

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
05/13/19

Date: May 13, 2019

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	J. Childress	L. Engberg	M. Anderson	A. Lee
M. Hanson	T. Haley	P. Hall	R. Britz	W. Thomas
L. Schopp	B. Schopp	J. Armesy	G. Armesy	J. Childress
S. Nielsen	L. Herra			

Trustee 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 April 8, 2019 meeting.

J. Childress made a motion to accept the minutes. A. Lee seconded the motion. It was voted on and approved with a copy placed on file.

T. Reynolds called for any additions or correction of the special meeting minutes from the April 24, 2019 meeting.

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

Trustee Reynolds inquired as to if the ballistic vests are in use. Assistant Chief Hanson stated no, not yet. Training is being organized.

J. Childress made a motion to approve the April Treasurer's Report. M. Anderson seconded the motion. It was voted on and approved.

Approval of Bills:

The Purchase Journal was presented showing invoice expenses in the amount of \$337,381.80.

J. Childress made a motion to approve the bills. A. Lee seconded the motion. It was voted on and approved.

President's Report

- 1) New Trustee Jeffrey Armesy
 - a) Swearing In Ceremony
 - President T. Reynolds performed the Swearing In Ceremony for Trustee Jeffrey Armesy.
- 2) Election of Officers
 - a) Motion to approve Election of Officers (Roll Call Vote)
 - Trustee M. Anderson stated he would like Trustee Engberg to replace James Childress as the Secretary and to keep status quo with the remaining officers.

Trustee M. Anderson made a motion to approve T. Reynolds as President. L. Engberg seconded the motion. It was voted on and approved.

Trustee M. Anderson made a motion to approve L. Engberg as Secretary. T. Reynolds seconded the motion. It was voted on and approved.

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Trustee L. Engberg made a motion to approve M. Anderson as Treasurer. T. Reynolds seconded the motion. It was voted on and approved.

Attorney Comments:

- 1) R. Britz; Timeline for retirement
 - Attorney Britz stated that his last meeting will be in July. He will be retiring in the end of July 2019.
 - He noted that Shawn Flaherty & William Thomas will be the firm's representatives moving forward.

Chief J. Cluchey Comments:

- a) June 2, 2019; Elburn Explorer Post 1357 Fundraiser
 - Chief Cluchey informed the Board of Trustees that the ECFPD Explorer Post is hosting two fundraisers to help offset the expenses associated with attending IFSI.
 - i. Car Wash at Station #1- May 18th, 2019 from 10:00 am – 2:00 pm
 - ii. BBQ Fundraiser at Elburn Lions Park - June 2nd, 2019 serving from 3:30 – 6:30 pm

Assistant Chief T. Haley Comments:

- a) Starcom Grant Update
 - Assistant Chief Haley stated that all the equipment is at Tri-Com and the radios are being programmed.
 - He noted that the project is still following the timeline for completion in July. Antennas will be going up starting on May 22, 2019.
 - Trustee T. Reynolds inquired about new pagers. Asst. Chief Haley stated that pagers can be purchased.

Assistant Chief M. Hanson

- a) Incident Reporting
 - Asst. Chief Hanson reviewed the incident report. A copy has been placed on file.
- b) Annual ECFPD Report
 - Asst. Chief Hanson presented the Annual ECFPD Report to the Board of Trustees for their review.

Trustee M. Anderson made a motion to approve the annual ECFPD report. L. Engberg seconded the motion. It was voted on and approved.

- 1) Fire Marshal Comments:
 - a) Fire Prevention Bureau
 - i. Project Status (Plan Reviews, Inspections, Etc.)
 - ii. Public Education (Classes, Special Events, Etc.)
 - Fire Marshal Schopp reviewed the Fire Prevention Bureau report. A copy has been placed on file.
- 2) Administrative Assistant P. Hall
 - No report

Committee Reports:

- 1) Foreign Fire Insurance (FFI) Board Report
 - Austin Shingledecker presented a list of expenditures for approval.
 - i. Four Concept Rowing Machines – \$4,500.00
 - ii. New Stereo – \$400.00

M. Anderson made a motion to approve the Foreign Fire Insurance Expenditures with the amount not to exceed \$4,900.00 as presented. A. Lee seconded the motion. It was voted on and approved.

- 2) Pension Board Report

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- M. Anderson informed the Board of Trustees that the pension fund received a subpoena from the State of Illinois requesting 10 years of records for audit purposes. All the documentation is being collected for submittal.

Old Business:

- 1) Fire Signs Update
 - Lt. Nielsen informed the Board of Trustees that four residential requests for new fire signs were completed on May 17, 2019. She also noted that two dry hydrant signs were replaced on May 9, 2019. She stated that the district is working on obtaining software to assist with fire sign tracking.

New Business:

- 1) 2019-2020 ECFPD Tentative Budget – Public Hearing June 10th, 2019
 - Assistant Chief Haley reviewed the 2019-2020 ECFPD Tentative Budget with the Board of Trustees. A copy has been placed on file.
 - Assistant Chief Haley informed the Board of Trustees that the district will seek approval of the 2019-2020 budget at the June 10th, 2019 meeting.
- 2) IAFFPD Annual Conference: June 27 – 29th, 2019 (Peoria, IL)
 - a) Motion to approve travel/lodging expenditures for IAFFPD Conference
 - Administrative Assistant P. Hall stated that if any trustees wish to attend the IAFFPD Annual Conference approval will be needed for lodging/travel expenditures according to the district travel policy & resolution. It was noted that Trustee Armesy is interested in attending.

M. Anderson made a motion to approve travel/lodging expenditures for IAFFPD Conference. L. Engberg seconded the motion. It was voted on and approved.

- 3) 2019-2020 ECFPD Board of Trustees Meeting Dates/Time; Adjust Dates or Time
 - Discussion was held in regards to changing the meeting dates or times due to Attorney S. Flaherty having limited availability for our current meeting dates and times. The Board of Trustees agreed to change the meetings from 4:30 pm to 4:15 pm and continue meeting on the second Monday of each month excluding holidays.

Good of the Organization:

- Asst. Chief Hanson informed the Board of Trustees that Fire Marshal L. Schopp and Asst Chief Hanson are working together to compile information for the ISO review. He also noted that he'll be meeting with Scott Swanson from St. Charles Fire and presenting a draft of the ISO reports for review.
- Fire Marshal L. Schopp noted that she met with a hydrologist to discuss the possibility of certifying an additional pond. An evaluation will be provided by the hydrologist after review.

At 5:13 pm, M. Anderson made a motion to adjourn. J. Armesy seconded the motion. It was voted on and approved.

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