

Elburn & Countryside Fire Protection District  
Board of Trustees Meeting  
01/05/2021

Date: January 5, 2021

To: President & Trustees

From: Office Manager 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 (via Zoom)	J. Armesy
J. Cluchey	M. Hanson	M. Huneke	P. Hall	S. Flaherty (via Zoom)
T. Hall	S. Herra			

Trustee Reynolds led the Board of Trustees in the Pledge of Allegiance.

Public Comment:

- No comment

President's Report:

- No report

Attorney Comments:

- Attorney S. Flaherty provided a legislative update noting delays due to the election.

Chief J. Cluchey Comments:

a) Personnel Matters

a. COVID

- Chief Cluchey informed the Board of Trustees that the county has been very slow in administering the COVID-19 vaccine as well as has changed the qualifications. Some employees had the opportunity to get vaccinated at Mercy Hospital a month ago and will be getting their second shot this week. The others will have the opportunity for their first shot this week at the Kane County Fairgrounds. The district is not making the vaccination mandatory.

b. Update on Retirement Walkouts

i. Lt. Nielsen 1/14

ii. Lt. Lloyd 1/15

- Chief Cluchey informed the Board of Trustees that the retirement walkout ceremonies for Lt. Sheri Nielsen and Lt. James Lloyd will adhere to state restrictions. He noted that the walkout ceremony for Lt. Nielsen will begin at 8:00 am on January 14<sup>th</sup>, 2021 and Lt. Lloyd's will begin at 4:00 pm on January 15<sup>th</sup>, 2021.
- Chief Cluchey stated that he needed Trustee Lee and Trustee Reynolds to review the Ballot Approval Form to verify all the information was correct so they district could submit the final approval. The trustees reviewed the ballot approval form and verified all was correct.
- Chief Cluchey reviewed the 2021 Compliance Calendar with the Board of Trustees and noted that the Economic Interest Statements have been completed.
- Chief Cluchey noted that he is working on a grant for air packs.

Assistant Chief M. Hanson Comments:

a) Incident Reporting

- Assistant Chief M. Hanson reviewed the incident report. A copy has been placed on file.

b) Operations Update

- Assistant Chief M. Hanson informed the Board of Trustees that box cards, run cards and the running order are being updated. Response procedures will change on January 25<sup>th</sup>, 2021.

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- Assistant Chief M. Hanson noted that the mechanic found an issue with the tower/ladder extending/swiveling incorrectly on the ladder truck. It is being repaired.
  
- c) Assigned Part Time (APT) Program Update
- Assistant Chief M. Hanson informed the Board of Trustees that he will be providing a one year report on the APT program next month.
  
- d) ECFPD Annual Report
- Assistant Chief M. Hanson informed the Board of Trustees that they are working on the annual report and will be presenting it at the February meeting.
  
- Asst. Chief M. Hanson informed the Board of Trustees that the district received \$92,290.66 for the first payment of the Kane County Coronavirus Relief Fund Grant.

Assistant Chief M. Huneke Comments:

- a) Fleet Maintenance Updates
  - Assistant Chief M. Huneke informed the Board of Trustees that the district received the \$255,000.00 for the Squad today.
    - i. Engine 1004 Frame Rails
  - Assistant Chief M. Huneke informed the Board of Trustees that the engine is in Wisconsin getting repaired. It is on track to be back by the end of the month. He noted that the tag order for the new engine is needed by July 2021. The engine committee will start working on the specs for the new engine.
  
- b) Station Maintenance Updates
  - Assistant Chief M. Huneke informed the Board of Trustees that the phone system/internet is all up and running. The alert system for Station #2 has been ordered.
  - Assistant Chief M. Huneke noted that he is obtaining estimates for the garage doors and exterior doors at Station #2. He also stated that the enclosure for the garbage area at Station #1 needs repairs. The west post holding the gate needs to be replaced/reset.
  
- c) Station 3 Construction Updates
  - Assistant Chief M. Huneke informed the Board of Trustees that the floors, ceiling tiles, tile, barnwood wall, etc... have been installed. The epoxy floors will take approximately 6-9 days to dry.
  - Assistant Chief M. Huneke reviewed the change orders and release of funds with the Board of Trustees. The payout with change orders equates to \$397,278.69.

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 informed the Board of Trustees that the district provided bags with fire safety fliers, non-slip socks and hand sanitizer for local seniors at a recent community “drive-thru Holiday Dinner” event at the Elburn Lions Club. The bags were passed out to the seniors as they came through the drive-thru.
- Fire Marshal L. Schopp informed the Board of Trustees that the district had an issue with Obscurity Brewery. They hosted the Kris Kringle Market and occupied a building without any notification to the fire district or Village of Elburn. There was a fire in the occupied building. There had been no fire inspection or occupancy permit approved by the village. Discussion was held with the owners of Obscurity Brewery. They are aware that this can never happen again and that they must follow all village occupancy and fire district rules.

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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 # 7

- 1) Approve District Trustee Minutes for December 8<sup>th</sup>, 2020
- 2) Approve Treasurers Report for December 2020
- 3) Approve bills in the amount of \$125,222.53
- 4) Approve Payroll Report for December 2020
- 5) Approve Station #3 construction change orders
- 6) Approve Station #3 funds release from the title company for construction expenses
- 7) Approve Wooley Road house / property real estate listing agreement

M. Anderson made a motion to approve consent agenda items #1 and #7. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes  
0 Nays  
0 Absent

Committee Reports:

- 1) Foreign Fire Insurance (FFI) Board Report
  - Chief Cluchey noted the FFI continues to purchase items needed for Station #3. A full report will be presented when all the purchases are complete.
- 2) Pension Board Report
  - No report

Old Business:

- 1) Any old business matters
  - Nothing presented

New Business:

- 1) Any other new business matters or consideration of items removed from consent agenda.
  - Nothing presented
- 2) Office of State Fire Marshal Small Equipment Grant
  - Assistant Chief M. Hanson informed the Board of Trustees that he is finalizing the Office of State Fire Marshal Small Equipment Grant application and will be submitting it by the end of the month.

Good of the Organization:

- Nothing presented.

At 4:57 pm, J. Armesy made a motion to adjourn. L. Engberg seconded the motion. It was voted on and approved.

Respectfully Submitted,  
Pamela C. Hall, Office Manager  
Elburn & Countryside Fire Protection District