

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

**DATE:** August 16, 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** – Trustee Lamela absent

**Public to Address the Board** – Jennifer Konen, President of the Village of Sugar Grove, addressed the Board of Trustees regarding the Fire Protection District coming before the Village Board and requesting their training facility and the statements made that evening; Jennifer Konen stated that she came tonight to let the board know that she has no issues with Chief Perkins, she has no issues with this Board, she is grateful with the relationship that she has with them. Jennifer Konen stated she is here to help the fire protection district in any way she can; with the issue of the training facility, she is aware that one of her board members is trying to work diligently with Chief to find a resolution, because they know it is needed.

**Approval of Minutes** –

It was motioned by Guddendorf and seconded by Blankenship to:

‘Approve the July 19, 2021 open session meeting minutes.’

Roll call vote – All in favor – Motion carried

**Treasurers Report** –

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

Operating Fund – \$4,094,656.14, Capital Account – \$1,290,942.38, Total – \$5,385,598.52

It was motioned by Blankenship and seconded by Guddendorf to:

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

Roll call vote – All in favor - Motion carried

**Approval of Expenditures** –

Chase Checking- \$339,024.25, Chase HRA-\$2,963.81, Total Expenditures-\$341,988.06

Questions on EMC – this is extrication equipment

It was motioned by Cicero and seconded by Guddendorf to:

‘Approve the Expenditures for July 2021 in the amount of \$341,988.06.’

Roll call vote – All in favor - Motion carried

**Consent Agenda –**

CDS – Computer/Dock for Tahoe and second dock for Expedition - \$5,340.00

It was motioned by Blankenship and seconded by Guddendorf to:

‘Approve the Expenditures for August 2021 in the amount of \$5,340.00’

Roll call vote – All in favor - Motion carried

**Trustees Report – None**

**Report of the Fire Chief** – Call volume is 132 for July, 775 for the year. Narrative report is attached in packet. Majority is EMS calls. Discussion held on which account the FEMA Grant money is deposited into – it is deposited into the Chase checking account. It was explained to the trustees that money deposited into the checking account is not distributed into other accounts, it is used for payables and payroll that come out of the checking account; this reduces the amount of the transfer from the money market account into the checking account that takes place weekly to cover those items - tax monies from Kane County gets deposited into the money market account.

**Attorney’s report** – NIAFPD training is Jan 21-22, 2022, it is now a 2-day conference, it will be held live.

Governor is starting to sign bills that have been talked about the last 60-90 days – should become law in the next 30 days.

**Old Business –**

**Vacant Property Lease for Farming, etc.** – Attorney Flaherty stated that we need to have the property information, and the identification of the farmer. Discussion continued regarding a hold harmless or Lease with revenue; if property is needed - selling and investing vs. keeping investment - it is not hurting the district to hold on to it, can sell it later, no reason to take a loss on it if there is not a need to sell it. Trustee Fagel stated to prepare the lease, put it at zero, and then the district can revisit it on an annual basis.

**Airport Response, Fees, Inspections, Training, Update Airport Contract and Review** – Attorney Flaherty stated information was sent to Trustee Fagel on July 28, have not heard back, does not know if this needs to be addressed any further. Discussion was held on whether there are items in the agreement that we are not doing – if the City of Aurora has not contacted us regarding any issues, leave it as is. Flaherty stated that some language in the agreement is no longer accurate – but it is not a concern. A letter from the City of Aurora and the Fire Chief was received that states we no longer need to maintain ARFF vehicles – keep a copy with the agreement.

Trustee Cicero questioned equipment and airport training – for the ARFF class is it held here – do we go somewhere – is there a simulator that comes in – the district has a simulator at the airport; Lopez stated he was trying to host it here in 2019-2020 – this did not happen – ARFF practical class was held at O’Hare in the past, it is required in contract that full-time personnel have the class - new full-timers have not had it yet – Trustee Cicero said to check with West Chicago – Chief Perkins will call the West Chicago Fire Chief.

**Training Facility** – Chief Perkins stated that he and BC Lopez will be meeting with Matt Bonnie, the village board liaison, to help find alternative solutions, whether it be alternate construction, site, or appearance. Chief was sent renderings of where they can apply a smooth skin to the outside so it does not look like containers – Cicero questioned it was more looks than height – yes – there was a technical issue with the height issue, but that could have been worked out. Discussion was also on other types of containers including mobile burn trailers.

**Swearing In/Promotion Ceremony** – There is a new full-timer starting in a week – Putting on 3 new part-timers – the part-timers in the academy now will be finished in September – will combine with the firefighter of the year award from last year – will be the end of September for the swearing-in/promotion ceremony.

**NFPA 3000 and Personal Protective Equipment** – Discussion was held on Personal Protective Equipment – Trustee Fagel stated NFPA 1500 is the NFPA standard on Firefighter safety; Fagel would like to have every member in ballistic vests. Discussion was held on the cost – whether the members want the vests and will wear the vests – have not come across any member who wants it; can't force them to wear it– how many to get (not one size fits all) – how long they are good for (5 years) – are our personnel in the position they will need one – Chief Perkins stated he is going to have a table-top with the PD next week. Trustee Guddendorf stated to bring it up yearly. Trustee Fagel stated he is not going to stop bringing it up.

**Comptroller** – Chief stated that when Trustee Cicero brought it up last month, he thought that he was thinking about something that would show if there was a future need for equipment, more firefighters, etc, and have the avenue to have someone forecast that through financial modeling – our accounting firm has the capabilities to handle all of that – then we got this email with a list of items that looks more like what we already have Paula and our accountants do now. Chief stated that our accountant is here this evening so she can answer any questions that he might have. Cicero stated that he is looking for a monthly presentation that explains it better than the reports that they get now. Discussion continued on what the accountant does, can do and the reports that can be created that are more detailed.

**New Business** –

Amendment to FSA Plan - the “CARES Act” permanently removes the requirement to substantiate certain over-the-counter drugs and medications with a prescription and adds menstrual care products as an eligible expense under the Health Flexible Spending Arrangement.

It was motioned by Fagel and seconded by Guddendorf to:

‘Adopt the Amendment to Resolution 2007-02 Cafeteria 125 Plan’

Roll call vote – All in favor - Motion carried

**Surplus** – Two pieces of apparatus to be surplus are a 2007 Expedition and a 2005 International Med Tech Ambulance – discussion was held on declaring ambulance surplus, but still using it until the new one comes in – trade-in vs. selling outright – appraisal was done, Expedition \$10,900, Ambulance \$12,000 – ambulance appraisal more than the \$5000 Foster Coach offered as trade-in - Quad County very interested in buying the ambulance – will wait to execute contract with Quad County until notice of when new ambulance can be acquired.

It was motioned by Blankenship and seconded by Cicero to:

‘Declare the 2007 Expedition and 2005 International Med Tech Ambulance as Surplus’

Roll call vote – All in favor - Motion carried

**Sale of Surplus Apparatus/Vehicle** – Discussion was held on whether to hold onto or sell the Expedition now – Price of used vehicles going for now vs. the need to keep it as reserve vehicle when Chiefs old vehicle will now be the reserve vehicle. Discussion on listing with Quad County for \$10,900, commission is 10% of sale price – if we sell, no commission is due vs. sell on own.

It was motioned by Blankenship and seconded by Guddendorf to:

‘Hold on to the 2005 International Med Tech Ambulance until new one is received and sell the 2007 Expedition – District selling outright’

Roll call vote – All in favor - Motion carried

**Power load for Medic** – Power load system will be going up in October – Chief would like to purchase ahead of time – with extended warranty it will be about \$27,000 – lock in the price now – Bid process if no

one other than Striker makes the load for the Striker cot – per Flaherty, Striker has a Most-favored-nation status through Sourcewell – Discussion continues on joint purchasing – warranty (7 year) – Chief will check on when warranty starts.

It was motioned by Fagle and seconded by Guddendorf to:

‘Approve the Striker cot through Joint Purchasing not to exceed \$30,000’

Roll call vote – All in favor - Motion carried

**Remote Meetings** – Per Flaherty, the Governor, in July (after the last board meeting), signed another executive order that did not expressly include the ability of these boards to meet remotely – we are still under the State’s state of emergency so if the board wishes to run a zoom meeting it can still be done – once no longer under a state of emergency – it must go back to policy.– Flaherty stated there are 2 forms of remote – (1) 1-person here, 4 people zoom – (2) revert back to 2.16 of our policy, predated COVID, this allows if you have a quorum, one person can remote in – Fagle recapped if under 2.16 of our policy we can do remote – Per Guddendorf this was voted down – Flaherty stated this has been in our rules for a long time – Blankenship stated this was discussed and it was voted down, we did not want it to become a habitual habit for trustees – Flaherty stated we should fix section 2.16.

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

Chief stated that Trustee Lamela had questions about the treasurers’ duties and the budget process; she thought that since our FY begins on 05/01 we should have our budget in place on 05/01 – Chief explained we close out our FY on 04/30 – we get our ambulance revenues for April in May – in May we get the final numbers for expenditures and revenues – these are the starting balances used in the budget, which are gone over line by line making sure there is enough to cover the expenses for the year – a draft budget is given to the Trustees in May – it is then posted and published in June, which it is required to be published 30 days prior to approval – in order to approve it at the May meeting it would have to be published by March. Per Shawn there are very few districts that do it by the first day of the new fiscal year, they want to use the real numbers and not estimate what the last two months of the FY will bring.

Trustee Cicero stated that the OT is significantly higher – Chief stated this is due to vacations.

It was motioned by Guddendorf and seconded by Blankenship to:

‘Adjourned at 7:00pm’

Respectfully submitted,

  
Timothy Cicero, Secretary

  
Paula Lacey, Recording Secretary