

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
02/04/2020

Date: February 4, 2020

To: President & Trustees

From: Administrative Assistant 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	J. Armesy	A. Lee (via Skype)	M. Hanson
M. Huneke	P. Hall	W. Thomas	L. Herra	L. Schopp
A. Shingledecker				

Trustee T. Reynolds 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 January 7^h, 2020 meeting.

L. Engberg made a motion to accept the minutes. J. Armesy 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.

L. Engberg made a motion to approve the January 2020 Treasurer's Report. A. Lee seconded the motion. It was voted on and approved.

Approval of Bills:

The Purchase Journal was presented showing invoice expenses in the amount of \$274,403.26.

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

Roll Call Vote

<u>4</u>	Ayes
<u>0</u>	Nays
<u>1</u>	Absent

President's Report

- Trustee Reynolds requested an update of the fleet. Assistant Chief M. Huneke stated that there have been major repairs to E302 and E301 needed a new engine and transmission. He noted that the Medics are in good shape.
- Trustee Reynolds thanked everyone involved in helping obtain the new ISO rating. Good work to all!

Attorney Comments:

- No report

Chief J. Cluchey Comments:

- Not present

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Assistant Chief M. Hanson Comments:

- a) Incident Reporting
 - Assistant Chief M. Hanson reviewed the incident report. A copy has been placed on file. He noted that there have been a lot of double and triple calls and that the company officers are doing a good job getting the rigs on scene and managing calls.
 - Assistant Chief M. Hanson noted that the district is looking into software other than Firehouse.
- b) Investment Policy
 - Assistant Chief M. Hanson noted that a draft is being reviewed by the Chief and this agenda item will be presented for approval at the next meeting.
- c) Grants
 - Assistant Chief M. Hanson stated that he has applied for two grants, Greenfields of Geneva and Illinois State Fire Marshal. He is seeking funding for three thermal imagers.

Assistant Chief M. Huneke Comments:

- a) Station #3 Update
 - Assistant Chief M. Huneke presented three different plans from Studio 222 to the Board of Trustees for review. He noted that the administration likes the plan that has the apparatus exiting onto Wooley Rd. and the patio and front door located on the south side. This provides better visibility to the bike trail. Copies have been placed on file.
 - He also noted that the Special Use Ordinance on file with the Village of Lily Lake has the wrong legal description. This is now a 45 day process instead of a quick turn-around.
- b) APT Program; 6 month review
 - Assistant Chief M. Huneke presented the 6 month review of the APT program to the Board of Trustees for review. A copy has been placed on file.
 - He noted that the program is working very well. There were 306 total hours less than 2019 compared to 2019 with a cost savings. The crews are more efficient with an 11 man crew daily.
- c) Union Negotiations
 - Assistant Chief M. Huneke informed the Board of Trustees that the Chiefs met with the union officers for the first union negotiation meeting. It went smoothly. He noted that the Assistant Chiefs are working on projects to present to the Chief upon his return from vacation. He also noted that the next meetings are scheduled for February 13, 2020 and February 19, 2020.
- d) Kane County Hoarding Task Force
 - Assistant Chief M. Huneke informed the Board of Trustees that the district will be hosting the Kane County Hoarding Task Force on September 9, 2020. He noted that the task force is a great resource for hoarding situations.

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.

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Administrative Assistant P. Hall:

- a) Photos; February 8th, 2020 at 9:00 am
 - Administrative Assistant P. Hall reminded Trustee Lee and Trustee Armesy that the photographer will be at Station #1 at 9:00 am on February 8th to take their photos.

- b) Executive Session Minutes Review
 - Administrative Assistant P. Hall reminded the Board of Trustees of their annual obligation to review the executive session minutes. Approval to release or deny the release of the minutes will be requested next month.

Committee Reports:

- 1) Foreign Fire Insurance (FFI) Board Report
 - No report

- 2) Pension Board Report
 - Assistant Chief M. Huneke noted the change in the laws for pension funds. He stated that the State of Illinois will force the pension fund to conform to the new pension levy amounts. The levy request should be less moving forward.

Old Business:

- 1) New Command Vehicle; Light Package
 - a) Motion to approve the new command vehicle light package in the amount of \$9,948.95
 - Assistant Chief M. Huneke stated that the Board of Trustees had already approved the purchase of the light package. He is seeking approval due to the bill being over \$5,000.00

L. Engberg made a motion to approve the new command vehicle light package in the amount of \$9,948.95. J. Armesy seconded the motion. It was voted on and approved.

Roll Call Vote

4 Ayes
0 Nays
1 Absent

New Business:

- 1) Draft of ECFPD Annual Report
 - Assistant Chief Hanson presented a draft of the Year End Report for review by the Board of Trustees. A copy has been placed on file. He noted that FF/PM Austin Shingledecker has been compiling the information and formatting the year-end report.
 - FF/PM A. Shingledecker reviewed the draft. Trustee Reynolds inquired as to if photos of personnel can be added to the report. FF/PM Shingledecker stated yes.

- 2) Personal Property Damage
 - a) Motion to approve personal property damage expense
 - Assistant Chief M. Hanson stated that we had an employee involved in an accident while doing district business and she was driving her personal vehicle. The Board of Trustees agreed to pay the employee personal property damage expense to cover the deductible of \$500.00.
 - The Board of Trustees stated that moving forward all district business needs to be done using a district owned vehicle. If an employee chooses to use a personal vehicle while conducting district business, the

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district will not be responsible or liable to pay for any costs associated with an accident or property damage claim. A written policy will need to be set into place.

L. Engberg made a motion to approve the personal property damage expense of \$500.00. J. Armesy seconded the motion. It was voted on and approved.

Good of the Organization:

- Assistant Chief M. Huneke stated that Captain Brian Schopp and crew have updated 25% of the fire signs in the district.

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, Administrative Assistant
Elburn & Countryside Fire Protection District