

Elburn & Countryside Fire Protection District  
Board of Trustees Meeting  
08/03/2021

Date: August 3<sup>rd</sup>, 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	A. Lee	J. Armesy	J. Cluchey	M. Hanson	M. Huneke
S. Flaherty	P. Hall	L. Herra			

Assistant Chief M. Hanson led the Board of Trustees in the Pledge of Allegiance.

Public Comment:

- No Comment

President's Report:

- No report

Attorney Comments:

- Attorney S. Flaherty stated that an executive session will be needed.
- No report

Chief J. Cluchey Comments:

- a) Website & Domain Update
  - Chief J. Cluchey informed the Board of Trustees that the elburnfire.gov email addresses are live. He also noted that the administration is working on the new website and sought additional input from the Trustees.
- b) September 11<sup>th</sup> Ceremony
  - Chief J. Cluchey informed the Board of Trustees that the district is planning on hosting a September 11<sup>th</sup> Ceremony. He noted that a private breakfast/lunch for honorary and active members will also take place.
  - Chief J. Cluchey informed the Board of Trustees that OSHA made a surprise visit to the district. He noted that Assistant Chief M. Hanson did a phenomenal job working with them. Program leaders worked well and were prepared. OSHA noted that all our employees are well trained, well spoken and clearly on the ball. All the required paperwork was submitted one week early.
  - Chief J. Cluchey informed the Board of Trustees that the CERT informational meeting will take place at ECFPD Station #1 on August 23, 2021. Chief Cluchey has been planning with Campton Hills & Elburn Police Dept. They met with DuPage CERT leaders and obtained additional information on their successful program.
  - Chief J. Cluchey informed the Board of Trustees that he is working with the Village of Lily Lake on the storm grate issue on Wooley Rd. in front of Station #3. The standard of certification needs to be determined so they can address the drainage problem. He is seeking maps of the water/sewer/easement from the Village of Lily Lake.
  - Chief J. Cluchey presented the Board of Trustees with a new ECFPD flag proposal. A copy has been placed on file. The Board of Trustees agreed to move forward with the new flag design.
  - Chief J. Cluchey informed the Board of Trustees that Chief J. Cluchey & Assistant Chief M. Hanson will be attending the IL Fire Chiefs Association conference in Peoria, IL in October 2021.

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Assistant Chief M. Hanson Comments:

- a) Incident Reporting
  - Assistant Chief M. Hanson presented the Board of Trustees with the incident report for their review. A copy has been placed on file.

Assistant Chief M. Huneke Comments:

- a) Operations Update
  - No report
  
- b) Fleet Maintenance Updates
  - Assistant Chief M. Huneke informed the Board of Trustees that the weld repair on the ladder truck has been completed. We are waiting on the final inspection
  - Assistant Chief M. Huneke stated that the annual fleet safety maintenance has begun.
  
- c) Station Maintenance Updates
  - Assistant Chief M. Huneke informed the Board of Trustees that there is an issue at Station #3 with the water filter & the smell of the water. The district is addressing the smell and trying to get it rectified quickly.
  - Assistant Chief M. Huneke informed the Board of Trustees that the concrete surrounding a manhole in the parking lot at Station #1 has settled. It was inspected by the Village of Elburn Public Works Director P. VanBogaert and he does not feel there is any hazard. The manhole is intact and a free flow design. He recommended the district chip out the concrete, add new gravel and pour new cement.
  
- d) Wooley Rd. Property
  - Assistant Chief M. Huneke informed the Board of Trustees that the listing of the property has been lowered to \$225,000.00.

Fire Marshal Comments:

- a) Fire Prevention Bureau
  - i. Project Status (Plan Reviews, Inspections, Etc.)
  - ii. Public Education (Classes, Special Events, Etc.)
- Chief J. Cluchey reviewed the Fire Prevention Bureau report with the Board of Trustees. A copy has been placed on file.
- Chief J. Cluchey informed the Board of Trustees that the district is participating in National Night Out with the Village of Elburn, Village of Campton Hills & Kane County Sheriff in three different locations tonight after the Trustees meeting.

**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 July 6<sup>th</sup>, 2021
- 2) Approve Treasurers Report for July 2021
- 3) Approve bills in the amount of \$478,835.72
- 4) Approve Payroll Report for July 2021

J. Armesy made a motion to approve consent agenda items #1 through #4. A. Lee 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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Committee Reports:

- 1) Foreign Fire Insurance (FFI) Board Report
  - No report
  
- 2) Pension Board Report
  - Assistant Chief M. Huneke informed the Board of Trustees that the transfer of funds to the State of Illinois is required by October 1, 2021. The pension fund assets are over \$15,000,000.00 and had a 24 ½% rate of return last year.
  - Assistant Chief M. Huneke stated that SIKICH is doing a cash management analysis and noted that funds will be held back to cover 90-120 days of expenses.
  - Discussion was held on regards to how the new pension fund managed by the State of Illinois will work.
  - Assistant Chief M. Huneke informed the Board of Trustees that the pension disability hearing for FF/PM J. McCafferty has been scheduled.

Old Business:

- 1) Any old business matters
  - None

New Business:

- 1) Any other new business matters or consideration of items removed from consent agenda
  - None

Executive Session:

At 4:57 pm, Assistant Chief J. Cluchey called an executive session 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) and/or Section (2)(c)(11) of the Act (pending probable or imminent litigation).

At 4:58 pm, a motion to go into executive session was made by J. Armesy. A. Lee seconded the motion.

Roll Call Vote

3 Ayes  
0 Nays  
2 Absent

In attendance:

J. Cluchey      M. Hanson      M. Huneke      T. Reynolds      J. Armesy      A. Lee      P. Hall  
S. Flaherty

At 5:12 pm, the executive session ended with a motion by A. Lee. J. Armesy seconded the motion.

Roll Call Vote

3 Ayes  
0 Nays  
2 Absent

Good of the Organization:

- None

At 5:12 pm, J. Armesy made a motion to adjourn. A. Lee seconded the motion. It was voted on and approved.

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