

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
12/11/17

Date: December 11, 2017

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	L. Engberg	M. Anderson	A. Lee	J. Cluchey
T. Haley	M. Hanson	J. Lloyd	P. Hall	R. Britz
W. Thomas	K. Rynders	L. Herra	S. Herra	R. Loula
L. Schopp	C. Elliott	C. Mulvihill	S. Darlak	K. Cluchey
N. Sharp	S. Coomes	E. Daffron	T. Lange	M. Huneke
T. Hall	G. Johnson	K. Suriano	C. Basic	D. Oliver
R. Stevens				

Lt. J. Lloyd 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 November 13th, 2017 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.

A. Lee 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 \$917,483.30. An inquiry was made in regards to the Station #3 pressure tank repairs. M. Anderson made a motion to approve the bills. L. Engberg seconded the motion. It was voted on and approved.

President's Report

- No report

Attorney Comments:

- Chief Cluchey noted that he had received a notice in regards to a property requesting tax exempt status. He informed Attorney R. Britz that he'd be passing on the notice to him so he can address the request. Attorney Britz stated that his office had received the same notice. He noted that the request was from the Great Lakes Region Retreat property and that the church is separate from Great Lakes. He also reviewed the state statute.

Staff Reports

- 1) Fire Chief J. Cluchey Comments:

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a) Concept of Coordinated Operations

- Chief Cluchey informed the Board of Trustees that Lt. Matthew Hanson has completed his 8 week rotation in the Leadership Mentoring Program. He noted that Lt. M. Hanson would be doing his presentation this evening on response planning and objectives.
- Chief Cluchey also introduced Lt. James Lloyd as he is in his second week of the Leadership Mentoring Program.
- Chief Cluchey stated that Lt. M. Hanson has done an excellent job on this service project and that he worked well with Assistant Chief T. Haley, Fire Marshal L. Schopp and Tri-Com on his project.
- Lt. M. Hanson thanked the Board of Trustees for the opportunity to participate in the Leadership Mentoring Program. He presented the Board of Trustees with maps and his presentation in written form with more detail for them to follow the power point presentation. A copy has been placed on file.
- Lt. M. Hanson reviewed the presentation and asked if anyone had questions. Chief Cluchey inquired on the size of structures and Lt. Hanson reviewed the NFPA guidelines. Further information was also presented on EMS/Engine response and IC = Incident Command.
- It was determined that the Board of Trustees will review the packets presented and “presentation questions” will be placed on the agenda for January 2018. This will allow for the trustees to properly digest the information provided and give them the opportunity to come up with more questions for Lt. Hanson. Lt. Hanson will be present at the next meeting to answer their questions.

2) Assistant Chief T. Haley Comments:

a) Review Incident Report

- Lt. Hanson presented the Firehouse Incident Report for November 2017 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 2017, there were 17 incidents North, 28 incidents in the Village of Elburn, 8 incidents South, 30 incidents in Mill Creek, 16 incidents Center and 25 incidents Mutual Aid for a total of 124 incidents. A copy of the report has been placed on file. Year to Date, there were 1000 incidents in Fiscal Year 2016-2017 versus 1161 incidents in Fiscal Year 2017-2018.

3) Fire Marshal Comments:

a) Fire Prevention Bureau

- i. Project Status (Plan Reviews, Inspections, Etc.)
- ii. Public Education (Classes, Special Events, Etc.)

- Fire Marshal Schopp reviewed the Fire Prevention Bureau report. A copy has been placed on file.

4) Administrative Assistant P. Hall

a) Appreciation Dinner & Awards Ceremony

- Motion to approve location for appreciation dinner & awards ceremony
- Administrative Assistant P. Hall presented the Board of Trustees with a price comparison for three different venues in the district, Elburn Lions Community Park, Inc., Fisherman’s Inn & Mill Creek Country Club. A copy has been placed on file.
- Administrative Assistant P. Hall noted that Mill Creek Country Club has the cheapest pricing per person for the appreciation dinner. She also noted that the venue was tentatively booked and we received a call a few days ago from their Event Coordinator explaining that Mill Creek has decided not to host events for the Winter 2017-2018 at their facility. However, their sister property, Eagle Brook Country Club, can accommodate our group and will honor the Mill Creek Country Club pricing. Discussion was held on the cost difference and the desire to keep the cost as low as possible.

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A. Lee made a motion to approve the location of Eagle Brook Country Club for the appreciation dinner & awards ceremony on Friday, January 26th, 2018. L. Engberg seconded the motion. It was voted on and approved.

Committee Reports:

Foreign Fire Insurance (FFI) Board Report:

1) Foreign Fire Insurance expenditure list

a) Motion to approve Foreign Fire Insurance Expenditures

- C. Mulvihill stated that the Foreign Fire Insurance (FFI) Board had a special meeting that was not posted properly so they have scheduled another special meeting on December 13, 2017 to follow the proper procedures and record the minutes for the following requests. The request to the Board of Trustees will be made but no purchases will take place until after the December 13th special FFI meeting even if the Board of Trustees approves the requests today.
- C. Mulvihill reviewed the items that the Foreign Fire Insurance Board approved for trustees final approval.
 - i. 1 year Satellite TV for all 3 stations \$2,574.76
 - ii. Work Out Equipment \$400.00
 - iii. Rehab Kits-Thermometers

M. Anderson made a motion to approve the foreign fire insurance expenditures as presented. A. Lee seconded the motion. It was voted on and approved.

2) Pension Board Report

- M. Huneke reviewed the fourth quarter pension report with the Board of Trustees. A copy has been placed on file.

Old Business:

1) Fuel Dispensing

- Chief Cluchey informed the Board of Trustees that the expenses for the fuel dispensing unit were less than anticipated. Installation has been started with the site work.

New Business:

1) Ordinance #2017-7; Levying & Assessing Taxes

- a) Motion to approve Ordinance # 2017-7; Levying & Assessing Taxes
- b) Motion to approve Resolution #2017-R-8; Truth in Taxation Finding
- c) Truth in Taxation Certificate of Compliance
- d) Certification of Tax Levy

- Chief Cluchey informed the Board of Trustees that the levy request is an increase of 4.985% and equates to \$6,300,067.00. There is no need for a public hearing.

M. Anderson made a motion to approve Ordinance #2017-7; Levying & Assessing Taxes. A. Lee seconded the motion. It was voted on and approved with a copy placed on file.

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Roll Call Vote	4	Ayes

	0	Nays

	1	Absent

M. Anderson made a motion to approve Resolution #2017-R-8; Truth in Taxation Finding. L. Engberg seconded the motion. It was voted on and approved with a copy placed on file.

Roll Call Vote	4	Ayes

	0	Nays

	1	Absent

Due to Secretary J. Childress absence, M. Anderson made a motion to appoint Trustee Lisa Engberg as the ECFPD Secretary Pro-Temp. A. Lee seconded the motion. It was voted on and approved.

Roll Call Vote	4	Ayes

	0	Nays

	1	Absent

Good of the Organization:

- Trustee T. Reynolds congratulated Chief Cluchey on his first full year employed by the district. He also welcomed back employee, Greg Johnson, who was off due to a serious illness.
- Chief Cluchey noted that the district recently hosted a workshop on Concepts of Operations. The meeting included representatives from the Villages of Campton Hills, Elburn, Lily Lake and Virgil, Elburn Police, Fox River & Countryside Fire/Rescue District and Kane County Office of Emergency Management. Discussion revolved around widespread incidents and how and where we operate.
- Chief Cluchey polled everyone that attended seeking their opinion on meeting quarterly and the topic. All parties involved agreed to quarterly meetings and to start putting together a plan so there is continuity of operations. Chief Cluchey noted that this is a collaborative effort. We are just the facilitators of this topic/meetings

At 5:22 pm, L. Engberg made a motion to adjourn. M. Anderson seconded the motion. It was voted on and approved.

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