

Elburn & Countryside Fire Protection District  
Board of Trustees Meeting  
01/07/2020

Date: January 7, 2020

To: President & Trustees

From: Office Assistant Merry Morris

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. Armesy
J. Cluchey	M. Hanson	M. Huneke	M. Morris	S. Flaherty
L. Herra	L. Schopp	T. Hall	J. Miller	

Brad Porter, Lauterbach & Amen

Asst. Chief M. Huneke 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 December 9<sup>th</sup>, 2019 meeting.

A. Lee made a motion to accept the minutes. J. Armesy 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 December 9<sup>th</sup>, 2019 meeting. L. Engberg made a motion to accept the minutes. M. Anderson 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 minutes from the December 18<sup>th</sup>, 2019 Special meeting. J. Armesy made a motion to accept the minutes. L. Engberg 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 December 18<sup>th</sup>, 2019 Special 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:

Office Assistant M. Morris presented the Treasurer's Report.

Trustee A. Lee made a motion to approve the December 2019 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 \$82,554.07.

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

Roll Call Vote

5 Ayes  
0 Nays  
0 Absent

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President's Report

- No report.

Attorney Comments:

- Attorney Shawn Flaherty updated the Board of Trustees on a law change effective January 1, 2020 stating that all public restrooms must have changing facilities. Another law change states that every single stall restroom must be marked either male, female, or other.
- Attorney Flaherty stated that there will be a meeting to wind up the matter with Tate Haley formally and file it.

Chief J. Cluchey Comments:

- a) Audit Presentation
  - Chief Cluchey introduced Brad Porter from Lauterbach and Amen, who explained the audit report with the Board of Trustees. He stated that there were no disagreements or difficulties. The only thing not presented is SAS 114, which the Trustees can get from Chief Cluchey, if they desire to do so. There were no questions from the Trustees about the audit report.

T. Reynolds called for a motion to accept the 2019 Fiscal Year audit report. J. Armesy made a motion to accept the 2019 Fiscal Year audit report. M. Anderson seconded the motion. It was voted on and approved with a copy placed on file.

Assistant Chief M. Hanson Comments:

- a) Incident Reporting
  - Assistant Chief Hanson reviewed the incident report. A copy has been placed on file. He noted he is very happy with responses for the year. He stated that we are creating better reports and are complaint with NFIRS. T. Reynolds asked what we had in 2018. Assistant Chief Hanson stated that he would have to get it for him, and that they will be doing it differently going forward and working on it earlier.
- b) Starcom Grant Update
  - Assistant Chief Hanson informed the Board of Trustees that the radios have gone to TriCom and have come back, and we have started using them. He stated that we need to send a few back because the aliasing has some problems.
  - Assistant Chief Hanson stated that he has a meeting with Radco tomorrow to continue with installs.
  - He noted that TriCom is moving forward and having a "Train the Trainer" seminar.
  - Trustee Reynolds asked Assistant Chief Hanson about change of quarters for ambulances. Assistant Chief Hanson responded that the CAD is sending the closest unit. Chief Cluchey gave an example for reference.
  - Trustee Armesy asked about the status of the tower at Sugar Grove. Chief Cluchey responded that they're moving forward but having issues with the utilities.

Assistant Chief M. Huneke Comments:

- a) Station #3 Update
  - Asst. Chief M. Huneke informed the Board of Trustees that three construction companies would be interviewed on Thursday this week. Next Tuesday there will be a meeting with the architect to get full plans going.
  - Lily Lake approved our permanent zoning request. They have their meeting dates and times in case we need to get on the agenda.
  - Chief Cluchey stated that Lily Lake has repeatedly asked for a tornado siren at Station 3, which we do not do. He also stated that the MEP survey will be ready Thursday.

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- Assistant Chief Huneke gave the Trustees an update on the ongoing Fire Sign project.

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 with the Board of Trustees. A copy has been placed on file.
- Fire Marshal L. Schopp noted that there will be no inspections in January this year.
- The Forest Preserve is building a second building, which will be primarily cold storage.
- Chief Cluchey noted that someone is putting in a solar farm in Lily Lake.

Office Assistant M. Morris

- No report

Committee Reports:

- 1) Foreign Fire Insurance (FFI) Board Report
  - No report.
- 2) Pension Board Report
  - a) ECFPD Pension Fund Compliance Exam
    - Assistant Chief Huneke stated that everything was done and everything was accepted. The Pension Board has a meeting next week, so there will be a report at the next Trustee meeting.

Old Business:

- 1) E-Draulic Extrication Tools
  - a) Motion to ratify the purchase of E-Draulic Extrication Tools in the amount of \$27,654.00.
    - Chief Cluchey stated that Air One won the bid. He also noted that over \$24,000 was from the IPRF bid.

T. Reynolds called for a motion to ratify the purchase of E-Draulic Extrication Tools in the amount of \$27,654.00. L. Engberg made a motion to ratify the purchase of E-Draulic Extrication Tools in the amount of \$27,654.00. J. Armesy seconded the motion. It was voted on and approved with a copy placed on file.

Roll Call Vote

5 Ayes  
0 Nays  
0 Absent

New Business:

- 1) Out of State Travel Request
  - a) Motion to approve Out of State Travel Request – Cluchey National Fire Academy Executive Fire Officer Graduate Symposium
    - Chief Cluchey stated that he is seeking approval to travel to the National Fire Academy Executive Fire Officer Graduate Symposium, which will not be reimbursed. The dates are April 16-19, 2020. He also noted that Assistant Chief M. Hanson will be going, and asked Attorney Flaherty if it needed to be approved, to which Attorney Flaherty replied yes.

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M. Anderson made a motion to approve the Out of State Travel Request for Chief Cluchey to National Fire Academy Executive Fire Officer Graduate Symposium, not to exceed \$1,000.00. A. Lee seconded the motion. It was voted on and approved with a copy placed on file.

Roll Call Vote

5 Ayes  
0 Nays  
0 Absent

M. Anderson made a motion to approve the Out of State Travel Request for Assistant Chief M. Hanson to National Fire Academy, not to exceed \$1,000.00. L. Engberg seconded the motion. It was voted on and approved with a copy placed on file.

Roll Call Vote

5 Ayes  
0 Nays  
0 Absent

Good of the Organization:  
None.

At 5:20 pm, L. Engberg made a motion to adjourn. J. Armesy seconded the motion. It was voted on and approved.

Respectfully Submitted,  
Merry Morris, Office Assistant  
Elburn & Countryside Fire Protection District