

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
12/09/19

Date: December 9, 2019

To: President & Trustees

From: Administrative Assistant Pamela Hall

Trustee T. Reynolds called the Trustee Meeting to order at 4:15 pm with the following persons in attendance:

T. Reynolds	L. Engberg	M. Anderson	A. Lee	J. Armesy
J. Cluchey	M. Hanson	M. Huneke	P. Hall	S. Flaherty
L. Herra	E. Daffron	A. Shingledecker	J. Miller	

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 November 4th, 2019 meeting. A. Lee made a motion to accept the 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.

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

Approval of Bills:

The Purchase Journal was presented showing invoice expenses in the amount of \$431,173.43.

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

Roll Call Vote

<u>5</u>	Ayes
<u>0</u>	Nays
<u>0</u>	Absent

President's Report

- Trustee Reynolds wished everyone Happy and Safe Holidays.

Attorney Comments:

- Attorney Shawn Flaherty updated the Board of Trustees on the bills that were up before the Senate for a vote. Both bills were signed.

Chief J. Cluchey Comments:

- Chief Cluchey noted that the I-88/Rt. 47 ramps go live on December 10th, 2019.
 - a) Health Insurance Update
 - Chief Cluchey informed the Board of Trustees that the district has changed brokers and the plans remain the same. The increase is now at 18.6% versus the originally 25.6% quoted. Open enrollment has been scheduled for December 11th, 12th & 13th, 2019.

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Assistant Chief T. Haley Comments:

- Assistant Chief Haley was not present.

Assistant Chief M. Hanson Comments:

- a) Incident Reporting
 - Assistant Chief Hanson reviewed the incident report. A copy has been placed on file. He noted that November was the busiest month of the year with 193 calls.
- b) Starcom Grant Update
 - Assistant Chief Hanson informed the Board of Trustees they are making progress. He noted that radios are getting programmed. The new engine radio has been installed, 2 Medic radios have been programmed. We are doing our own programming on our pagers.
- c) Command Car Update
 - Assistant Chief Hanson informed the Board of Trustees that the command car build ion on track and scheduled for January/February with a quick turnaround.

Acting Asst. Chief M. Huneke Comments:

- a) Station #3 Update
 - Asst. Chief M. Huneke informed the Board of Trustees that the winterization project at Station #3 is complete.
 - He also noted that there was an electrical fire in an outlet on the front of the building with minimal damage and an excellent response time.
- b) New Engine Update
 - Asst. Chief M. Huneke informed the Board of Trustees that the new engine is here and the radios have been installed. He noted that the crews are mounting equipment.
 - Chief Cluchey stated that he is very proud of the committee and the crews working to get it into service.
 - It was noted that the Push In Ceremony will take place on December 16th, 2019 at 7:00 am.
- c) Building Maintenance Update
 - Asst. Chief M. Huneke informed the Board of Trustees that the roof repairs have been made at Station #2. Discussion was held on replacing the man doors at Station #2.

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 the district participated with Jinglepalooza and the Elburn Chamber of Commerce Christmas Stroll. Instead of demonstrating a live Christmas tree fire versus an artificial Christmas tree fire, they demonstrated a fire with the bedroom door shut versus open. Several hundred people attended both live fire demonstrations.

1) Administrative Assistant P. Hall

- No report

Committee Reports:

1) Foreign Fire Insurance (FFI) Board Report

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- Eric Daffron presented a list of expenditures for approval.
 - i. Stereo Equipment (Station #2 & #3) – \$600.00
 - ii. Weber Grill Parts (Some parts may be under warranty) – Not to exceed \$500.00
 - iii. Thirteen Heavy Duty Recliners (Replacements for Station #1 & #2) - \$8,000.00
- E. Daffron noted that the FFI account balance is \$46,464.55.

L. Engberg made a motion to approve the Foreign Fire Insurance Expenditures with the amount not to exceed \$9,100.00 as presented. M. Anderson seconded the motion. It was voted on and approved.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

- 2) Pension Board Report
 - a) ECFPD Pension Fund Compliance Exam
 - No report

Old Business:

- 1) Assigned Part Time Program Update
 - Asst. Chief M. Hanson presented the Board of Trustees with a first quarter report on the Assigned Part Time Program for review. A copy has been placed on file.
 - He reviewed the report noting that there was a \$5,793.55 increase in wages with an increase of 643.25 hours. He also noted that the program has created better efficiency and a better use of money while maintaining our service delivery objective. We have consistent standards and job assignments with the potential for better ISO evaluation moving forward.
- 2) Revised Board of Trustees 2019-2020 Meeting Schedule
 - a) Motion to approve a revised 2019-2020 ECFPD Board of Trustees meeting schedule
 - b) Chief Cluchey presented the Board of Trustees with the revised 2019-2020 ECFPD Board of Trustees meeting schedule for review. The remaining meetings will be on the first Tuesday of the month at 4:30 pm.

M. Anderson made a motion to approve the revised 2019-2020 ECFPD Board of Trustees meeting schedule. J. Armesy seconded the motion. It was voted on and approved.

- 3) Resolution # 2019-R-03; Plan Review Fees
 - a) Motion to approve Resolution #2019-R-03; Plan Review Fees
 - Chief Cluchey presented the Board of Trustees with Resolution #2019-R-0; Plan Review Fees for review. A copy has been placed on file. He noted that the attorney has reviewed and approved the resolution.

A. Lee made a motion to approve Resolution #2019-R-03; Plan Review Fees. L. Engberg seconded the motion. It was voted on and approved.

- 4) Property Lease Separation Agreement
 - a) Motion to approve Property Lease Separation Agreement with Wood-n-Rods
 - Chief Cluchey presented the Board of Trustees with the Property Lease Separation Agreement with Wood-n-Rods for review. A copy has been placed on file. He noted that the agreement was drafted by the attorney.

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M. Anderson made a motion to approve Property Lease Separation Agreement with Wood-n-Rods. J. Armesy seconded the motion. It was voted on and approved.

5) E-Draulic Extrication Tools Update

- Asst. Chief M. Huneke informed the Board of Trustees that the bid has been publicized for the E-Draulic Extrication Tools for the new engine. He noted that the majority of the cost will be covered by IPRF grant funds. He also noted that the district will place the order with the lowest responsible bidder and he will seek ratification at the January 2020 meeting.

New Business:

1) Ordinance #2019-04; Levying and Assessing Taxes

- a) Motion to approve Ordinance # 2019-04; Levying and Assessing Taxes
- Chief Cluchey presented Ordinance # 2019-04; Levying & Assessing Taxes for review and signatures.

M. Anderson made a motion to approve Ordinance # 2019-04; Levying & Assessing Taxes. A. Lee seconded the motion. A copy has been placed on file.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

2) Station #3; Studio 222 Architects

- a) Concept Review and Site Plan
- Asst. Chief M. Huneke presented the Board of Trustees with a concept review and site plan for Station #3. Asst. Chief Huneke reviewed the documents. A copy has been placed on file.
- Asst. Chief Huneke noted that the next step is to go before the Village of Lily Lake board.
- b) Motion to approve entering into an agreement with Studio 222 Architects for Station #3 services
- Asst. Chief M. Huneke presented the Board of Trustees with an agreement with Studio 222 Architects for Station #3 services. A copy has been placed on file. He noted that the 38 page agreement was sent to the attorney for review. He also noted that the district needs to renew fire station exemption with the Village of Lily Lake.

M. Anderson made a motion to entering into an agreement with Studio 222 Architects for Station #3 services pending attorney approval. L. Engberg seconded the motion. A copy has been placed on file.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

3) Station #3; Engineering Enterprises (EEI)

- a) Motion to approve civil engineering required permit surveys with EEI
- Asst. Chief M. Huneke presented the Board of Trustees with Engineering Enterprises (EEI) proposal for civil engineering required permit surveys. Asst. Chief Huneke reviewed the documents. A copy has been placed on file. He noted that it is all necessary and required for permits and plans.
- It was also noted that bids are not required due to the district's previous relationship with EEI.

J. Armesy made a motion to approve civil engineering required permit surveys with EEI. M. Anderson seconded the motion. A copy has been placed on file.

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Roll Call Vote

5 Ayes
0 Nays
0 Absent

- 4) Station #3; Review Request for Qualifications (RFQ) proposals
- a) Motion to approve RFQ proposal
- Asst. Chief M. Huneke presented the Board of Trustees with a Request for Qualifications (RFQ) proposals. Asst. Chief Huneke reviewed the document including the timeline. A copy has been placed on file. He noted that the RFQ has been reviewed by the attorney.
 - Asst. Chief Huneke noted that the Request for Qualifications (RFQ) proposals will be posted on the ECFPD website and publicized in the Daily Herald.
 - Discussion was held in regards to penalty clauses.

A. Lee made a motion to approve Request for Qualifications (RFQ) proposals. L. Engberg seconded the motion. A copy has been placed on file.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

- 5) Review recommended bid for Engine #1004 transmission and engine
- a) Motion to approve proposed bid for Engine #1004 transmission and engine
- Chief Cluchey presented the Board of Trustees with a proposed bid for Engine #1004 transmission and engine. Asst. Chief Huneke reviewed the document and noted that they anticipate a 3 week turnaround for completion of the repairs. A copy has been placed on file.
 - Asst. Chief Huneke also noted that the proposal includes a 2 year/100,000 mile factory warranty. It was also noted that the engine will run front line after it is repaired.

A. Lee made a motion to approve the proposed bid with Interstate Power Systems for Engine #1004 transmission and engine. J. Armesy seconded the motion. A copy has been placed on file.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

- 6) Vehicle Replacement Plan Discussion
- This agenda item was tabled.

7) Computer Server & Upgrades; MCC Technology

- a) Motion to approve computer upgrades with MCC Technology in the amount of \$39,201.00
- Asst. Chief M. Huneke presented the Board of Trustees with a proposal from MCC Technology for computer upgrades. He noted that the Chiefs met with MCC Technology to review the needs of the district. It was noted that the proposal includes enhancing security, archiving data and updating equipment. Further discussion was held in regards to the back-up system.

M. Anderson made a motion to approve computer upgrades with MCC Technology in the amount of \$39,201.00. L. Engberg seconded the motion. A copy has been placed on file.

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Roll Call Vote

5 Ayes
0 Nays
0 Absent

8) Possible Action on Employment Settlement Agreement

Executive Session:

At 4:21 pm, Chief J. Cluchey called an executive session pursuant to 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);

Section (2)(c)(3) (the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance);

and/or Section (2)(c)(11) of the Act (pending probable or imminent litigation).

At 4:21 pm, a motion to go into executive session was made by M. Anderson. J. Armesy seconded the motion.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

In attendance:

T. Reynolds J. Armesy L. Engberg M. Anderson A. Lee J. Cluchey M. Hanson
P. Hall S. Flaherty

At 4:42 pm, the executive session ended with a motion made by L. Engberg. J. Armesy seconded the motion.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

- No action taken.

Good of the Organization:

Chief Cluchey noted that he will be requesting volunteers for a committee to assist with finishes and furnishings for Station #3.

At 5:38 pm, M. Anderson made a motion to adjourn. J. Armesy seconded the motion. It was voted on and approved.

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