

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
11/04/19

Date: November 4, 2019

To: President & Trustees

From: Administrative Assistant Pamela Hall

Trustee T. Reynolds called the Trustee Meeting to order at 4:15 pm with the following persons in attendance:

T. Reynolds	L. Engberg	M. Anderson	A. Lee	J. Cluchey
M. Hanson	M. Huneke	P. Hall	S. Flaherty	L. Schopp
S. Coomes	S. Fuller	C. Mulvihill	C. Hathaway	

Trustee T. Reynolds 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 October 14th, 2019 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 October Treasurer's Report. A. Lee seconded the motion. It was voted on and approved.

Approval of Bills:

The Purchase Journal was presented showing invoice expenses in the amount of \$879,150.31.

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

President's Report

- Trustee Reynolds congratulated Chief Cluchey on his third year anniversary with the district.

Attorney Comments:

- Attorney Shawn Flaherty stated that the bill to create a police and fire fund and consolidating pension funds is up before the Senate for a vote. Discussion was held in regards to this potential bill and mandatory fees.

Chief J. Cluchey Comments:

- Chief Cluchey provided an update to the Board of Trustees on the new Engine. He noted that committee members, Lt. Huneke & E. Daffron, inspected the engine and found a few issues. He also noted that the contract stated that the district will be paid daily fines for every day past the completion date. So far those fines equate to over \$47,000.00 that is due to us. For every day past the completion date, the company is paying \$324.50.
- Chief Cluchey informed the Board of Trustees that the new Operating Reserve account has been opened but the funds cannot be deposited until all the trustee signatures are obtained.
- Chief Cluchey informed the Board of Trustees that the district is finalizing the GASB 74/75 report with Lauterbach & Amen.

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- Chief Cluchey informed the Board of Trustees that the district has received the electronic version so far of the topographic land survey for the Wooley Road properties.
- Chief Cluchey informed the Board of Trustees that First Midwest Bank representative, Cece Rocha, has informed the administration that our interest rates will be reduced due to two reductions of interest rate by the Feds.
- Chief Cluchey noted that a cursory look at the mid-budget figures shows the district has received 93.79% of the anticipated revenues for the fiscal year 2019-2020 and 44.77% of expenditures have been paid so far this fiscal year.
- Chief Cluchey informed the Board of Trustees that the administration has received the results from the ISO evaluation this summer. In our rural areas, we improved from a Class 4 to a Class 3 in most areas. In our areas with hydrants and in proximity to a recognized fire department, we improved from a low Class 2 to a high Class 2-placing us in the top 3.5% in the nation. Chief Cluchey commended the individuals involved in this project. Assistant Chief M. Hanson was the lead on the ISO evaluation and he provided an ISO report for review by the Board of Trustees. A copy has been placed on file.

Assistant Chief T. Haley Comments:

- Assistant Chief Haley was not present.

Assistant Chief M. Hanson Comments:

- a) Incident Reporting
 - Assistant Chief Hanson reviewed the incident report. A copy has been placed on file.
- b) Starcom Grant Update
 - Assistant Chief Hanson informed the Board of Trustees that J. Schelstreet has focused on fleet mapping and progress is being made on completion on the Starcom grant.
 - He also noted that we are holding off on vehicle installation due to possibly needing radios to be reprogrammed.
- c) Station #3 update
 - No report

Lt. Huneke Comments:

- a) Building and Grounds Update
 - i. Station #3 - Winterization project
 - Lt. Huneke informed the Board of Trustees that the winterization project at Station #3 is 99% complete. The heat detector is the final part.
 - ii. Station #2 - Roof
 - Lt. Huneke informed the Board of Trustees that there are three soft spots that are going to be fixed on the roof at Station #2. They will hopefully be here this week depending on the weather.

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 noted that she received revised plans for Mill Creek Vistas today. She also noted that a few solar system plans have been submitted.

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- Fire Marshal L. Schopp informed the Board of Trustees that she received plans for a new subdivision on the north side of town with 154 homes.

1) Administrative Assistant P. Hall

- No report

Committee Reports:

1) Foreign Fire Insurance (FFI) Board Report

- No report

2) Pension Board Report

a) ECFPD Pension Fund Compliance Exam

- No report

b) Actuarial Assessment for next fiscal year

- Lt. Huneke presented the actuarial for review by the Board of Trustees. A copy has been placed on file.
- Trustee Reynolds inquired as to if the district will still maintain a pension board if this new bill passes consolidating fire & police pension funds. Attorney S. Flaherty stated yes.
- Chief Cluchey stated that currently the district receives a request from the pension fund annually. He inquired as to if we are required to pay the amount requested. Attorney S. Flaherty stated no, but it is recommended.

Old Business:

- None

New Business:

1) Health Insurance Renewal

a) Motion to approve Health Insurance Renewal

- Chief Cluchey informed the Board of Trustees that he received the quote for the health insurance renewal from Corkill Insurance. The premium will increase by 25.8%. There are not a lot options and the broker is working with Blue Cross Blue Shield to obtain different quotes/options. He also noted that the administration will be meeting with a different broker to explore other options.
- Chief Cluchey noted that he is not seeking approval at this time due to the drastic increase in cost and that there may be a need for a special meeting to approve the health insurance renewal.

2) Property & Casualty Insurance Renewal

a) Motion to approve Property & Casualty Insurance renewal in the amount of \$59,189.00

- ##### b) Chief Cluchey informed the Board of Trustees that the Property & Casualty Insurance renewal needs to be approved with VFIS/Ideal Insurance in the amount of \$59,189.00. He also noted that he informed the agent that next year a proposal needs to be submitted at least a month before renewal.

M. Anderson made a motion to approve Property & Casualty Insurance renewal in the amount of \$59,189.00.

A. Lee seconded the motion. It was voted on and approved.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

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3) Engine 304 – Surplus Equipment

- a) Motion to approve Engine 304 as surplus equipment
- Chief Cluchey informed the Board of Trustees that he'd like to donate Engine 304 to Waubensee Community College when it is decommissioned. The Board of Trustees agreed that Engine 304 can be deemed surplus equipment once decommissioned.

A. Lee made a motion to approve Engine 304 as surplus equipment. M. Anderson seconded the motion. It was voted on and approved.

4) Plan Review Fee Discussion

- Fire Marshal L. Schopp presented and reviewed the proposed resolution, old plan review fees and proposed new plan review fees with the Board of Trustees. A copy has been placed on file. She noted that the last plan review fee increase was in 2008. She stated that she will be seeking approval at the December 2019 meeting.

5) Gear Replacement Proposal

- a) Motion to approve gear replacement
- Quartermaster, Lt. S. Fuller, informed the Board of Trustees that there are eight sets of bunker gear that will be expiring soon. He is seeking approval to replace this gear. The cost is \$2,207.00 per set which equates to \$18,176.00 for eight sets. He noted that the new sets of gear will be the same as what we have ordered in the past except for a few minor changes such as added Velcro for flashlights and an added belt on the back of the pants. The gear will be delivered and fitted for free.

L. Engberg made a motion to approve replacing gear in the amount of \$18,176.00. M. Anderson seconded the motion. It was voted on and approved.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

6) Studio 222 Architects agreement

- a) Motion to approve agreement with Studio 222 Architects in the amount of \$3,000.00
- Chief Cluchey informed the Board of Trustees that he is seeking approval to hire Studio 222 Architects for assistance with Station #3. Studio 222 Architects will propose planning options including developing floor plans and elevations for a new station with three concept plans and a conceptual budget.

A. Lee made a motion to approve the agreement with Studio 222 Architects in the amount of \$3,000.00. M. Anderson seconded the motion. A copy will be placed on file. It was voted on and approved.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

7) Ricoh Copier Lease & Wide Image Printer

- a) Motion to approve 60 month lease with Ricoh

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- Administrative Assistant P. Hall presented the Board of Trustees with leasing information for the copiers at all three stations. A copy has been placed on file.
- Administrative Assistant P. Hall noted that the proposal includes a 60 month lease on all new copiers for all three stations with newer technology for \$1,837.08 less annually. She also noted that it is cost prohibitive to lease or purchase the wide image printer based on the amount of usage. It would be much cheaper to continue to outsource those types of projects so the district is not seeking approval for the wide image printer.

L. Engberg made a motion to approve a 60 month lease with Ricoh. A. Lee seconded the motion. It was voted on and approved.

8) Property Lease Separation Agreement Discussion

- Chief Cluchey informed the Board of Trustees that the district is moving forward with plans for Station #3. This includes the possibility of demolishing the building in the spring. The district has a tenant, Wood-n-Rods, leasing a portion of the building. Their lease will expire in October 2020.
- Chief Cluchey stated that the tenant is receptive to a property lease separation agreement. The tenant would stop paying rent and agree to vacate the building by April 1st, 2020. This would be credit for early release of the unit.
- The Board of Trustees agreed to have the attorney draft a property lease separation agreement. This agenda item will be added to the December 2019 meeting to seek approval of the property lease separation agreement.

9) Truth in Taxation

a) Motion to adopt finding

- Chief Cluchey informed the Board of Trustees that the levy request needs to be submitted to Kane County by the last Tuesday in December. A very preliminary budget is needed to determine the levy.
- Discussion was held in regards to the calculations, estimated EAV and there not being a need for a truth in taxation hearing.
- The Board of Trustees agreed that the district will be seeking less than a 5% increase. 1.16% in construction and 1.9 CPI for a total of 3.06% increase for the next fiscal year.

M. Anderson made a motion to adopt the finding. L. Engberg seconded the motion. It was voted on and approved.

Good of the Organization:

- No comment

At 5:16 pm, L. Engberg made a motion to adjourn. A. Lee seconded the motion. It was voted on and approved.

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