

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
07/07/2020

Date: July 7, 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	M. Anderson	J. Armesy	A. Lee
M. Hanson	M. Huneke	P. Hall	S. Flaherty	L. Schopp
J. Laub	D. Book	L. Herra		

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

Public Comment:

- None

Public Hearing:

- 1) Public Hearing for 2020-2021 Final Budget & Appropriation Ordinance
 - a) Motion to approve Final Annual Budget & Appropriation Ordinance # 2020-03

M. Anderson made a motion to open the Public Hearing for the Fiscal Year 2020-2021 Final Budget & Appropriation Ordinance # 2020-03. A. Lee seconded the motion. It was voted on and approved.

- Trustee Reynolds opened the public hearing with the Board of Trustees present.
- Assistant Chief M. Hanson stated that the notice of public hearing was publicized in a local newspaper, Daily Herald, and on our website stating that the tentative annual budget & appropriations ordinance was available for inspection during the 30 days prior to this public hearing. The purpose of this hearing is to consider testimony from the public regarding this ordinance.
- Assistant Chief M. Hanson inquired with the Board of Trustees if they had any questions as to the budget presented. A copy has been placed on file.
- Trustee Reynolds called for any public comment. No comments were made.

President T. Reynolds closed the Public Hearing for the Fiscal Year 2020-2021 Final Budget & Appropriation Ordinance # 2020-03.

M. Anderson made a motion to approve the Fiscal Year 2020-2021 Final Budget & Appropriation Ordinance # 2020-03. L. Engberg seconded the motion. It was voted on and approved.

Roll Call Vote

<u>5</u>	Ayes
<u>0</u>	Nays
<u>0</u>	Absent

Previous Meeting Minutes:

T. Reynolds called for any additions or correction of the minutes from the June 2nd, 2020 meeting.

A. Lee 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.

M. Anderson made a motion to approve the June 2020 Treasurer's Report. A. Lee 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

Approval of Bills:

The Purchase Journal was presented showing invoice expenses in the amount of \$250,644.97. Clarification was given on a few invoices.

J. Armesy made a motion to approve the bills. 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

President's Report

Trustee T. Reynolds stated that he hopes everyone is staying safe in this hot weather. He also noted that the stations all looked great for July 4th.

Attorney Comments:

- No report

Chief J. Cluchey Comments:

- Not present

Assistant Chief M. Hanson Comments:

- a) Incident Reporting
 - Assistant Chief M. Hanson reviewed the incident report. A copy has been placed on file. Discussion was held in regards to auto aid.
- b) Operations Update
 - Assistant Chief M. Hanson informed the Board of Trustees that they are working through some Starcom issues.

Assistant Chief M. Huneke Comments:

- a) Fleet Maintenance Updates
 - Assistant Chief M. Huneke informed the Board of Trustees that the Squad is still listed with BP Apparatus and that there is a party interested in the Squad. If the Squad does not sell by the end of the contract in September, the district will consider national coverage.
 - Assistant Chief M. Huneke noted that the mechanic is getting caught up on minor maintenance.
- b) Station Maintenance Updates
 - Assistant Chief M. Huneke informed the Board of Trustees that they are still working on the phone system. He noted that the district will not be paying the Metronet bill until the issues are figured out and the system is up and running properly.
 - Assistant Chief M. Huneke stated that there is a moisture issue at Station #2. A company was hired to wrap and insulate the pipes months ago. There is an issue now and it was discovered that the company did not complete the job properly. The company is fixing the problem. Drywall work is needed.
 - Assistant Chief M. Huneke informed the Board of Trustees that the district is not eligible for the grant for improvements at Station #2.

Fire Marshal Comments:

- a) Fire Prevention Bureau
 - i. Project Status (Plan Reviews, Inspections, Etc.)
 - ii. Public Education (Classes, Special Events, Etc.)

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- 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 is adding hydrants identification into the new GIS program.
- Assistant Chief M. Huneke stated that 6529 addresses have been verified, 2923 new fire signs have been installed and 325 more fire signs have been ordered.
- Fire Marshal L. Schopp stated that inspections have started back up for high hazard, critical infrastructure and places of assembly. She also noted that letters are being sent out to businesses with a checklist that business owners will need to return with a self-inspection. If they do not return the self-inspect checklist, the district will conduct an inspection.
- Trustee T. Reynolds inquired about the status of Sadie's Attic. Fire Marshal L. Schopp noted that painting and the fire panel are needed and that the business still needs a sprinkler system. She also noted that the Village of Elburn Mayor J. Walter wishes to meet with her and include Village of Elburn Trustee Grabarek and the historical building committee.

Administrative Assistant P. Hall:

- No report

Committee Reports:

1) Foreign Fire Insurance (FFI) Board Report

- No report

2) Pension Board Report

- Assistant Chief M. Huneke noted that the pension board will be meeting soon. He also stated that the pension board hired Lauterbach & Amen to handle administrative services and assist in helping the pension fund stay compliant.

Old Business:

1) Station #3 Updates

- Assistant Chief M. Huneke informed the Board of Trustees that the Station #3 5N279 property landscaping has been completed. He noted that a realtor can provide a market analysis.
- Assistant Chief M. Huneke informed the Board of Trustees that the district is only utilizing 2 ½ acres of the 6 acres of the Lily Lake property. The property on the border is being farmed and he is wondering if the district should reach out to the owner to see if they are interested in purchasing some acreage. He inquired as to if the trustees wish to sell a portion of this acreage. Discussion was had in regards to splitting the parcel and obtaining a new map with two pins.
- Assistant Chief M. Huneke stated that the construction site work is going well. He noted that there is a 36" corrugated pipe drainage issue. It was not included in the bids and needs to be replaced. He also stated that the concrete footings will be poured on Friday.
- Assistant Chief M. Huneke noted that a sump pump line and sewage line that were draining from the neighboring property onto the district's property were both capped with brick and mortar. Chief J. Cluchey noted that the administration had a meeting with the Swanson family in February 2020 to notify them to address anything encroaching on our property.

2) Station #3- Revised Bid Packages #22 & #25

- Assistant Chief M. Huneke reviewed each bid package noting that moisture mitigation is needed with Bid Package #25. He also noted that Station #3 is currently over budget due to drain tile and other issues. However, due to rebids, the budget for Station #3 is actually under budget by \$12,658.00 with a total budget of \$2,445,354.00.

- a) Motion to approve bid packages #22 & #25 for Station #3
 - i. Bid Package #22- Alert System

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M. Anderson made a motion to approve Bid Package # 22 in the amount of \$21,259.00 to SK Electronics. A. Lee seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

ii. Bid Package #25- High Performance Coating

J. Armesy made a motion to approve Bid Package # 25 in the amount of \$25,990.00 and alternate \$4,670.00 to CCI Flooring. 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

3) Ladder Truck Purchase Update

- Assistant Chief M. Hanson informed the Board of Trustees that the district is not worried about the purchase of the ladder truck based on the review of maintenance records and history by EVS and the recommendation from the Pennsylvania mechanic. He noted that the mechanic spent 4 hours inspecting the truck and stated that it is a good purchase.
- Assistant Chief M. Hanson stated that the pump has been serviced, tested and passed the annual test. It also passed the ladder inspection.
- Assistant Chief M. Hanson stated that the truck is ready for the drive from New York to Station #1. He noted that FF Steve Hall, Lt. Steve Fuller and Assistant Chief Matt Hanson will be bringing the ladder truck home after the final inspection. Discussion was held in regards to the district insurance coverage.

New Business:

1) Station #3 Construction

a) Motions to approve each of the following for Station #3 New Building:

- i. Access Doors
- ii. Acoustical Ceilings
- iii. Airhawk System
- iv. Entrance Grille
- v. Kitchen countertops
- vi. Window treatments
- vii. CCI Flooring
- viii. Signage

- J. Laub and D. Book reviewed each construction package and made a recommendation of the contractor to award the bid to and the amount. Copies of all recommendations and construction packages have been placed on file.

M. Anderson made a motion to approve Station #3 New Building Items #1-8. A. Lee seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

Executive Session:

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At 5:16 pm, Assistant Chief M. Hanson 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).

At 5:16 pm, a motion to go into executive session was made by A. Lee. L. Engberg seconded the motion.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

In attendance:

M. Hanson M. Huneke T. Reynolds M. Anderson J. Armesy A. Lee L. Engberg
P. Hall S. Flaherty

At 5:20 pm, the executive session ended with a motion by J. Armesy. M. Anderson seconded the motion.

Roll Call Vote

5 Ayes
0 Nays
0 Absent

Action taken after executive session:

M. Anderson made a motion to authorize Chief Cluchey to make a temporary appointment to the rank of Lieutenant, if necessary. L. Engberg seconded the motion. It was voted on and approved.

A. Lee made a motion to authorize Chief Cluchey and the Board of Fire Commissioners to make a temporary appointment to the rank of Firefighter/Paramedic, if necessary. J. Armesy seconded the motion. It was voted on and approved.

Good of the Organization:

- Assistant Chief M. Huneke noted that DuKane Abate sent a letter thanking the district for participating in parades with them during the pandemic.
- Assistant Chief M. Hanson noted that the district continues to evaluate the APT program and it has been a very positive program so far.

At 5:22 pm, M. Anderson made a motion to adjourn. A. Lee seconded the motion. It was voted on and approved.

Respectfully Submitted,
Pamela C. Hall, Administrative Assistant
Elburn & Countryside Fire Protection District