on how to do things better. He stated that less than 10% of their clients get zero management letter comments. He noted that this speaks to how well Pam, Merry and others at the District are managing our accounting processes. Chief Cluchey stated that he had the report in writing, so he was unable to send it electronically, but would put a copy in each of the Trustees' mailboxes. Chief Cluchey also noted that our net position for next year will change because of the Station 3 loans.

Previous Meeting Minutes:

T. Reynolds called for any additions or correction of the minutes from the October 6th, 2020 meeting. A. Lee made a motion to accept the minutes. M. Anderson seconded the motion. It was voted on and approved with a copy placed on file.

Treasurer's Report:

Office Assistant M. Morris presented the Treasurer's Report.

M. Anderson made a motion to approve the October 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 \$152,904.24. A. Lee made a motion to approve the bills. L. Engberg 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

No report.

Attorney Comments:

Attorney S. Flaherty noted that next month is the levy. It will be about 4.99% above last year.

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
11/03/2020

Chief J. Cluchey Comments:

a) Personnel update

- Chief J. Cluchey informed the Trustees that we have had a member test positive for Covid after working a 48 hour shift. Therefore, we are practicing more strict rules, including wearing masks.
- Chief J. Cluchey informed the Board of Trustees that the three new hires are now actively working their shifts. He also noted that we are starting to work on creating a new eligibility list for full time hires.

b) Intergovernmental Discussions

- Chief J. Cluchey informed the Board of Trustees that we have been working with the Kane County Forest Preserve at Station 3. They dug out the path and put in crushed stone, so when the blacktop is laid at Station 3 they can do the trail also.
- Chief Cluchey also noted that we had an issue with the Village of Lily Lake. There is a solar build currently going on, and the Village of Lily Lake is not familiar with our procedures and did not contact us. Fire Marshal Schopp followed up with them and reaffirmed our position. Chief Cluchey does not believe they were purposely trying to avoid us, and recognized Fire Marshal Schopp for her work on this.

Assistant Chief M. Hanson Comments:

a) Incident Reporting

- Assistant Chief M. Hanson reviewed the incident report. A copy has been placed on file.

b) Operations Update

- Assistant Chief M. Hanson informed the Board of Trustees that they are working with TriCom on the timing of the opening of Station 3 on drafts for the ladder truck operations, which will require some changes to the CAD. This will then allow us to eliminate box cards.

c) Ladder Truck Update

- Assistant Chief M. Hanson informed the Board of Trustees that ladder truck training has really taken off, building confidence and skill among the crew.

Assistant Chief Hanson also noted that in September we submitted paperwork to Kane County for Covid relief funds. The County thought we would come in around \$80,000. They are giving us \$155,000. President Reynolds commented that with all of the overtime, that will really help us.

Assistant Chief M. Huneke Comments:

a) Fleet Maintenance Updates

i. Engine 1004 Frame Rails

- Assistant Chief M. Huneke stated that we had drafted a response for this. E-One had an inspector that was biased toward E-One. He is working on a draft response. He noted that we have several Spartan chassis with no rust, but the one E-One has rust.

b) Station Maintenance Updates

- Assistant Chief Huneke stated that there is not much going on, just little odds and ends.

c) Station 3 Construction Updates

- Assistant Chief M. Huneke informed the Board of Trustees that the contractors and subs are flying along. A ton of credit goes to Diana and Laub for pushing things along. There are many trades working at once, and the schedule is changing daily. Assistant Chief Huneke stated that Laub was definitely the right choice for this build, and if we stay on this pace, we are looking at less than 60 days to move in.
- President Reynolds thanked Assistant Chief Huneke and all of the crew stating that all three stations look great. He also thanked Phil VanBogart.
- Chief Cluchey told the Trustees that he could arrange a tour of Station 3 if the Trustees would like to on Saturday; 9:00 am was the agreed upon time, and they will meet on the porch at the yellow house.

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
11/03/2020

Fire Marshal Comments:

- a) Fire Prevention Bureau
 - i. Project Status (Plan Reviews, Inspections, Etc.)
 - ii. Public Education (Classes, Special Events, Etc.)
- Fire Marshal L. Schopp reviewed the Fire Prevention Bureau report with the Board of Trustees. A copy has been placed on file.
- Fire Marshal L. Schopp stated that December 15 is the date set by the Village of Elburn to decide whether they are doing the Christmas Stroll. She noted that we told them we did not want to do the Christmas tree burn and draw crowds.

Committee Reports:

- 1) Foreign Fire Insurance (FFI) Board Report
 - There was no one present from the Foreign Fire Insurance Board. President Reynolds stated he would like to give authority to Chief Cluchey to approve ordering things like appliances for Station 3. Chief Cluchey said he would like authority to approve up to \$30,000, but does not think it will be that much.

L. Engberg made a motion to approve granting Chief J. Cluchey authority to approve ordering supplies for Station 3 up to \$30,000. 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

- 2) Pension Board Report
 - Assistant Chief M. Huneke stated that assets have broken the \$11 million mark.
 - The Pension Board is requesting the release of funds from the District. Assistant Chief Huneke noted that he had emailed a report to the Trustees from Foster and Foster, and a copy has been placed on file. He told the Trustees if they had any questions, to let him know.
 - President Reynolds asked if there were any recommended candidates anyone wished for him to consider for the upcoming state election of pension fund trustees. Attorney Flaherty he would urge us to use fire district people.
 - President Reynolds asked if there was a minimum required contribution for the firefighters pension fund. Assistant Chief Huneke stated that the statutory minimum is \$702,000. Attorney Flaherty stated that he would recommend the statutory minimum. President Reynolds noted that he would like to put the rest of the money into Station 3.

Trustee A. Lee made a motion to approve releasing \$789,710.00 to the Pension Fund. 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

Old Business:

- a) Discussion on website revitalization
 - Chief J. Cluchey noted that the Board had discussed this subject before. He asked how much of a priority it is to the Trustees, and how much they would like to spend on this project. He received estimates as much as \$9,000 in the first year, and \$2,000 per year after that. For the smaller ones, the estimates averaged \$5,000 the first year, and \$2,000 per year after.
 - Trustee J. Armesy asked how many hits we are getting on our website. Chief Cluchey directed Office Assistant M. Morris to ask Nicole Fleshman, and get him the information for the next meeting.
 - Trustee M. Anderson stated that he feels our website is antiquated. He asked whether there is someone in-house that is tech savvy and could do it, and that we could assign this project to.

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
11/03/2020

- Chief Cluchey stated that we would table the discussion until we have more information, and revisit it next month as Old Business.
- b) Station #3- 5N279 Wooley Rd. Property Sale Options
 - Assistant Chief M. Huneke stated that the bid from Shamrock was rejected as too low. The also noted that the way it is zoned for business as a storefront, it will be hard to sell.
 - Assistant Chief Huneke also noted that we did get an appraisal, so we have a pretty good value on it.
 - Chief Cluchey reiterated that the zoning is not going to be practical, but he has a couple of ideas that will meet their zoning.
 - President T. Reynolds would like to try to meet with them in the next couple of weeks.

New Business:

- 1) Station #3 Change Orders
 - a) Motion to approve Station #3 change orders
 - Assistant Chief M. Huneke stated that the only change this month was the take out the old sidewalk and replace it with a new one for \$2,546.21 as it was cracked and old. This will be done by Eagle Concrete.

M. Anderson made a motion to approve Station #3 Change Orders in the amount of \$2,546.21. 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

- 2) Station #3 Release funds from title company
 - a) Motion to approve ratifying the release of funds in the amount of \$325,415.61 for the expenses associated with Station #3 on 10/06/2020.
 - Assistant Chief M. Huneke stated that this was the amount from last month. The draws for this month amounted to \$301,370.52.

Trustee A. Lee made a motion to release funds in the amount of \$325,415.61 for the expenses associated with Station #3 on 10/06/2020. 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 releasing funds from the title company for Station #3 expenses

L. Engberg made a motion to release funds in the amount of \$301,370.52 for the expenses associated with Station #3 on 11/03/2020. 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

- 3) Health Insurance Renewal
 - a) Motion to approve Health Insurance Renewal
 - Chief Cluchey stated that we are planning to renew with One Digital. We are currently at 10.2% above last year, and he believes we can get that down to 8.2%. The HMO is at no cost to employees, which is

Elburn & Countryside Fire Protection District

Board of Trustees Meeting

11/03/2020

an incentive for them. Blue Cross Blue Shield, PPO and HMO, dental and vision are provided by One Digital. All were bid out. Others were more expensive, and some wouldn't even consider bidding.

J. Armesy made a motion to approve Health Insurance renewal with One Digital. 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

- 4) Property & Casualty Insurance Renewal plus Bond Renewal
- a) Motion to approve Property & Casualty Insurance in the amount of \$63,458.00
 - Chief Cluchey stated that we will be staying with VFIS.

M. Anderson made a motion to approve the Property & Casualty Insurance renewal plus Bond renewal with VFIS. 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

- 5) Pension Levy Funds
- a) Motion to approve release of FY 2020 – 2021 levy funds to the ECFPD Pension Fund in the amount of \$789,710.00
 - Chief Cluchey noted that fiscal 2020-2021 funds have been received from the County and need to be disbursed.

M. Anderson made a motion to approve releasing FY 2020-2021 levy funds to the ECFPD Pension Fund in the amount of \$789,710.00. 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

- 6) Policy and Procedure Software
- a) Motion to approve an agreement with Lexipol for Policy & Procedure software and professional services agreement utilizing IPRF grant funding
- Chief Cluchey stated that we use IPRF for this. The software is specific to the fire service. They will help implement it and get us up and running. They will also reimburse 25% of the cost of the program.

Trustee A. Lee made a motion to approve an agreement with Lexipol for Policy & Procedure software and professional services agreement utilizing IPRF grant funding. 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

- 7) Thermal Imaging Cameras
- a) Motion to approve the purchase of two Thermal Imaging Cameras in the amount of \$10,294.00
 - Chief Cluchey noted that this was budgeted for, but since it is over \$5,000, we need Board approval.

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
11/03/2020

J. Armesy made a motion to approve the purchase of two Thermal Imaging Cameras in the amount of \$10,294.00. M. Anderson seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
1 Absent

Good of the Organization:

- Trustee J. Armesy noted that he requested a mid-year budget review because of Covid.

Executive Session:

At 5:45 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).

Section (2)(c)(2) of the Act (to discuss collective negotiating matters between the public body and its employees);

Section (2)(c)(3) of the Act (the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance);

Section (2)(c)(5) of the Act (the purchase or lease of real property for the use of the public body including meetings held for the purpose of discussion whether a particular parcel should be acquired) and/or Section (2)(c)(11) of the Act (pending probable or imminent litigation).

At 5:45 pm, a motion to go into executive session was made by A. Lee. L. Engberg seconded the motion.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

In attendance:

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

At 5:54 pm, the executive session ended with a motion by L. Engberg. J. Armesy seconded the motion.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

Action taken after Board meeting.

No action taken.

At 5:56 pm, L. Engberg made a motion to adjourn. M. Anderson seconded the motion. It was voted on and approved.

Respectfully Submitted,

Merry Morris, Office Assistant

Elburn & Countryside Fire Protection District