

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

**DATE:** July 19, 2021  
**TIME:** 5:30 pm  
**PLACE:** Sugar Grove Fire Station

**Board of Trustees:** Mike Fagel – President  
Tim Cicero – Secretary  
Nicole Lamela – Treasurer  
David Blankenship – Trustee  
John Guddendorf, Jr. – Trustee

**GUESTS:** Chief Perkins, Attorney

**Pledge of Allegiance**

**Call to Order**

**Roll Call** – All Trustees present

**Budget and Appropriation Hearing** – The floor was open on the FY 2021-2022 Budget and Appropriation Hearing.

No comments were heard. At 5:37 the hearing was closed.

It was motioned by Guddendorf and seconded by Cicero to:  
'Close the Annual Budget and Appropriation Hearing'

Roll call vote – All in favor – Motion carried

**Public to Address the Board** – Nothing heard

**Approval of Minutes** –

It was motioned by Blankenship and seconded by Lamela to:  
'Approve the June 21, 2021 open session meeting minutes.'

Roll call vote – All in favor – Motion carried

It was motioned by Blankenship and seconded by Guddendorf to:  
'Approve the closed session minutes for June 21, 2021 and keep them closed.'

Roll call vote – All in favor – Motion carried

**Correspondence** – Fagel questioned Chief Perkins on how the two members are doing after a spitting incident on June 17, at the Open Range Grill. Chief stated he assumed it was a non-issue as there was no paperwork filed on it.

Fagel stated in the newspaper today there was a shooting in Tucson, a 20-year-old EMT was shot in the head. Fagel asked for a moment of silence.

**Treasurers Report –**

**Approval of Cash Balances and Budget vs Actual Reports**

Operating Fund – \$4,438,554.77, Capital Account – \$1,341,766.33, Total – \$5,780,321.10  
The budgets will show up on the reports next month.

Trustee Fagel questioned if anyone asked to view the Budget since it was posted. Chief Perkins stated no.

It was motioned by Blankenship and seconded by Cicero to:

‘Approve the June 2021 Cash Balances and Budget vs Actual Reports.’

Roll call vote – All in favor - Motion carried

**Approval of Expenditures –**

Chase Checking- \$437,150.67 Chase HRA-\$5,707.28, Total Expenditures-\$442,857.95

Questions on Health Endeavors – new hire physicals, will be reimbursed through the Safer Grant  
ESO – taking over Firehouse.

It was motioned by Guddendorf and seconded by Fagel to:

‘Approve the Expenditures for June 2021 in the amount of \$442,857.95.’

Roll call vote – All in favor - Motion carried

**Consent Agenda –**

BDK - \$2,527.00 – Replace Bay #7 Door opener. Discussion on how old the other ones are and when they will get replaced. They will get replaced as they break.

It was motioned by Blankenship and seconded by Guddendorf to:

‘Approve the Expenditures for July 2021 in the amount of \$2,527.00.’

Roll call vote – All in favor - Motion carried

**Trustees Report –**

Cicero questioned Chief if he looked into the emails for here – Chief stated he will be looking into it, he has to fix Mikes also.

Cicero questioned if there will be an Open House this year – Chief stated he has money budgeted for it, wants to see what the Delta Variant does.

Cicero questioned AC Parson about Pub Ed for the school – Parson stated that school is not in session yet and they have not made a decision.

**Report of the Fire Chief –** Call volume is 116 for June, 643 for the year. Narrative report was given to Trustees. Discussion on the amount of runs in each District

**Attorney’s report –** Nothing

**Old Business –**

**Door Access Control –** 2<sup>nd</sup> company we reviewed for Door Access – Cloud based software, mobile app for administration, user friendly, print ID cards for us-will sit down with us to design the cards. Does require the control boards to be replaced, not the door locks or card readers. Quote is \$4995 for hardware, and labor, and a charge of \$150 monthly for the service agreement. Discussion continued.

It was motioned by Guddendorf and seconded by Fagel to:

‘Approve the Contract with ADS for the Door Access Control not to exceed \$7000’

Roll call vote – All in favor - Motion carried

**Budget and Appropriation Ordinance 2021-01** – the district has complied with all the requirements for the Budget and Appropriation.

It was motioned by Fagel and seconded by Guddendorf to:

‘Approve Ordinance 2021-01 the Annual Budget and Appropriation for FY 2021-2022’

Roll call vote – All in favor - Motion carried

**Website, Public Education, News Release, Public Service Announcements** - Trustee Fagel questioned if there is enough room on the website to update the public service data. Chief stated we have Nixel and that gives all the public service announcements, there are sections on there for the Fire Prevention Bureau, Firefighter testing gets put on there. Chief stated that we just updated it to put the mobile app on there, it seems to be doing well.

**Training Facility Review** – Chief stated we go before the Board for the final review on the special use and variance tomorrow night – will see if they need to amend it for the roof requirements. Have had discussions with them, as stated before, decided to move it to the farthest northwest corner of the property, to be good neighbors to the resident behind us. Discussion continued on moving of the facility and the costs associated with it. Question from the public was answered about the cost (funds are being used through the Cares Act Funding from payroll reimbursement),

**Annual Training Plan** – Fagel questioned if there would be a guideline use on the facility. Chief stated yes, we will have a plan, we will conform with NFPA1403, we will have a guideline for use of the facility not just for live burns, but for use and care of the maintenance of the facility during non-live burn events. Chief Perkins stated all operational issues will be handled by him and his command staff. Discussion continued on how often the building will be used (daily, except live burns will be 3 times quarterly), having the building on site vs offsite (leaving an engine or ambulance unattended with narcotics on board is not logical), training in a tower vs training in the station (don’t want them damaging the building). Trustee Fagel handed out a NFPA1403 Standard on Live Fire Training Evolutions 2018 handbook to the Trustees, Fire Chief and Admin.

**Review of Complaint and Social Media Posting, Outside Consultant to Review Department** – Cicero stated these should be two separate issues. Blankenship stated the outside consulting should have been extinguished – Cicero stated the outside consultant is supposed to be looked at in 3-5 months, it can be taken off and revisited. Question from the public was answered about if this is a third-party audit (Blankenship stated that there are people who don’t believe the department is run as efficiently as it should be - Cicero stated this is not to find flaws but to help make everything run smoother, these are professionals in the business that notice this and can show how things can run better - Chief stated that you need to make sure the company you get to do this, will not just produce a report that the person hiring them wants them to produce, we should use a reputable agency like the Illinois Fire Chiefs Association) Trustee Fagel stated we will bring it back in 3-5 months.

**Vacant Property Lease for Farming, etc.** – AC Parson stated that he talked to a couple farmers that said they were not interested in driving that far for 10 acres. Parson stated that he also talked to the farmers brother, and they would get ahold of their insurance agent and see if they can write us in on their policy. Fagel handed out a lease agreement that can be used, he stated it is very standard for farmland. Fagel stated you can make the dollar amount zero if you choose too, but it puts in parameters to protect the fire district.

Both Trustee Fagel and Guddendorf stated there should be a document that protects the district. Chief will give the document to Attorney Flaherty and have him draw up a hold harmless.

**NFPA 3000, ASHER Training, PPE & Implementation** – Trustee Fagel gave the Trustees, Chief and admin a USB with 32 items for plans with active shooters. Discussion was held on training with law enforcement, and the use of PPE, and the safety of our members. Chief Perkins responded to a question from the public on how we would respond without Kevlar. Response from public was that they were in support if the crew wanted PPE. Trustee Fagel would like to see the district get PPE per seat/position. Trustee Cicero questioned the Chief if he sat down with the Union on this issue. Chief Perkins stated there are staunch opponents on this; he also agrees with Trustee Lamela where they can provide a false sense of security. Discussion continued on Kevlar, if they will be worn, the sizes, when they expire, etc. Chief will sit down with the members and see how they feel about this issue. Discussion continued on the use of PPE.

**Airport Response, Fees, Inspections, Training, Update Airport Contract and Review** – to be discussed next month when Attorney Flaherty is present.

**TIF Fees** – if anything comes up, Chief will include in monthly report – to be removed from agenda.

**Impact Fees Update from Previous Years, Update and Review** – Chief talks to Village President quite often, it is on her radar – Chief will keep an eye on it – will let board know - to be taken off agenda.

**New Business** –

**Recognition Plaque for Past Officers and Trustees** – Chief Perkins stated that the quote for the plaque is \$343.00, not including engravings – Chief questioned Trustee Cicero exactly what he wants on this, agenda said past officers and trustees, some of these would be too hard to track. Fagle stated he would like to see one for members – the district has one for honorary members (20years and more of service). Trustee Cicero would like one for the Trustees- as far back as we can go.

**Swearing In/Promotion Ceremony** – This is in the works – had discussion with committee – is hiring a new full timer – will wait until after he starts and then combine it.

**Action on High Impact Facilities Review (Rockton/Morris Fires)** – Trustee Fagel put this on the agenda – two of our firefighters went – they staged the whole time. Discussion continued on the high impact facilities in our district – our employees do review these buildings. Any hazmat incidents we would call Hazmat Division XIII – this is all part of our box cards.

**LEPC Tier 1 and 2 Inventory Reports for Service Area** – Already answered

**TIF Fees** – Already addressed.

**Monthly Training Summaries** – these are in the Chiefs monthly reports.

**Weekly Chiefs or OIC Reports-Format, Info** – Trustee Fagel would like Chief to continue his weekly report – Chief stated that there are some weeks where he has nothing to report – Chief stated it became too time consuming – when there is a call of importance, he advises the Trustees immediately. Trustee Guddendorf stated he doesn't believe this best utilizes the chief's time.

**Designated Public Information Officer, Template and Training** – Trustee Fagel questioned who the PIO for the District is – Chief Perkins stated he is. Discussion held on press releases.

**Financial Advisor/Comptroller** – Trustee Cicero stated that he put this on there – we are getting money in and dishing it out - a comptroller will guide us and let us know where our money is and will do a 1-year/5-year/10-year plan and present it to the board. Chief stated our accountant comes in and reviews our monthly accounting/comptroller, to verify where our money is at. Cicero questioned if that shows us whether we can

hire more people or buy another engine, get more part-timers, etc. Guddendorf stated we did that with the long-range plan. Chief stated that years ago she created a spreadsheet that showed all that - he can contact our accountant and have her re-do it, but he does not believe we need it at this time.

**Community Classes, Stop the Bleed, etc., Grants** – Chief stated he believes Kristen is a Stop the Bleed instructor. Chief stated we are in the early process of opening up classes.

**Personal Protective Equipment Review, all Risks, all Hazards** – Trustee Fagel stated he already covered this – his desire is to see that personnel have all the gear they need.

**Fire District Maps for Trustees, Large and Small.** Trustee Fagel would like a wall map of the district. Trustee Lamela would like a map – one could be emailed.

**Public Service Announcements on Recent Fires, Reports** – this was covered.

**Vehicle Location, GIS Mapping with Dispatch Center Update** – Trustee Fagel stated that there was a new GIS tool bought – with vehicle/asset location. Chief stated that was the Fleet Management software – all the vehicle assets are in there – up to 25, it does not have vehicle location.

**Appointment of Commissioner** – Chief will reach out to commissioner Sauer to see if he is still interested in being a commissioner. Guddendorf said just to reinstate him and if he doesn't want it he can resign.

It was motioned by Guddendorf and seconded by Cicero to:  
'Appoint Brad Sauer as Commissioner for a 3-year period'

Roll call vote – All in favor - Motion carried

**ANY OTHER MATTERS THAT MAY LAWFULLY COME BEFORE THE BOARD-**  
Nothing heard

It was motioned by Blankenship and seconded by Lamela to:  
'Adjourned at 7:30pm'

Respectfully submitted,

  
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Timothy Cicero, Secretary

  
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Paula Lacey, Recording Secretary