

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
06/11/18

Date: June 11, 2018

To: President & Trustees

From: Administrative Assistant Pamela Hall

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

T. Reynolds	A. Lee	L. Engberg	M. Anderson	J. Childress
J. Cluchey	T. Haley	P. Hall	R. Britz	W. Thomas
M. Hanson	L. Herra	M. Huneke	L. Schopp	B. Schopp
D. Oliver	K. Rynders	C. Elliott	E. Daffron	G. Algrim
R. King	S. Darlak	K. Suriano	M. Newton	T. Hall

Lt. M. Huneke led the Board of Trustees in the Pledge of Allegiance.

Public Comment:

- No comment

Previous Meeting Minutes:

T. Reynolds called for any additions or correction of the minutes from the May 14th, 2018 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:

Administrative Assistant P. Hall presented the Treasurer's Report.

J. Childress made a motion to approve the May Treasurer's Report. L. Engberg seconded the motion. It was voted on and approved.

Approval of Bills:

The Purchase Journal was presented showing invoice expenses in the amount of \$184,794.31.

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

President's Report

- No report

Attorney Comments:

- No report

Staff Reports

1) Fire Chief J. Cluchey Comments:

- Chief Cluchey informed the Board of Trustees that the district will be hosting the Basic Operations Firefighter (BOF) Class graduation after the trustees meeting. Employees will also be recognized before the graduation ceremony.
- Chief Cluchey informed the Board of Trustees that the district was contacted by the Make A Wish Foundation with a special request for a terminally ill 3 year old child in our district whose wish is to have a pool. The foundation is requesting our assistance for filling the pool. Chief Cluchey noted that

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
06/11/18

the district does not fill pools. However, he coordinated the filling of the pool with a private vendor so we will be assisting in making this child's wish a reality.

- Chief Cluchey reminded the Board of Trustees that the October meeting has been changed and a notice publicized of such. He noted that at the October meeting, the Assistant Chief vacancy will be discussed and a recommendation made to the Board of Trustees for consideration to fill the vacancy.

- 2) Assistant Chief T. Haley Comments:
 - No report

- 3) 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. A copy has been placed on file.

- 4) Administrative Assistant P. Hall
 - No report

Committee Reports:

Foreign Fire Insurance (FFI) Board Report:

- 1) Foreign Fire Insurance expenditure list
 - a) Motion to approve Foreign Fire Insurance Expenditures
 - No report

- 2) Pension Board Report
 - No report

Old Business:

- 1) Ordinance #2018-04; Prevailing Wage Rate
 - a) Motion to approve Ordinance # 2018-04; Prevailing Wage Rate
 - Chief Cluchey informed the Board of Trustees of the annual compliance requirements for prevailing wage rates. He reviewed the ordinance.

L. Engberg made a motion to approve Ordinance #2018-04; Prevailing Wage Rate. A. Lee seconded the motion. It was voted on and approved with a copy placed on file.

Roll Call Vote

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

- 2) Discussion and Motion Regarding Paid Time Off For Fire Chief
 - Chief Cluchey informed the Board of Trustees that a formal approval was needed for paid time off adjustments for the Fire Chief as previously discussed and agreed upon.

M. Anderson made a motion to approve the paid time off for Fire Chief Cluchey. A. Lee seconded the motion. It was voted on and approved.

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
06/11/18

- 3) Discussion Regarding Proposed Budget & Appropriations Ordinance and Upcoming Public Hearing
 - Chief Cluchey informed the Board of Trustees that a few minor adjustments have been made to the budget since last month. He noted that the door locks for Station #2 were omitted and funds added for service agreements/vehicle repairs.
 - Chief Cluchey noted that the Public Hearing Notice has been posted and publicized,
 - Trustee Reynolds stated that he thought this was the best budget that he has seen so far. Chief Cluchey noted that Assistant Chief Haley deserves the credit. He created the budget this year. Trustee Anderson also stated that he felt this was the best budget.

- 4) Discussion Regarding Station # 2 Parking Lot Light Upgrades
 - Lt. Huneke informed the Board of Trustees that the parking lot lights at Station #2 have been upgraded to LED. Six out of 12 of the lights were not working. The estimated savings annually is \$1,200.00 for the LED lights. The cost to upgrade the lights was \$1,400.00.

- 5) Discussion Regarding Solar Power Option For Station #1
 - Lt. Huneke informed the Board of Trustees that he is looking into the costs for solar power at Station #1. He contacted two companies for estimates. He was informed that the return on your investment would be within 5 years. He also noted that the system lasts 40-50 years.
 - Lt. Huneke will be contacting the architects for structural weight limits and to determine if the roof is large enough for a solar panel system. He will also be looking into grants. Further discussion will be held after more information is compiled.

New Business:

- 1) Lt. Algrim Presentation; Financial Aspects
 - Chief Cluchey informed the Board of Trustees that Lt. Greg Algrim has completed his 8 week rotation in the Leadership Mentoring Program. He noted that Lt. G. Algrim would be doing his presentation this evening on Financial Aspects. His presentation is a component of the strategic plan.
 - Lt. G. Algrim thanked the Board of Trustees for the unique opportunity to participate in the Leadership Mentoring Program. He presented the Board of Trustees with his presentation in written form with more detail for them to follow the power point presentation. A copy has been placed on file.
 - Lt. G. Algrim reviewed the presentation and asked if anyone had questions. None were presented.

- 2) Discussion and Motion Regarding Lease Agreements; Wooley Rd. properties
 - Assistant Chief Haley reviewed the lease agreements for Wood-N-Rods and Abrahamson's.
 - Assistant Chief Haley noted that after the board approved lowering Abrahamson's rent, no signed lease was obtained. He also noted that rents has not been raised in three years. He is proposing a two year agreement instead of annual.
 - Assistant Chief Haley informed the Board of Trustees that the new lease agreements reflect a 4% raise in rental fees.
 - The Board of Trustees agreed to raise the rent 4% and for the leases to be for a two year period. Wood-N-Rods lease will be effective from 08/01/2018 – 07/30/2020. Abrahamson's lease will be effective from 10/01/2018 - 09/30/2020.
 - Discussion was held in regards to Station #3. Chief Cluchey noted that a service delivery objective will determine if the district is in the right place for the north quadrant of the district. He also noted that the station needs attention. An exercise room is needed, upgrades to the station, etc... He reminded the Board of Trustees that due to Station #2 issues, the Station #3 remodel was derailed.

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
06/11/18

- Trustee Anderson inquired as to if the house on Wooley Road is rentable. Chief Cluchey stated that the house floods a lot and he is opposed to renting it. The house and the property it sits on is utilized for water and septic only at this time.

M. Anderson made a motion to approve the lease agreements with Wood-N-Rods and Abrahamson's for the Wooley Road properties as proposed. L. Engberg seconded the motion. It was voted on and approved.

3) Discussion and Motion Regarding Previous Audit Recommendations

- a) Adoption of Capitalization Policy
- b) Adoption of Fund Balance Policy
- c) Purchasing / Outstanding Check Policy
- d) Investment Policy
- Chief Cluchey informed the Board of Trustees that financial policies and audit recommendations are part of Lt. Algrim's project. Lt. Algrim reviewed the proposed capitalization, fund balance and investment policies. Copies have been placed on file.
- It was noted that the purchasing/outstanding check policy was not in the trustees packets for their review. Lt. Algrim will make copies for the trustees.
- Discussion was held in regards to fund balances, capitalization limits/thresh holds/guidelines and investment policies.
- Trustee Anderson inquired as to if an ordinance or resolution is needed to adopt the new policies. Attorney Britz stated a resolution will be needed.

4) Discussion and Motion Regarding Received Bid For New Fire Engine

- Chief Cluchey reviewed the bid process for the new fire engine. He noted that there was only one qualified bid that complied with all the instructions. He stated that two were submitted but one company did not comply with the double blind rule that was listed as mandatory in the spec as well as an email reminder was sent out. Their error disqualified the bid.
- Chief Cluchey stated that he wanted the bid to come in under \$600,000.00. However it did not. E-One quoted a cost of \$621,000.00 without discounts. Chief Cluchey will continue to work with the engine committee and vendor to find ways to reduce costs. (Needs versus wants)
- Trustee Childress inquired as to if it is worth going out to bid again. Chief Cluchey stated no, he does not think so. Steel costs are increasing.

M. Anderson made a motion to accept the bid from E-One for the new Fire Engine with the exception to continue working with E-One to reduce the price. L. Engberg seconded the motion. It was voted on and approved.

5) Discussion and Motion Regarding Purchase of New Ambulance Off Northwest Municipal Conference Bid

- Chief Cluchey informed the Board of Trustees that a new medic is due. He noted that the Northwest Municipal Conference Bid is complete. Horton is done bidding and the requirements have been met already.
- Chief Cluchey stated that the pricing is as follows:
\$238,219.00 2019 Ford F550 4X4 Chassis
\$283,783.00 with Stryker Power Loads
- Chief Cluchey noted that they offered \$6,000.00 for the trade in of the old Medic. They also offer a pre-pay discount. Chief Cluchey will look into if this would be beneficial to the district.

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
06/11/18

M. Anderson made a motion to purchase a new Ambulance from Foster Coach Sales, Inc. in the amount of \$283,783.00. L. Engberg seconded the motion. It was voted on and approved.

- 6) Discussion and Motion Regarding Received Bid for Station # 2 Remodeling Services
- Lt. Huneke reviewed the Station #2 remodeling bidding process. He noted that the bid opening was for general contractors. He also noted that the subcontractors will cost approximately \$11,000.00.
 - Lt. Huneke recommended the following contractors based on bids obtained:

Primary - TAK Specialists	\$26,980.00
Contingent – Jornell Builders	\$28,886.00

M. Anderson made a motion to approve TAK Specialists as the primary contractor and Jornell Builders as contingent. A. Lee seconded the motion. It was voted on and approved.

Good of the Organization:

Trustee Reynolds inquired as to the status of replacing fire signs in the district. Chief Cluchey stated that he will be meeting with Lt. Nielsen to discuss. He also noted that GIS Data was obtained from Tri-Com which we may be able to overlay into the I-Pads and could help stream line the project.

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

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