

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
05/14/18

Date: May 14, 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	G. Algrim	R. Britz
W. Thomas	M. Hanson	L. Herra	M. Huneke	C. Mulvihill
L. Schopp	B. Schopp	D. Oliver	M. Newton	

Lt. G. Algrim 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 April 9th, 2018 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 Treasurer's Report. J. Childress seconded the motion. It was voted on and approved.

Approval of Bills:

The Purchase Journal was presented showing invoice expenses in the amount of \$1,081,277.34.

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

President's Report

1) Election of Officers

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

- Trustee M. Anderson stated he would like to keep things status quo.

Trustee A. Lee made a motion to keep status quo with the officers: T. Reynolds as President, J. Childress as Secretary, and M. Anderson as Treasurer. L. Engberg seconded the motion. It was voted on and approved.

Roll Call Vote

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

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- Trustee Reynolds noted that when Chief Cluchey was hired, it was agreed upon that his Paid Time Off (PTO) benefits would be adjusted after the first year. The increase in PTO needs to be approved.

M. Anderson made a motion to adjust Chief Cluchey's PTO benefits. A. Lee seconded the motion. Due to not being listed on the agenda, President Reynolds asked that this topic be added to the agenda next month for formal approval.

Attorney Comments:

- No report

Staff Reports

1) Fire Chief J. Cluchey Comments:

- Chief Cluchey informed the Board of Trustees that the district is currently participating in a trial for the Lucas CPR devices. The advantage of using a Lucas CPR device versus manual CPR is that the Lucas device has a much higher return of spontaneous circulation. The CPR is more consistent and use of the device has generated big results.
- Chief Cluchey noted that Lt. M. Hanson has submitted a grant application with Firehouse Subs for the amount of \$28,000.00. He is also researching other funding opportunities.
- Chief Cluchey also noted that Lt. Algrim, Fire Marshal Schopp and the Chief visited a local business that has solar panels with generate energy to power their facility. He has requested Lt. Huneke research this option for Station #1.
- Chief Cluchey reminded the Board of Trustees that Advanced Trustee Training is available at the IAFFPD conference in Peoria, IL from June 21-23, 2018.

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
- C. Mulvihill informed the Board of Trustees that the Foreign Fire Insurance Board is seeking approval for two expenditures.
 - i. Power Strips and Cord Protectors for Station #2 in the amount of \$155.00
 - ii. Three Health Scales with the amount not to exceed \$675.00 (One for each station)

M. Anderson made a motion to approve the FFI Expenditures with the total amount not to exceed \$830.00. A. Lee seconded the motion. It was voted on and approved.

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- C. Mulvihill also noted that the FFI elections will take place next month. Eric Daffron is the President Pro-Temp. M. Didenko is seeking election for President. R. Seggebruch is not seeking re-election and A. Poynor is seeking to be elected onto the FFI Board.
- Chief Cluchey and the Board of Trustees thanked C. Mulvihill for his service as the President of the FFI Board.

2) Pension Board Report

- No report

Old Business:

1) Station #2 Renovations Update

- Lt. Huneke informed the Board of Trustees that he has received feedback from the attorney on the RFP. Chief Cluchey will meet with Lt. Huneke to review the recommendations.
- Discussion was held in regards to the underground imaging of the water lines at Station #2.

2) Education Reimbursement Program

- a) Resolution #2018-R-02; Resolution adopting reimbursement for education programs
- Chief Cluchey reviewed Resolution #2018-R-02 with the Board of Trustees. He noted that BOF, EMT-B and EMT-P are all incorporated into the resolution.

M. Anderson made a motion to approve Resolution #2018-R-02; Resolution adopting reimbursement for education programs. J. Childress seconded the motion. It was voted on and approved with a copy placed on file.

3) Workers Compensation Insurance – Annual Renewal

- a) Motion to approve amendment to pooling agreement and by-laws with Illinois Public Risk Fund (IPRF)
- Chief Cluchey reviewed the IPRF pooling agreement and by-laws with the Board of Trustees.

J. Childress made a motion to approve an amendment to the pooling agreement and by-laws with Illinois Public Risk Fund (IPRF). M. Anderson seconded the motion. It was voted on and approved with a copy placed on file.

- b) Motion to approval annual renewal with Illinois Public Risk Fund (IPRF) in the amount of \$248,943.00

- Chief Cluchey informed the Board of Trustees that the workers compensation insurance is up for the annual renewal. He also noted that the amount is approximately \$32,500.00 less than last year.

A. Lee made a motion to approve the annual renewal with Illinois Public Risk Fund (IPRF) in the amount of \$248,943.00. L. Engberg seconded the motion. It was voted on and approved.

4) 2018-2019 ECFPD Tentative Budget

- Assistant Chief Haley reviewed the 2018-2019 ECFPD Tentative Budget with the Board of Trustees.
- Chief Cluchey informed the Board of Trustees that the district will seek approval of the 2018-2019 budget at the July meeting so that we are in compliance of the 30 day notice for the public hearing.
- Discussion was held in regards to capital projects and allocated funds.

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New Business:

1) SIKICH- Annual Engagement Letter

a) Motion to approve engagement letter with SIKICH

- Chief Cluchey informed the Board of Trustees that the district has received the annual engagement letter for accounting services with SIKICH. He reviewed the hourly rates and noted that SIKICH has been providing our accounting services for years, works well with the auditors and we are very happy with their customer service.

A. Lee made a motion to approve the engagement letter with SIKICH. L. Engberg seconded the motion. It was voted on and approved.

2) IAFFPD Annual Conference

a) Motion to approve travel/lodging expenditures for IAFFPD Conference

- Chief Cluchey informed the Board of Trustees that the board adopted Resolution # 2016-R-117; A resolution adopting the local government travel expense control policy for ECFPD on December 12, 2016. The resolution specifies the amount that can be paid for travel expenses for trustees. The resolution also states that the board of trustees can approve expenses above and beyond the set amounts defined in the resolution.
- Chief Cluchey noted that the expenses associated with trustees attending the IAFFPD conference in June exceed the amount defined in the resolution. Trustees will be attending to complete the 3 day Advanced Trustee Training.

J. Childress made a motion to approve the travel/lodging expenditures for IAFFPD Conference. A. Lee seconded the motion. It was voted on and approved.

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

a) Motion to appoint a Fire Commissioner

- Chief Cluchey informed the Board of Trustees that Commissioner Stephen Herra's term is up in June 2018.

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

4) Fire District's Appointees to ECFPD Pension Board

a) Motion to appoint pension board trustees

- Chief Cluchey stated that the Board of Trustees must appoint a representative to the ECFPD Pension Board. It was noted that Trustee A. Lee and Trustee M Anderson currently serve on the pension board and are willing to continue in the role of pension board trustee.
- Chief Cluchey also noted that they both recently completed the 32 hour certification for pension trustee.

J. Childress made a motion to appoint Trustee Michael Anderson and Trustee Alan Lee to the Pension Board. L. Engberg seconded the motion. It was voted on and approved.

5) Ratification of Expense

a) Engine 304

- i. Motion to approve ratification on expenses for Engine 304

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- Chief Cluchey informed the Board of Trustees that Engine 304 is in need of \$7,000.00 in repairs. He noted that he does not have an invoice for it yet and the expense will be included in the 2018-2019 budget. It was noted that it is not necessary to make a motion since it is included in the new fiscal year budget.

- 6) Employee request for reimbursement of property claim
 - Chief Cluchey informed the Board of Trustees that an employee is seeking reimbursement for expenses that she states are due to the bed bug issue at Station #2 and that the bugs propagated into her home. She claims that she has accumulated \$2,176.00 in expenses to rid her home from bed bugs. Chief Cluchey noted that the employee has the receipts.
 - Chief Cluchey stated that he contacted Agent Dave Christensen from the Ideal Insurance Agency and the claim was denied by our carrier, VFIS. He informed the employee of such and that the next recourse was board judgement on how to handle.
 - Attorney R. Britz stated that there is no liability from the district and no proof of bed bugs.

M. Anderson denied the employees request for reimbursement of a property claim. J. Childress seconded the denial. It was voted on and unanimously denied.

- 7) Pending Litigation [Section (2)(c)(11)]
 - This agenda item was tabled until next month.

Good of the Organization:

- Chief Cluchey informed the Board of Trustees that the Basic Operation Firefighter (BOF) graduation and Employee Recognition ceremony will take place after the June 11th, 2018 trustees meeting. All trustees are encouraged to attend.
- Lt. Hanson noted that the Incident Report provided in the packets is still being revised. He is working on the service delivery modes.
- Chief Cluchey thanked everyone for their support of employee, Keith Callaghan, while he recuperates from his accident.
- Matt Newton inquired as to if district has air packs on our Medics. Assistant Chief Haley noted that the district does not have air packs on the Medics. He also noted that there is a spare air pack on each Engine. Chief Cluchey stated that not every employee is a trained firefighter. He also noted that this is a project that can be looked into for the future. Assistant Chief Haley stated that the district does have spare air packs. Mounting brackets could be added to the Medics if the trustees so desire. Trustee Anderson stated that this is an administrative decision, not a board decision.

At 5:24 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