

Elburn & Countryside Fire Protection District  
Board of Trustees Meeting  
06/01/2021

Date: June 1<sup>st</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 | L. Engberg | M. Anderson | A. Lee     | J. Armesy |
| J. Cluchey  | M. Hanson  | M. Huneke   | P. Hall    | L. Schopp |
| S. Walter   | E. Daffron | D. Czaruk   | K. Suriano | S. Fuller |

Trustee Reynolds led the Board of Trustees in the Pledge of Allegiance.

Public Comment:

- None

Public Hearing:

- 1) Public Hearing for Resolution # 2021-R-03; Credit Card Payments

L. Engberg made a motion to open the Public Hearing for the Resolution # 2021-R-03; Credit Card Payments. J. Armesy seconded the motion. It was voted on and approved.

- Trustee Reynolds opened the public hearing with the Board of Trustees present.
- Chief J. Cluchey stated that the notice of public hearing was publicized in a local newspaper, Daily Herald. The purpose of this hearing is to consider testimony from the public regarding this resolution.
- Attorney S. Flaherty reviewed the requirements associated with accepting credit card payments and inquired with the Board of Trustees if they had any questions.
- Trustee Reynolds called for any public comment. No comments were made.

M. Anderson closed the Public Hearing for the Resolution # 2021-R-03; Credit Card Payments. A. Lee seconded the motion. It was voted on and approved.

President's Report:

- President T. Reynolds noted that the grounds at all the stations look very nice.

Attorney Comments:

- Attorney S. Flaherty informed the Board of Trustees that there is new ethics reform legislation, election dates have been moved from March to June 2022 and there are no tax cuts for fire protection districts. He also noted that new laws have been created so "in house" POC's over the age of 35 can test for full time employment.

Chief J. Cluchey Comments:

- a) Website & Domain revisions
  - Chief Cluchey informed the Board of Trustees that the district has entered into an agreement with Firehouse Solutions to create a new website.
  - Chief Cluchey also noted that his desire is to change the domain from ecfpd.com to elburnfire.gov. New email extensions will be created and the old email address will transfer to the new email address.

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- Chief Cluchey stated that if there is anything that the trustees wish to see on the website to please let him know.
- b) CERT activities with Elburn & Campton Hills Police Departments
  - Chief Cluchey informed the Board of Trustees that he is working with Village of Elburn Police Chief N. Sikora and Village of Campton Hills Police Chief S. Millar to start a new CERT program that will serve all three jurisdictions. He is also working with Attorney Flaherty to create the non-profit organization and an intergovernmental agreement.
- c) Intergovernmental Agreement with Kane County Forest Preserve District
  - Chief Cluchey presented the Board of Trustees with an intergovernmental agreement with Kane County Forest Preserve District for their review A copy has been placed on file. The agreement is for the trash concrete pad and enclosure at Station #3 on their property.
  - Chief Cluchey noted that the district is responsible for maintaining the concrete pad and enclosure as well as mowing that section of lawn. If a change of ownership occurs, it breaks the agreement.
  - The Board of Trustees agreed to authorize the district to enter into an intergovernmental agreement with Kane County Forest Preserve District.
- d) Save the Date; Recruit Graduation 06/07/21 at 6 pm
  - Chief Cluchey reminded the Board of Trustees that the district is hosting the recruit graduation on June 7<sup>th</sup> at Station #1 at 6:00 pm.

Assistant Chief M. Hanson Comments:

- a) Incident Reporting
  - Assistant Chief M. Hanson informed the Board of Trustees that due to the transition to ESO, the current report is minimal. They are still in the process of building the new reports in ESO. A copy has been placed on file.

Assistant Chief M. Huneke Comments:

- a) Operations Update
  - Assistant Chief M. Huneke informed the Board of Trustees that the ladder truck is still being repaired.
- b) Fleet Maintenance Updates
  - i. Engine # 1004 Frame Rails
    - Assistant Chief M. Huneke informed the Board of Trustees the salesman suggested accepting the engine in person. It is close to completion.
- c) Station Maintenance Updates
  - No report
- d) Wooley Rd. Property
  - No report

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 Schopp reviewed the Fire Prevention Bureau report with the Board of Trustees. A copy has been placed on file.
- Fire Marshal Schopp informed the Board of Trustees that she has been working with the attorney to create a Business Registration. Attorney Flaherty stated that as a fire district, we cannot require businesses to register. The village(s) we serve have the ability to make the requirement and he stated that the district should encourage them to do so.

**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 May 4, 2021
- 2) Approve Treasurers Report for May 2021
- 3) Approve bills in the amount of \$152,295.80
- 4) Approve Payroll Report for May 2021

M. Anderson 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

5 Ayes  
0 Nays  
0 Absent

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 pension fund balance is \$14,484,596.44 with a 7.63% return year to date.

Old Business:

- 1) Station #2 Presentation by Studio 222 Update
  - This agenda item was tabled.
- 2) Obscurity Brewing Appeal to Modify Fire Code Agreement
  - Fire Marshal L. Schopp presented the Board of Trustees with the decision of the Board of Appeals for the Obscurity Brewing Appeal to Modify Fire Code Agreement for review. A copy has been placed on file.

M. Anderson made a motion to approve the decision of the Board of Appeals for the Obscurity Brewing Appeal to Modify Fire Code Agreement. J. Armesy seconded the motion. It was voted on and approved.

- 3) Any old business matters
  - None

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New Business:

- 1) Resolution # 2021-R-03; Credit Card Payments
  - a) Motion to approve Resolution # 2021-R-03; Credit Card Payments
    - The public hearing took place at the beginning of the meeting. The Board of Trustees agreed to accept credit card payments.

A. Lee made a motion to approve Resolution # 2021-R-03; Credit Card Payments. L. Engberg seconded the motion. A copy has been placed on file. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes  
0 Nays  
0 Absent

- 2) New Engine
  - a) Motion to approve a tag-on order for the purchase of a new engine with the amount not to exceed \$700,000.00
    - Chief Cluchey informed the Board of Trustees that the district would like to place a tag-on order for a new engine.
    - Chief Cluchey also stated that the new engine will cost approximately \$80,000.00 more than the last one. The discount is not being offered due to COVID. The engine will also have additional features.

M. Anderson made a motion to approve a tag-on order for the purchase of a new engine with the amount not to exceed \$700,000.00. 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

- 3) New Staff Vehicle & Equipment
  - a) Motion to authorize Chief Cluchey or his designee to order a staff vehicle and equipment with the amount not to exceed \$50,000.00
    - Chief Cluchey informed the Board of Trustees that the district would like authorization to place an order for a staff vehicle and equipment. He noted that orders are not currently being taken but our name can be added to the list. If the Trustees authorize the purchase, the administration can move forward when the company starts production again.

J. Armesy made a motion to authorize Chief Cluchey or his designee to order a staff vehicle and equipment with the amount not to exceed \$50,000.00. M. Anderson seconded the motion. It was voted on and approved with a roll call vote.

Roll Call Vote

5 Ayes  
0 Nays  
0 Absent

- 4) Electronic Equipment

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- a) Motion to approve the purchase of 10 computers, 11 monitors, 8 virtual meeting cameras and speakers with the amount not to exceed \$17,500.00
- Assistant Chief M. Huneke informed the Board of Trustees that the district has budgeted for the purchase of electronic equipment. He has worked with our IT company, MCC Technology, on a four year replacement plan.

A. Lee made a motion approve the purchase of 10 computers, 11 monitors, 8 virtual meeting cameras and speakers with the amount not to exceed \$17,500.00. 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

- 5) Any other new business matters or consideration of items removed from consent agenda
- EMS committee members Lt. Dan Czaruk and FF/PM Kristy Suriano addressed the Board of Trustees in regards to hosting an EMT-B Class.
- FF/PM K. Suriano did a presentation on hosting the EMT-B Class. She presented a proposal to the Board of Trustees for review. A copy has been placed on file along with a copy of the EMT-B Class flier.
- FF/PM K. Suriano stated that the instructors have already committed to the schedule. She also noted that this class would be a nationally certified course with a minimum of 12 students and maximum of 24.
- Attorney S. Flaherty inquired as to students providing patient care. Chief J. Cluchey noted that patient care will take place at the hospital during their clinical time. ECFPD will teach classroom only. It was also noted that SFVEMS Director E. Darger submitted a very supportive letter.
- Discussion was held in regards to insurance. Chief Cluchey will confirm with our workers compensation and liability insurance carriers that there will be no issues hosting the class.
- The Board of Trustees all agreed that the district should host the EMT-B Class and are happy that the district is doing this again.

M. Anderson made a motion to approve hosting the EMT-B Class as proposed. L. Engberg seconded the motion. It was voted on and approved.

Good of the Organization:

- No comments

At 5:01 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