

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
07/06/2021

Date: July 6th, 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
M. Hanson	M. Huneke	S. Flaherty (via Zoom)	P. Hall	L. Schopp
L. Herra	C. Mulvihill			

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

President's Report:

- No report

Attorney Comments:

- Attorney S. Flaherty informed the Board of Trustees that the State of Illinois will begin collecting pension funds from fire departments/districts.

Chief J. Cluchey Comments:

- a) Website & Domain Update
 - Chief J. Cluchey was not present.
 - Office Manager P. Hall informed the Board of Trustees that the district is working on changing the domain from ecfpd.com to elburnfire.gov. Additional paperwork needs to be submitted to finish the application. Once the domain is confirmed, the administration will begin designing the website.
- b) CERT activities with Elburn & Campton Hills Police Departments Update
 - Office Manager P. Hall informed the Board of Trustees that the CERT flier has been created, posted on our Facebook page and website. She also shared the flier with the Village of Elburn Police Chief N. Sikora and Village of Campton Hills Police Chief S. Millar so they can advertise the program as well.
- c) September 11th Ceremony
 - Assistant Chief M. Hanson informed the Board of Trustees that the district is planning on hosting a September 11th Ceremony with an open house. He noted that a private lunch for honorary and active members will also take place.
 - Assistant Chief M. Huneke stated that one tone collectively will be done by Tri-Com on September 11th. He also noted that the ECFPD Honor Guard will do a presentation at the memorial ceremony.

Assistant Chief M. Hanson Comments:

- a) Incident Reporting
 - Assistant Chief M. Hanson presented the Board of Trustees with a draft of a new report from ESO listing incidents. He will continue to revise the report. A copy has been placed on file.

Assistant Chief M. Huneke Comments:

- a) Operations Update
 - Assistant Chief M. Huneke stated that 300 more fire signs have been ordered and should be here by the end of July.
- b) Fleet Maintenance Updates
 - i. Engine # 1004 Frame Rails

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- Assistant Chief M. Huneke informed the Board of Trustees that the frame rails have been installed and the engine is back in service. He also noted that there was an issue with the coolant line which has been repaired. It was an error made by FSI.
 - Assistant Chief M. Huneke stated that a plan has been created for the weld repair on the ladder that will include a final inspection. They are just waiting on the weld pattern to be approved by the engineers. Trustee T. Reynolds requested Assistant Chief M. Huneke contact FSI to obtain another update for later this week.
- c) Station Maintenance Updates
- Assistant Chief M. Huneke informed the Board of Trustees that the computers updates have begun.
 - Assistant Chief M. Huneke noted that the station alerting projects have been delayed due to back ordered parts.
 - Assistant Chief M. Huneke also stated that there are door repairs needed at Station #3 that are covered under the warranty. The companies are disputing who needs to complete the repairs but they are working on resolving the issue.
- d) Wooley Rd. Property
- No report
- e) Discussion on Station #3 construction loan
- Assistant Chief M. Huneke informed the Board of Trustees that the administration is researching fixed interest rate loans.

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 Community Risk Reduction Survey was well received by the businesses in the district. She has received several requests for CPR & First Aid Classes and practice fire drills in response to the survey.
 - Fire Marshal L. Schopp also noted that training on ESO has been completed and inspections have begun again this month.

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 June 1st, 2021
- 2) Approve Treasurers Report for June 2021
- 3) Approve bills in the amount of \$117,248.45
- 4) Approve Payroll Report for June 2021

M. Anderson 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

5 Ayes
0 Nays
0 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 accountants are preparing the transaction.

Old Business:

- 1) Station #2 Presentation by Studio 222 Update
 - Assistant Chief M. Huneke presented the Board of Trustees with an A100 renovation floor plan for Station #2 designed by Studio 222 Architects for their review. A copy has been placed on file.
 - Assistant Chief M. Huneke also presented the Board of Trustees with an Owner Bid Summary Report from Laub Construction for their review. A copy has been placed on file.
 - Assistant Chief M. Huneke informed the Board of Trustees that this agenda item and supporting documents are informative only. No action is being requested. He reviewed the floor plan and bid summary noting solar energy options can be requested.
- 2) Any old business matters
 - None

New Business:

- 1) Surplus Property
 - a) Motion to approve disposal of surplus property
 - Assistant Chief M. Huneke informed the Board of Trustees that the district has surplus property to dispose of such as expired turnout gear, rubber boots, tool boxes, etc... A copy of the list has been placed on file.

M. Anderson made a motion to approve of the disposal of surplus property per the attached list. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

- 2) Station #3 Asphalt
 - a) Motion to approve asphalt paving at Station #3
 - Assistant Chief M. Huneke informed the Board of Trustees that the he received two quotes for asphalt paving at Station #3. Copies of the quotes have been placed on file.
 - Quote #1; Add a 12' x 10' pad
 - i. Royer Asphalt Paving \$3,015.00
 - ii. Champion Paving \$4,000.00
 - Quote #2; Add a 12' x 10' pad plus 125' to the fenced in area
 - i. Royer Asphalt Paving \$11,215.00
 - ii. Champion Paving \$14,000.00
 - Discussion was held in regards to the extension off of the parking lot to the fenced area, additional parking and less lawn repairs if the paving was extended to the fenced storage/training area.

M. Anderson made a motion to approve the asphalt paving at Station #3 with Royer Asphalt Paving in the amount of \$11,215.00. L. Engberg seconded the motion. It was voted on and approved with a roll call vote.

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Roll Call Vote

5 Ayes
0 Nays
0 Absent

- 3) Intergovernmental agreement with Kane County Forest Preserve District
- a) Motion to authorize President T. Reynolds to enter into an intergovernmental agreement with Kane County Forest Preserve District for property use for enclosed trash shelter
- Assistant Chief M. Huneke reminded the Board of Trustees that the district wishes to enter into an intergovernmental agreement with Kane County Forest Preserve District for property use for an enclosed trash shelter at Station #3.
 - Attorney S. Flaherty has reviewed and approved the agreement. He noted that they are waiting on the GIS map before sending it to the county.

J. Armesy made a motion to authorize President T. Reynolds to enter into an intergovernmental agreement with Kane County Forest Preserve District for property use for enclosed trash shelter L. Engberg seconded the motion. It was voted on and approved.

- 4) Travel Expenses; Pre-construction conference
- a) Motion to approve travel expenses for pre-construction conference at E-One
- Assistant Chief M. Huneke informed the Board of Trustees that Chief Cluchey, Assistant Chief Huneke & Mechanic/FF/PM Daffron will be traveling to Ocala, FL for a pre-construction conference at E-One and are seeking approval for travel expenses. The expenses include their flights, lodging and per diem as defined by the Local Government Travel Expense Control Act per day.

M. Anderson made a motion to approve travel expenses for pre-construction conference at E-One. J. Armesy seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

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

Good of the Organization:

- Assistant Chief M. Huneke informed the Board of Trustees that a Heritage Committee was organized by Office Manager P. Hall to help preserve the district's history. Committee members are: retired Chief Kelly Callaghan, Karen (Conley) Howard, retired Fire Marshal Al Isberg, retired Paramedic Richard Rink, retired Asst. Chief Wayne Stevens and spouse, Mary Beth, retired Chief Marty Strausberger and spouse, Elverna. They will be meeting the week of July 12th to go through the archive boxes, catalog documents and label photos to begin the process.

At 5:08 pm, M. Anderson 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