

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
07/10/17

Date: July 10, 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	J. Childress	J. Cluchey
C. Hanson	T. Haley	P. Hall	R. Britz	W. Thomas
J. Feece	L. Schopp	M. Huneke	M. Hanson	

Chief Cluchey 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 June 12, 2017 meeting.

L. Engberg made a motion to accept the minutes. J. Childress seconded the motion. It was voted on and approved with a copy placed on file.

T. Reynolds called for any additions or correction of the executive session minutes from the June 12, 2017 meeting.

M. Anderson 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.

J. Childress made a motion to approve the June Treasurer's Report. M. Anderson seconded the motion. It was voted on and approved.

Approval of Bills:

The Purchase Journal was presented showing invoice expenses in the amount of \$99,484.69. J. Childress made a motion to approve the bills. M. Anderson seconded the motion. It was voted on and approved.

President's Report

1) Fire Sign Update

- Trustee Reynolds requested an update on the progress of fire signs being replaced throughout the district.
- Chief Cluchey stated that progress has been made but he does not have specific numbers. He will follow up with the individual responsible for fire sign replacement. An update will be provided next month.

Attorney Comments:

- No report

Staff Reports

Fire Chief J. Cluchey Comments:

- Chief Cluchey thanked Assistant Chief T. Haley and Captain B. Schopp for covering the duty car in his absence.

Assistant Chief T. Haley Comments:

1) Review Incident Report

- Assistant Chief Haley presented the Firehouse Incident Report for June 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 June 2017, there were 20 incidents North, 40 incidents in the Village of Elburn, 15 incidents South,

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40 incidents in Mill Creek, 19 incidents Center and 20 incidents Mutual Aid for a total of 154 incidents. A copy of the report has been placed on file. He noted that the district has responded to 910 incidents so far this fiscal year versus 851 incidents last year.

Assistant Chief C. Hanson Comments:

- a) Separation Agreement; Asst. Chief C. Hanson
 - i. Motion to approve Separation Agreement with Asst Chief Craig Hanson
- Chief Cluchey provided the separation agreement between the Elburn & Countryside Fire Protection District and Assistant Chief Craig Hanson for the Board of Trustees to review.

M. Anderson made a motion to approve the separation agreement with Assistant Chief Craig Hanson. L. Engberg 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

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 reviewed the Fire Prevention Bureau report. A copy has been placed on file.
 - Chief Cluchey recognized Fire Marshal L. Schopp for her work with the fireworks committee. He also noted Assistant Chief T. Haley's efforts creating the Incident Action Plan and work with the Elburn Police Department.
- 5) Administrative Assistant P. Hall
- a) Executive Session Minutes
 - i. Motion to approve or deny release of executive session minutes

M. Anderson made a motion to deny release of executive session minutes. J. Childress 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
 - No report
- 2) Pension Board Report
- Pension President M. Huneke stated that the next pension board meeting is next week. He has no report.
 - M. Huneke informed the Board of Trustees that the pension operating budget is not a requirement, it's more of an informative report.

Old Business:

- 1) Marquee Sign Update
 - Discussion was held in regards to the four options for the marquee sign to add additional markings identifying the station. The Board of Trustees chose Option #3.

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2) Website Design

- Trustee Anderson provided examples of other fire department websites hosted by Firehouse Solutions for the Board of Trustees to review. A copy has been placed on file.
- Discussion was held in regards to the cost of switching website designers. Discussion was also held in regards to the 2017-2018 budget being approved utilizing the current website designer expenses and the possibility of changing website designers being a cost issue.
- Administrative Assistant P. Hall will provide information on the current website costs for further discussion at the next meeting.

New Business:

1) Ambulance Billing Inquiry

- Chief Cluchey stated that the district has received a request to reduce or write off an ambulance bill from a resident.
- The Board of Trustees denied the request. They stated that a payment plan can be set up to assist the resident during their financial hardships and agreed to not send them to collections.

2) Assistant Chief Hanson's Pension Appointed Position

- Trustee Anderson recommended Trustee Alan Lee to replace the appointed position on the pension board currently held by Assistant Chief C. Hanson.

L. Engberg made a motion to approved Alan Lee for the pension board appointed position. M. Anderson seconded the motion. It was voted on and approved.

3) Assistant Chief of Administration Position [Executive Session Section (2)(c)(1)]

- Chief Cluchey stated that he will provide a written proposal on how he'd like to proceed with filling Assistant Chief C. Hanson's position at the next Board of Trustees meeting. He noted that the district is meeting the day to day needs for now. He also noted that he will meet with the union for their input.

Good of the Organization:

- No comment

At 4:54 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