

Elburn & Countryside Fire Protection District  
Board of Trustees Meeting  
04/05/2022

Date: April 5, 2022

To: President & Trustees

From: Financial Specialist Merry Morris

Trustee T. Reynolds called the Trustee Meeting to order at 4:30 pm with the following persons in attendance:

T. Reynolds    J. Armesy    L. Engberg    M. Hanson    M. Huneke    M. Morris    J. Cluchey  
S. Flaherty    L. Schopp

Fire Marshal L. Schopp led the Board of Trustees in the Pledge of Allegiance.

Public Comment:

- No comment

President's Report:

- President T. Reynolds stated that he had no report.

Attorney Comments:

- Attorney Flaherty reported that the General Assembly is eliminating the need for a Pension board treasurer's bond.
- If a fire district goes after another fire district for fees to disconnect part of their district, they can now seek legal fees from the district they are suing.
- Attorney Flaherty also commented on a local government consolidation bill that requires fire departments to form a committee to come up with procedures on how to be more efficient.

Chief J. Cluchey Comments:

a) Personnel Matters

- Chief J. Cluchey informed the trustees that the BOF graduation would be held on May 24 around 6:00 pm this year.
- Chief J. Cluchey also stated that we have had 3 POCs leave for full time jobs with other departments, which is not surprising since there is a shortage, so it will probably continue.
- Chief J. Cluchey informed the trustees that Steve Hall will be heart surgery next Monday. Pam will be working from home as she can, primarily on developing our new website. Trustee Armesy asked if they need to do anything for the website. Chief Cluchey said no, unless you have something you'd like to see on it.
- Chief J. Cluchey asked Attorney Flaherty if we have to post the Total Compensation report on the website. Attorney Flaherty asked who is maintaining the website? If we are maintaining the website ourselves, then yes, we need to post it. We also need to post agendas, minutes, financial reports, bidding notices, and annual meeting schedule. Attorney Flaherty added that we can always post more than is required.
- Chief J. Cluchey reported to the trustees that in the last month we have levied fines, primarily for sprinkler work being done without permits. Fire Marshal L. Schopp added that new apartments will be built in Mill Creek, and the general contractor told her that they had started putting in sprinklers without a permit.
- Trustee T. Reynolds asked if there were enough senior locks for doors, to which FM L. Schopp replied yes.
- Chief J. Cluchey stated that we can fine up to \$1,000 per day. If the contractor wants to appeal, they can do so to Chief Cluchey. He is intending to have the funds go to Community Risk Reduction. The trustees all agreed that this would be an acceptable use of the funds.

Assistant Chief M. Hanson Comments:

a) Incident Reporting

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- Assistant Chief M. Hanson told the Board of Trustees that the March incident report is in their packet for their review. A copy has been placed on file. He noted that it has been a good month for us, and we are keeping an eye on times. Assistant Chief Hanson also stated that he has been working backward with Maggie and figuring out how to report. They are also working on box cards.
- Trustee T. Reynolds asked if it would be difficult to print a monthly comparison to the prior year. Assistant Chief Hanson said that it wasn't on the report, and that he would fix that.

Assistant Chief M. Huneke Comments:

a) Operations updates

- Assistant Chief M. Huneke stated that he didn't have any updates on operations.

b) Fleet Maintenance Updates

- Assistant Chief M. Huneke informed the Board of Trustees that the tower truck is here. It has been running and continues to be functioning.
- Assistant Chief M. Huneke stated that we got an iPad mount for the Chief's car, which was the last thing.
- Chief M. Huneke reported that the new engine mid-point inspection would be in July, and the final in August. At least those are the dates that we have been given at this point. Trustee T. Reynolds asked if it was in Florida. Assistant Chief M. Huneke said no, the chassis is built there, then it goes to New York.

c) Station Maintenance Updates

- Assistant Chief M. Huneke reported that the landscape service company has been sold. The contract remains in place, just under a new business name.

d) I-Bid Auction Items

- Assistant Chief M. Huneke stated that we put three mowers on the I-Bid site, and all three closed this morning. The Bobcat reserve was set at \$3,400, and the bidding got up to \$3,050. He recommends that we accept that bid. The 60" mower top bid was \$4,050, \$450 short of the \$4,500 reserve. He is seeking permission to accept this bid. The last one he would like to reduce the reserve to \$3,000.
- Chief J. Cluchey mentioned that we received one phone call today from someone that wanted to change his bid.
- Attorney Flaherty stated that if the reserve is met, we are required to sell. If not, we can sell for less.
- The Trustees agreed to take less on the items where the reserve was not met.
- Trustee Armesy asked if the I-Bid site was working well. Assistant Chief Huneke stated yes, and that we are selling the items as is. Chief Cluchey asked what percentage they take, and Assistant Chief Huneke replied that if they are not sold on the site and sold privately, nothing.

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 went over the report provided in the Trustees' packets.
- Trustee T. Reynolds asked if we get the impact fees for the apartments in Mill Creek. Chief Cluchey stated no, that they went to the City of Geneva.
- Fire Marshal L. Schopp also stated that Candy's Creamery will be opening soon.

**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 # 4

- 1) Approve District Trustee Minutes for March 1, 2022
- 2) Approve Treasurers Report for March 2022
- 3) Approve bills in the amount of \$332,410.22

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4) Approve Payroll Report for March 2022

J. Armesy made a motion to approve consent agenda items #1 through #4. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

3 Ayes  
0 Nays  
2 Absent

Committee Reports:

- 1) Foreign Fire Insurance (FFI) Board Report.
  - No report. Assistant Chief Huneke reported that they had completed all approved purchases.
- 2) Pension Board Report
  - No report

Old Business:

- None

New Business:

- 1) SIKICH LLP Audit & Financial Agreement
  - a) Motion to approve agreements with Sikich LLC for annual audit/compliance filings/financial services
    - Chief Cluchey stated that Sikich works on an hourly fee, they're efficient, and he sees no reason to change.

L. Engberg made a motion to approve agreements with Sikich LLC for annual audit/compliance filings/financial services. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

3 Ayes  
0 Nays  
2 Absent

- 2) Workers Compensation Insurance
  - a) Motion to approve workman's compensation insurance with IPRF for the amount of \$318,609.00
    - Chief J. Cluchey stated that it has gone up a bit this year. We gave them a letter to pull out, but then saw the money and rescinded the letter and want to stay with them. We have two employees still out on workers' comp.
    - Trustee T. Reynolds asked how long they would be on workers' comp, and how they go off it. Chief Cluchey responded there was no way of knowing how long, and they would be off until they get better.

J. Armesy made a motion to approve workman's compensation insurance with IPRF for the amount of \$318,609.00. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

3 Ayes  
0 Nays  
2 Absent

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3) 2021 ECFPD Annual Report

a) Motion to approve the 2021 ECFPD Annual Report

- Assistant Chief M. Hanson stated that a draft of the report had been presented at last month's meeting. The Chief's comments have now been added, so this is the final copy.
- Trustee Reynolds stated that it was real good. Trustee Armesy stated it was great information.
- Assistant Chief M. Hanson also stated that Austin Shingledecker was a big part of this.

L. Engberg made a motion to approve the 2021 ECFPD Annual Report. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

3 Ayes  
0 Nays  
2 Absent

4) Resolution # 2022-R-03; Amending Impact Fees

a) Motion to approve Resolution # 2022-R-03; Amending Impact Fees

- Chief Cluchey stated that we are talking about this due to questions. He asked if there was a limit to how long you can add.
- Attorney Flaherty stated you can do that. Chief Cluchey stated that he needed to speak with Attorney Flaherty to ask some questions.
- Chief Cluchey stated that we lowered fees in 2013 to be competitive. We are planning on a 2.15% increase, and that the Village of Elburn seemed fine with this.
- Assistant Chief M. Huneke stated that the village is following suit, and Campton Hills will follow what we provide.

5) Executive Session Minutes

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

J. Armesy made a motion to deny the release of executive session minutes. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

3 Ayes  
0 Nays  
2 Absent

6) 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

- Attorney Flaherty stated that we don't know if any of the recordings pertain to current litigation matters, so he recommends taking no action at this time.

7) Fire District's Appointee to ECFPD Pension Board

a) Motion to reappoint Trustee Alan Lee to the ECFPD Pension Board

L. Engberg made a motion reappoint Trustee Alan Lee to the ECFPD Pension Board. J. Armesy 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  
2 Absent

8) Fitness Equipment & Extrication Tools

a) Motion to surplus fitness equipment

- Assistant Chief M. Huneke stated that the 2% Board has been replacing the fitness equipment. He would like to declare all of the old things as surplus and put them on the I-Bid site.

b) Motion to surplus extrication tools

- Assistant Chief M. Huneke stated that he would like to surplus the 4 units not being used. A question was raised about donating them to another department, and Assistant Chief Huneke stated he would rather not do that for liability reasons. He is more comfortable selling them as is.
- Chief Cluchey asked if once the 2% Board purchase something, when it is sold does the money come to the District. Attorney Flaherty stated yes.

J. Armesy made a motion to place all surplus fitness equipment and extrication tools for sale on the I-Bid site.

L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

3 Ayes  
0 Nays  
2 Absent

9) Any other new business matters or consideration of items removed from consent agenda

- None.

Good of the Organization:

- Assistant Chief M. Hanson reported that the Maple Park pancake breakfast is this Sunday.
- Chief J. Cluchey reported that next Tuesday the Chiefs will be serving breakfast to Tricom, catered by Egg Haven.

At 5:05 pm, J. Armesy made a motion to adjourn. L. Engberg seconded the motion. It was voted on and approved.

Respectfully Submitted,  
Merry Morris, Financial Specialist  
Elburn & Countryside Fire Protection District