

Elburn & Countryside Fire Protection District  
Board of Fire Commissioner's Special Meeting  
05/10/2021

Date: Monday, May 10, 2021 5:00 pm

Chairman Stephen Herra called the meeting to order at 5:01 pm with the following people in attendance.

S. Herra P. Panagakis C. Thomas J. Cluchey M. Hanson M. Huneke P. Hall

Chairman S. Herra led the Board of Fire Commissioners in the Pledge of Allegiance.

Public Comment:

- None

Attorney Report

- Not present

Staff Reports

1) Chief J. Cluchey

a) Staffing Report

- Chief J. Cluchey updated the Board of Fire Commissioners on the current staffing needs and new hires. He noted that the first candidate on the new list of eligible candidates, FF/PM Sean Darlak, was hired to help alleviate the excessive overtime. FF/PM Sean Darlak was sworn in on May 4<sup>th</sup>, 2021.
- Chief J. Cluchey also noted that the next candidate, FF/PM Samuel Ferris, will be hired as a "floater". The Board of Trustees approved hiring a floater at their May 4<sup>th</sup>, 2021 meeting. The floater would work from shift to shift on long term assignments due to employees with extended time off for FMLA, Military Duty, Sick time, etc... This will address the overtime budget and forced overtime. The position would start in mid-June or July.
- Chief J. Cluchey informed the Board of Fire Commissioners that additional APT shifts will be scheduled.
- Discussion was held in regards to mandatory overtime and the union contract.

b) Administrative interviews upon conditional offer of employment

- Chief J. Cluchey informed the Board of Fire Commissioners that he will be scheduling administrative interviews upon conditional offers of employment. This will allow the applicant the opportunity to disclose any issues and discuss. This will also allow applicants to verify that they have no changes from the original data provided on their application before a background check is completed.

2) Assistant Chief M. Hanson

- Assistant Chief M. Hanson informed the Board of Fire Commissioners that an individual, FF/PM Landon Hosman, that is on the full-time list of eligible candidates has been hired as a part time employee.

3) Assistant Chief M. Huneke

- No report

4) Office Manager P. Hall

- Office Manager P. Hall informed the Board of Fire Commissioners that the agenda has been updated to include a consent agenda and this will be the practice moving forward. She explained the consent agenda process.

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Consent Agenda:

Consider any motions to remove any item from consent agenda and place that item under the new business or old business portion of the meeting as appropriate.

Motion to approve consent agenda items # 1 through # 6

- 1) Approve the meeting executive session minutes from December 9, 2020
- 2) Approve the meeting minutes from January 13, 2021
- 3) Approve the meeting executive session minutes from January 13, 2021
- 4) Approve the special meeting minutes to conduct interviews for the following dates:
  - i. January 13, 2021
  - ii. January 14, 2021
  - iii. January 19, 2021
- 5) Approve the special meeting executive session minutes to conduct interviews for the following dates:
  - i. January 13, 2021
  - ii. January 14, 2021
  - iii. January 19, 2021
- 6) Approve the special meeting minutes for the following dates
  - i. January 20, 2021
  - ii. February 4, 2021

C. Thomas made a motion to approve consent agenda items #1 through #6. S. Herra seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

3 Ayes  
0 Nays  
0 Absent

Old Business

- None

New Business

- 1) Election of Officers
  - a) Motion to approve election of officers (Roll Call Vote)
    - S. Herra agreed to remain as the Chairman.
    - P. Panagakis recommended C. Thomas become the new Secretary.

P. Panagakis made a motion to approve S. Herra as Chairman and C. Thomas as Secretary of the Board of Fire Commissioners. S. Herra seconded the motion. It was voted on and approved with a roll call vote.

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Roll Call Vote

3 Ayes  
0 Nays  
0 Absent

2) 2021-2022 ECFPD Board of Fire Commissioners Meeting Dates

a) Motion to approve the 2021-2022 ECFPD Board of Fire Commissioners Meeting Dates

- Chief J. Cluchey presented the 2021-2022 ECFPD Board of Fire Commissioners Meeting Schedule for approval and signatures. A copy has been placed on file.

C. Thomas made a motion to approve the 2021-2022 ECFPD Board of Fire Commissioners Meeting Schedule. P. Panagakis seconded the motion. It was voted on and approved with a copy placed on file.

3) Executive Session Minutes

a) Motion to approve or deny release of executive session minutes

- Chief J. Cluchey informed the Board of Fire Commissioners that they are required to review and then either release or deny the release of executive session minutes.

C. Thomas made a motion to deny the release of executive session minutes. P. Panagakis seconded the motion. It was voted on and approved.

4) Destruction of tapes of Executive Session Minutes

a) Motion to approve or deny the destruction of tapes of executive session minutes more than 18 months old

C. Thomas made a motion to approve the destruction of executive session minutes more than 18 months old. P. Panagakis seconded the motion. It was voted on and approved.

Good of the Organization

- No comment

S. Herra made a motion to adjourn the meeting at 5:27 pm. C. Thomas seconded the motion. It was voted on and approved.

Respectfully Submitted,

Pamela C. Hall

Office Manager

Elburn & Countryside Fire Protection District