

**SUGAR GROVE FIRE PROTECTION DISTRICT  
TRUSTEE'S MEETING  
OPEN MINUTES**

**DATE:** 7/30/18  
**TIME:** 6:00 pm  
**PLACE:** Sugar Grove Fire Station

**Board of Trustees:** Mike Fagel, President  
David Linden, Treasurer  
John Guddendorf, Jr., Secretary  
David Blankenship, Trustee  
Harry Davis, Trustee

**GUESTS:** Chief Perkins, Attorney

The Pledge of Allegiance was recited.

**Roll Call – Davis absent**

**Public to Address**

Cahill and Miner representing Union. [Cahill] Regarding promotions and importance of Battalion Chiefs. [Miner] 5% of their work is management/administrative and 95% is incident management. 3 NIOSH report examples given of first in engine officers having to take command without a Chief Officer on scene before or at same time and what went wrong. [Miner] stating that the crew were taxed with the amount of overtime. [Blankenship] realizes they are taxed. [Miner] important for them, the morale and for mutual aid. August has 9 more mandatory OT days. Cahill read statement about importance of B/C and asked for Board's consideration. [Lopez] spoke about the NIOSH report for Homewood Fire and death of Brian Carey stating the similarities between Sugar Grove Fire and Homewood with the exception of command staff coming from home at Homewood and Sugar Grove having command arriving with the crew. [Kunkel] stated the chief cannot do it all, that's reason for B/C's. Would hate for board to get involved in a situation again where the department is being ran at a board level. [Drendel] stated he had 24 years on department, structure is good the chief needs to do his job and board needs to do their job, they are two different jobs.  
No other public to address the board.

**Approval of Minutes-**

It was motioned by Guddendorf – and seconded by Fagel to:

'Approve June 12, 2018 special open session meeting minutes '

Roll call vote - Motion carried

It was motioned by Guddendorf – and seconded by Fagel to:

'Approve June 12, 2018 special closed session meeting minutes and keep closed '

Roll call vote - Motion carried

It was motioned by Blankenship and seconded by Fagel to:

'Approve June 18, 2018 open session meeting minutes '

Roll call vote - Motion carried

It was motioned by Blankenship and seconded by Fagel to:

'Approve June 18, 2018 closed session meeting minutes and keep closed '

Roll call vote - Motion carried

**Correspondence –**

[Fagel] will give Chief the new FEMA 2018 Active shooter guidelines aka Combined Coordinated Attack to give to the command staff.

**Treasurers Report –**

Operations Account – \$2,875,170.30, Capital Account - \$ 1,034,835.07, Total \$ 3,910,005.37

No percentage given, doesn't go back to June. Chief is confident we are on track with percentages.

It was motioned by Guddendorf and seconded by Blankenship to:

'Accept the June 2018 Cash Balances and Budget vs Actual Reports'

Roll call vote – Motion carried

**Expenditures –**

Chase Checking- \$ 289,241.84, Chase HRA - \$6,336.52, Total expenditures \$295,578.36

It was motioned by Blankenship and seconded by Guddendorf to:

'Approve the Expenditures for June 30, 2018 in the amount of \$295,578.36

Roll call vote – Motion carried

**Consent Items –**

**Discussion on Consent items** - [Chief] majority of these items have not been purchased yet but have been budgeted for in previously approved budget. Items sent to board in advance to show cost of outfitting two new vehicles with the numbers being part of the budget and capital plan and strategic plan presented to board in 2017. [Fagel] concerned about numbers. [Chief] Moran did research and numbers are respectable to outfit the vehicles. Using high quality vendors that back their work. Have had poor vendors in past. Moran spoke to Chief of PD and they are spending \$24,000 above cost of vehicle. We are at \$22,000 but that includes two vehicles. [Guddendorf] talked with the graphics person and graphics are high quality material. Electronics are also included in cost. [Guddendorf] doesn't see anything out of form with numbers and it was all covered in the budget. Safety is a big concern. [Blankenship] I have no complaint. Chief bought a vehicle, you must put the stuff on it that it needs. No issue with it. Request in future when we purchase a vehicle again put everything on the quote with a breakdown of all accessories. [Guddendorf] cost of vehicle and cost to equipment it. [Fagel] would like to see all numbers together. [Guddendorf] that was approved in the budget. [Linden] would like to see the parts and labor because John said it was half, its double. Blankenship motioned for the consent agenda at this point.

Sign FX -\$3,591.00 - Graphics for 2 vehicles-701002  
Fleet Safety Supply -\$10,108.58 - Emergency lighting for 2 vehicles-701002  
CAMZ Communication -\$8,015.00 -Installation of radios for 2 vehicles-701002  
EMC -\$3780.00-Hose replacement-701002  
Dinges -\$7890.00 -TIC-701002  
Dive Rescue International -\$1300.00 - Mustang Ice rescue suit-701002  
Air One Equipment -\$959.70-Streamlight Charging system-701002  
Youngrens -\$1895.00 - CO2 & CO sensors-701005  
Bonnell -\$1054.58 -Fire signs and supplies-507005  
Turnout Rental -\$1720.00 - new recruits gear-517002

It was motioned by Blankenship and seconded by Guddendorf to:

'Approve the Consent Agenda for July 2018 in the amount of \$40,313.86'

Statement from [Linden] as long as it's done with parts and labor next time.

Roll call vote – Motion carried

**Trustees report –**

[Guddendorf] Corn boil committee thought the display of cutting up of the car was phenomenal and brought a lot of attention to the corn boil. It was well represented.

**Report from Chief and Command –**

Calls in June – 88, down slightly from June 2017 - 100 calls.

Monthly report given. It's a combination of weekly reports.

Wants to recognize the crews at Corn boil, Auxiliary, friends of staff, and people working the beer tent. The beer sales have gone to purchase such things as cardiac monitors and other equipment that provide service to our people. Excellent job on extrication and Chief Parson on his inspections and dealing with all he does. We are bringing back the Open House this year. Thanks to entire department.

Haven't been able to fill out self-evaluation because it wasn't received from board. Handed out the boards list of goal and objectives and noted those finished and those still being worked on. The command staff, Assistant Chief and company officers have helped to get goals completed.

**Attorney's report –**

Union JANUS – Fair share. It's now unconstitutional to charge Fair Share if not a member of the union. [Guddendorf] so it's not just for governmental agencies. [Flaherty] it's for everyone.

**Old Business –**

**11a) Airport –** Chief to try to contact Aurora Fire Chief again to discuss Aurora Airport contract and fire apparatus.

**11b) Impact fees –** Nothing heard

**11c) Boundary Discussion –** Guddendorf and Fagel try to meet with them again.

**11d) COOP –** [Fagel] 104 pages of documentation is a starting point. Accounting piece difficult to follow. [Chief] This is a step by step for payroll and Quick Books process.

**11e) Strategic Plan –** Guddendorf- Waiting for response back. [Blankenship] I like it. [Chief] It is a plan of direction. [Fagel] if we adopt plan as of Aug 2018 what do you do when it changes? [Guddendorf] You have to keep that capital plan going every 5 years. [Fagel] it's a living document. [Guddendorf] Correct. You look at 5-year plan then 10-year plan then 30-year plan. [Chief] Capital plan is a 10-year document that needs to be reviewed every year. [Guddendorf] plan is taking existing vehicle took them out 30 years and building expenses, adding in new equipment with no major purchases in the same year. [Chief] to send most current Strategic plan to the board

**11f) Fire Chief contract –** Closed session

**11g) Battalion Chief appointment –** Closed session

**11h) Lieutenant position –** Closed session

**11i) FF/PM position –** Closed session

**New Business –**

**12a) Fire Commissioners position –** Rick Sanders position that was temporarily filled by Sauer is now up. Sauer wishes to remain in position.

It was motioned by Guddendorf and seconded by Fagel to:

'Appoint Brad Sauer as Fire Commissioner for a 3- year term'

Roll call vote – Motion carried

**12b) Resignation of an Employee –** closed session

It was motioned by Guddendorf and seconded by Fagel to:

'Go in to closed session at 7:35pm for discussion of 11f, 11g, 11h, 11i, 12b, 13a, 13b, '

Roll call vote – Motion carried

It was motioned by Guddendorf and seconded by Fagel to:

'Go back in open session at 8:49pm'

Roll call vote – Motion carried

It was motioned by Fagel and seconded by Guddendorf to:

'Authorize the appointment of Captain Kristen Wade to Battalion Chief Effective August 1, 2018'

Roll call vote-Motion carried

It was motioned by Guddendorf and seconded by Blankenship to:

'Authorize the Board of Fire Commissioners to appoint the next Lieutenant on the eligibility list'

Roll call vote-Motion carried

It was motioned by Fagel and seconded by Blankenship to"

'Authorize the Board of Commissioners to hire the next FF/PM per the eligibility list'

Roll call vote-Motion carried

**Fire Chief Contract** – Tabled until August meeting. [Blankenship] Chief you will get the evaluation form tomorrow. You will get a vote in August.

It was motioned by Guddendorf and seconded by Linden to:

'Accept the resignation of Sara Naden retroactively effective July 21, 2018'

Roll call vote-Motion carried

#### **ANY OTHER MATTERS THAT MAY LAWFULLY COME BEFORE THE BOARD**

[Drendel] What is being done for Mr. Warner for his leaving? I think he deserves something for recognition. [Chief] Local gave a recognition plaque to Kellie and I paid for the plaque out of my pocket for Kellie. I spoke with him at corn boil and something will happen.

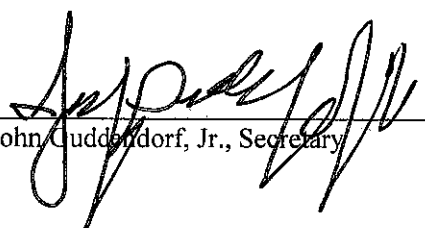
[Fagel] It was determined at June meeting they will be posting for the position of Deputy Chief. Attorney will be posting it on the Illinois Fire Chief Association website with qualifications posted in two or three days. It will be closed September 30<sup>th</sup>. [Chief Perkins] would like to be involved in the process. [Guddendorf] chief will be involved.

It was motioned by Blankenship and seconded by Linden to:

'Adjourn at 9:03pm'

Roll call vote – Motion carried

Respectfully submitted,

  
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John Guddendorf, Jr., Secretary

  
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Kellie Blankenship, Recording Secretary