

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
12/12/16

Date: December 12, 2016

To: President & Trustees

From: Administrative Assistant Pamela C. Hall

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. Childress	J. Cluchey
C. Hanson	T. Haley	P. Hall	R. Britz	W. Thomas
L. Herra	M. Huneke	T. Lange		

Chief J. 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 November 14th, 2016 meeting. M. Anderson made a motion to accept the minutes. J. Childress seconded the motion. It was voted on and approved with a copy placed on file.

Previous Executive Session Meeting Minutes:

T. Reynolds called for any additions or correction of the executive session minutes from the November 14th, 2016 meeting. L. Engberg made a motion to accept the executive session 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 November 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 \$164,845.28. M. Anderson made a motion to approve the bills. J. Childress seconded the motion. It was voted on and approved.

Foreign Fire Insurance Board Comments:

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

Pension Board Comments:

- 1) Pension Board Report
 - Discussion was held in regards to low income for the calendar year and retirement payouts.
 - The Board of Trustees requested President M. Huneke submit a quarterly written report for their review that includes income and expense amounts, investment information, etc...

Fire Chief J. Cluchey Comments:

- 1) Ordinance #2016-118; Levying & Assessing Taxes
 - a) Motion to approve Ordinance # 2016-118; Levying & Assessing Taxes

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- b) Motion to approve Resolution #2016-R-119; Truth in Taxation Finding
- c) Truth in Taxation Certificate of Compliance
- d) Certification of Tax Levy
- Chief Cluchey reviewed Ordinance #2016-118; Levying & Assessing Taxes and presented the ordinance for approval and signatures.

M. Anderson made a motion to approve Ordinance #2016-118; Levying & Assessing Taxes. J. Childress seconded the motion. It was voted on and approved with a copy placed on file.

Roll Call Vote	<u>4</u>	Ayes
	<u>0</u>	Nays
	<u>1</u>	Absent

L. Engberg made a motion to approve Resolution #2016-R-119; Truth in Taxation Finding. M. Anderson seconded the motion. It was voted on and approved with a copy placed on file.

Roll Call Vote	<u>4</u>	Ayes
	<u>0</u>	Nays
	<u>1</u>	Absent

2) Fuel Pump purchase with Village of Elburn

a) Motion to approve fuel pump purchase with Village of Elburn

- Chief Cluchey informed the Board of Trustees that the Village of Elburn is updating their point of service equipment for their fuel pumps. The district purchases fuel from the Village of Elburn and the new point of service equipment will include a smart card that identifies the user and vehicle. It also regulates the fuel type per vehicle. The Village of Elburn is seeking a 1/3 cost share between the Village of Elburn, the Elburn Police and the fire district.
- The Board of Trustees directed Chief Cluchey to move forward with the fuel pump point of service agreement with the Village of Elburn.

3) Annual Compliance Calendar

- Chief Cluchey reviewed the annual compliance requirements. He clarified that the district approves their trustee and commissioner meetings on a fiscal year basis, not calendar year.
- Chief Cluchey reminded the trustees that they are required to review the executive session minutes and approve or deny the release of minutes at the January meeting. He also reminded them that they are required to complete FOIA and Open Meeting Act training annually in January.

Assistant Chief T. Haley Comments:

1) Review Incident Report

- Assistant Chief Haley presented the Firehouse Incident Report for November 2016 listing the incidents that the district has been dispatched for. The report is broken down into mutual aid incidents as well as incidents per quadrant of the district. In November 2016, there were 24 incidents North, 19 incidents in

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the Village of Elburn, 16 incidents South, 21 incidents in Mill Creek, 15 incidents Center and 21 incidents Mutual Aid for a total of 116 incidents. A copy of the report has been placed on file.

- Assistant Chief Haley noted that year to date, the district has responded to 182 incidents at Greenfields of Geneva. He also noted that the total call volume for the year is down by 2%, 1600 incidents so far in 2016 versus 1644 in 2015.
- 2) Station Three Update
- Assistant Chief Haley informed the Board of Trustees the parking lot is complete other than the striping which will be done in the spring due to the weather.
 - Assistant Chief Haley informed the Board of Trustees that the windows have been ordered.
- 3) Station Two Tower Update
- Assistant Chief Haley informed the Board of Trustees that he has the permit in hand. We are waiting for orders to arrive to begin construction.

Assistant Chief C. Hanson Comments:

- Assistant Chief Hanson thanked the Board of Trustees for their condolences on the passing of his father and the donation in lieu of flowers.
- 1) Personnel Matters (Executive Session Pursuant to Section (2)(c)(1))
- Discussion held in executive session.

Fire Marshal Comments:

- 1) Fire Prevention Bureau
- a) Project Status (Plan Reviews, Inspections, Etc.)
 - b) Public Education (Classes, Special Events, Etc.)
- Fire Marshal L. Schopp was not present.
 - The Board of Trustees reviewed the Fire Prevention Bureau report. A copy has been placed on file.

Attorney Comments:

- 1) Resolution #2016-R-117; Resolution adopting the local government travel expense control act policy for the Elburn & Countryside Fire Protection District
- a) Motion to approve Resolution #2016-R-117; Resolution adopting the local government travel expense control act policy for the Elburn & Countryside Fire Protection District
- Attorney R. Britz reviewed Resolution #2016-R-117; Resolution adopting the local government travel expense control act policy for the Elburn & Countryside Fire Protection District.
 - Discussion was held in regards to the need for board approval on additional expenses above and beyond the policy.

M. Anderson made a motion to approve Resolution #2016-R-117; Resolution adopting the local government travel expense control act policy for the Elburn & Countryside Fire Protection District. J. Childress seconded the motion. It was voted on and approved.

Administrative Assistant P. Hall Comments:

- 1) Appreciation Dinner & Awards Ceremony
- a) Motion to approve location for appreciation dinner & awards ceremony

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- Administrative Assistant P. Hall presented the Board of Trustees with a proposal of three venues for the appreciation dinner. Aquaviva Winery, Elburn Lions Park and Fisherman's Inn. The proposal was a cost comparison of each venue with similar menus. A copy of the proposal has been placed on file.
- Chief Cluchey noted that the fourth venue, Mill Creek Golf Club, was also researched. However, they were removed from consideration after a brief meeting where the Chef of Mill Creek exhibited inappropriate behavior towards a fellow employee in our presence. The general manager of Mill Creek was contacted with our complaint.
- Discussion was held in regards to shifts attending the event, the need for coverage from neighboring departments depending on venue choice and the date of the event.
- The Board of Trustees agreed that the Elburn Lions offered the lowest price and the venue is centrally located omitting the need to find coverage for personnel since the duty crews would be able to attend.

T. Reynolds made a motion to approve Elburn Lions Community Park, Inc. as the venue for the Appreciation Dinner & Awards Ceremony on February 26, 2017. M. Anderson seconded the motion. It was voted on and approved.

2) Signors on Accounts

a) Motion to approve signors on accounts

- Administrative Assistant P. Hall informed the Board of Trustees that the signors on the accounts at First Midwest Bank need to be updated to include Chief Joseph Cluchey.

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

Other Concerns:

- Chief Cluchey inquired with the Board of Trustees what their thoughts are in regards to the new weekly report. He noted that the weekly report is designed to inform everyone as to the district business so everyone is on the same page and promote positive reinforcement with the "Catch of the Week". The Board of Trustees like the weekly report.
- Chief Cluchey reminded the Board of Trustees to reinforce one direction and a united front. Employee concerns need to be referred to the Chief. He also is working on defining the Assistant Chief duties so there is clearer direction for employees on who to address concerns with.
- Chief Cluchey informed the Board of Trustees that the Village of Campton Hills thanked the district for their participation and delivery of Santa Claus at their event.
- Chief Cluchey informed the Board of Trustees that five employees graduated as Paramedics. Stephen Coomes, Jameson Horn, Colin Deprez, Andrew Oliver and Nicolas Sharp.
- Assistant Chief Haley informed the Board of Trustees that a salting program is needed for Station #1. Research is needed in regards to a spreader for the pick-up truck versus liquid deicer.

Executive Session:

At 5:22 pm, Chief 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).

At 5:22 pm, a motion to go into executive session was made by J. Childress. M. Anderson seconded the motion.

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Roll Call Vote	4	Ayes
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	0	Nays
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	1	Absent
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In attendance:

T. Reynolds J. Childress L. Engberg M. Anderson J. Cluchey C. Hanson T. Haley
P. Hall R. Britz W. Thomas

At 5:33 pm, the executive session ended with a motion by M. Anderson. L. Engberg seconded the motion.

Roll Call Vote	4	Ayes
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	0	Nays
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	1	Absent
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Action taken after executive session:

- None taken

Public Comment:

- None

At 5:35 pm, J. Childress 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