

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

**DATE:** December 20, 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:** Attorney Flaherty

**Pledge of Allegiance**

**Call to Order**

**Roll Call – Trustee Blankenship absent**

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

**Approval of Minutes –  
November 15, 2021, open –**

**It was motioned by Cicero and seconded by Fagel to:  
'Approve the Open Meeting Minutes from November 15, 2021'**

**Roll call vote – All in favor – Motion carried**

**November 15, 2021, closed –**

- Cross analysis should be cost analysis

**It was motioned by Fagel and seconded by Lamela to:  
'Approve November 15, 2021, closed session minutes with corrections as noted and keep them closed'**

**Roll call vote – All in favor – Motion carried**

At this time Erik Stoltz from PMA Asset Management made his presentation, explaining their roles, working almost exclusively with public funds, how they will manage the reserve funds for the fire district; Cash Flow Forecasting – IPrime – Investments allowable under IL State Statute – BMO Harris-Fund Custodian.

**Correspondence – none**

**Treasurers Report**

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

Operating Fund – \$4,949,251.29 Capital Account – \$1,254,603.23 Total cash on hand – \$6,203,854.52  
Revenues are at 97% and Expenditures are at 38% - should be at around 58%.

**Discussion –**

- Why percentages are so far off
- Expenditures not expended
- Lots of smaller items adding up
- Look at budget better next year

**It was motioned by Cicero and seconded by Guddendorf to:  
'Approve the Cash Balances and Budget vs Actual Reports for November of 2021.'**

**Roll call vote – All in favor - Motion carried**

**Approval of Expenditures**

Chase Checking – \$239,208.86, Chase HRA – \$869.51, Total Expenditures – \$240,078.37.

**Discussion –**

- Why 2 set of expenditures – +/-, will only do the one from now on
- Structural boots – recycle some – if not out of date

**It was motioned by Lamela and seconded by Cicero to:  
'Approve the Expenditures for November 2021'**

**Roll call vote – All in favor - Motion carried**

**Consent Agenda –**

**Fire District**

- MacQueen-Steering Gear Box 8153-\$3,750.62
- ProForma-Short Sleeve Ts-\$1,779.00
- Bonnell Ind-Fire sings/numbers/letters-\$1,334.91
- Total Fire District \$6,864.53

**Foreign Fire**

- ProForma-District Apparel-\$19,024.52
- Kohls/Costco-Ninja Air Fryer-\$300.00
- Kohls-Presto Griddle-\$100.00
- BowFlex-Adjustable Bench-\$500.00
- Total Foreign Fire \$19,924.52

**Grand Total \$26,789.05**

**Discussion –**

- Steering Gear – what apparatus is 8153 – Pierce
- Apparel – rebranding – what members get – why order so much
- ProForma – is there another vendor that could be comparable
- ProForma – over \$20,000 – needs to be under

**It was motioned by Fagel and seconded by Lamela to:**

**'Approve MacQueen \$3750.62, Bonnell Ind \$1,334.91, Kohls/Costco \$300.00, Kohls \$100.00 and Bowflex \$500.00'**

**Roll call vote – All in favor - Motion carried**

**It was motioned by Lamela and seconded by Fagel to:**

**'Approve purchase of Apparel not to exceed \$20,000 from ProForma'**

**Roll call vote – All in favor - Motion carried**

**Trustees Report –**

**Trustee Cicero:**

- Sterling Wake – nice to see Sugar Grove represented by Capt. Carlson
- Union took down post – apologies were given – well respected decision
- Santa Drive through – found out through Chief – wife and kids came through – would like to know much sooner when things like this happen – advertise
- Park District event – Fire Department helped

**Trustee Fagel:**

- Was in Missouri and Kentucky for Tornados, as well as Vermont
- Four Fire Departments, he is aware of, were decimated
- Four PSAPs wiped out – 911 equipment was offered
- How can we get them help
- Fire Trucks/Engines were donated

**Report of the Fire Chief**

Trustees have report – Chief Perkins is out sick – no detail discussion held

**Attorney's report**

- Sloan Valves – confidential agreement is good to go
- Demand to Bargain letter from the Local and Request for Mediation – this is standard practice
- Also received the Locals list of proposals
- Public Act 102.519 passed – additional money from Kane County will be distributed to taxing bodies – this is a portion of money that taxpayers have won though reductions in their assessments

**Old Business –**

**Review from Outside Consultant of Fire District after 3 Months, to Gain a Base for the Future and Forward Movement of The Fire District**

**Discussion –**

- List was prepared to send to the two consultants that gave a presentation
- Also send to a third consultant out of Ohio
- Email Paula documents – she will forward to the three consultants
- All trustees and attorney agreed that it was a good document

**Updating Board Policy Manual**

**Discussion –**

- How many chapters at a time – one for January – two for each month after that
- Spent \$1500 in 2017 and never did anything with it – will take the 2017 version and update it
- Trustees will receive each chapter a week ahead of the meeting to be reviewed
- Vote on them by end of fiscal year

**Went back to Chief's report for questions**

**Discussion –**

- Who on the Board will be on the negotiation team – this will be talked about in closed session
- Station Alerting – need more than an interface to work with the CAD
- Status of overhead speakers – these have been fixed
- ESO-FlowMSP – by 2023 Firehouse will no longer be supported – ESO has bought them out – District is using FlowMSP for mapping and preplans

**Legal Services Retainer**

This is the retainer the district pays the attorney for phone calls, emails and attendance at meeting.

**Discussion –**

- Retainer now at \$875 a month
- Large increase – based on calls and emails
- Wait to approve next month – will charge hourly for January
- Will look at it again in a year and adjust it based on use

**It was motioned by Guddendorf and seconded by Lamela to:  
'Approve Retainer for \$1250 as Presented'**

**Roll call vote – All in favor - Motion carried**

**2<sup>nd</sup> Ambulance Calls**

In Chiefs bi-weekly report there was mention of a senior staff meeting and change in the running order.

**Discussion –**

- ALS – w/mutual aid
- Engine – lift assists
- When was this decided – by whom
- Date it was put into effect – November – before 11/29
- IGA – has this been done – burden on residents out of pocket expenses
- 2<sup>nd</sup> ambulance does not go out on calls
- Concern @ Prairie Point
- Other Departments – don't abuse
- Disturbed this was decided without Board direction/discussion
- Loss of revenue – how much

BC Lopez spoke about the reason it was put into effect – Before November, after 1<sup>st</sup> ambulance was out, 2<sup>nd</sup> call -engine crew would jump to medic – they would respond, shift recall without response back, leaving Sugar Grove with only the BC and Lt on engine to cover third ambulance call. Change of quarters medic would be called along with an engine. Union went to Chief and made a case that it would better serve the district if we did not jump our engine company and run a mutual aid medic – keeping our ALS engine available.

**Discussion –**

- Call volume – going up drastically
- How often do both ambulances go out at the same time
- Does every call create revenue
- More manning for second ambulance
- GEMT – does not running the 2<sup>nd</sup> ambulance affect this
- Three ambulances in house – only using one of them

- Has change been made for chief on structure fires
- IGA – billing for same amount
- Residents paid for ambulances – use them
- Transports for 951 and 952 on Call Summary Report
- Outside transports on Call Summary Report
- Hold times at hospital
- Chief to give Trustees information he made his decision on

**Monthly Meetings for 2022**

Discussion –

- Keep it the same
- Change to later time
- 6pm – works for all in attendance

**It was motioned by Cicero and seconded by Fagel to:**

**'Hold the monthly meetings every 3<sup>rd</sup> Monday of the month at 1800 hrs.'**

**Roll Call Vote – 3/1 – Guddendorf – Motion Carried**

**Promotion/Swearing in Ceremony - Tabled**

**Closed Session – 7:42pm**

**It was motioned by Cicero and seconded by Lamela to:**

**'Go into closed session under 14a and 14b'**

**Roll call vote – All in favor - Motion carried**

**Open Session 8:27pm**

No action taken in closed

**Request for motion to adjourn – Guddendorf and seconded by Lamela**

**All in favor - Motion carried**

Respectfully submitted,

  
Timothy Cicero, Secretary

  
Paula Lacey, Recording Secretary