

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

DATE: April 18, 2022
TIME: 6:00 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 Moran, Attorney Flaherty

Pledge of Allegiance

Call to Order

Roll Call – Trustee Blankenship absent

At this time Trustee Fagel requested to change the order of the agenda...

Trustee Fagel presented Paula with a plaque and certificate from the Board of Trustees and the Members of the District as a thank you for 20 years of faithful service to the district.

Trustee Fagel stated that Volunteer Firefighter Richard Hain from North Aurora FPD passed away, he was on the department for 50 years. A moment of silence.

Public to Address the Board – Nothing heard

Approval of Minutes –
March 15, 2022, special open

It was motioned by Guddendorf and seconded by Cicero to:
‘Accept them’

Roll call vote – All in favor - Motion carried

March 15, 2022 special closed

Discussion –

- There are two for this day – went into closed twice.

It was motioned by Guddendorf and seconded by Cicero to:
‘Accept them and Keep them Closed’

Roll call vote – All in favor - Motion carried

March 21, 2022, open

It was motioned by Guddendorf and seconded by Fagel to:
‘Accept them as Printed’

Roll call vote – All in favor - Motion carried

March 21, 2022, closed –

**It was motioned by Guddendorf and seconded by Lamela to:
'Keep them Closed'**

Roll call vote – All in favor - Motion carried

Correspondence – Nothing heard

**Treasurers Report –
Approval of Cash Balances and Budget vs Actual Reports –
Discussion –**

- Percentages are closer in line – moved the transfers in/out

Operating Fund – \$4,207,728.06, Capital Account – \$1,161,411.47, Total Cash on Hand – \$5,369,139.53

**It was motioned by Cicero and seconded by Lamela to:
'Approve the Cash Balances and Budget vs Actual Reports for March 2022.'**

Roll call vote – All in favor - Motion carried

**Approval of Expenditures –
Chase Checking – \$294,520.15, Chase HRA – \$8,515.64, Total Expenditures – \$303,035.79.**

Discussion –

- Do Battalions see this report
- Will be given to Battalions monthly

**It was motioned by Cicero and seconded by Guddendorf to:
'Approve the Expenditures for March 2022'**

- Sam Carbis - Ladders

Roll call vote – All in favor - Motion carried

Consent Agenda – None

Trustee Fagel moved up 12A, presentation from Sikich, on the agenda ...

Brian LaFever and Debbie Crabtree from Sikich presented the Financial Model, Reserve Fund Summary.

- 1.7 million was moved into the Capital Fund for this FY
- 3-months reserve in policy- inflation taken into account- falling below that at FY26
- Needs to be updated yearly because of economic cycle
- Look at it every 3-4 month
- Changes can be made at any time – give changes to Sikich
- FY 23 budget is baseline – in 6-months if you spend more than 50% on your recurring budget items, those need to be updated and looked at closely
- This is a draft - it is conservative

**Trustees Report –
Trustee Fagel**

- Questioned Firehouse/ESO – will our data still be accessible – yes, we have access to it.
- Sterling Rock Falls firefighter death –
 - Handed out pamphlet and list of items lacking

Report of the Fire Chief –

- Recreating the call sheet for the packet
- 122 calls in March – 385 for the 3 months this year.
- Significant calls –
 - Somonauk – change of quarters for their structure fire
 - Div XIII Hazmat Team – oil leak in Aurora
- Updated 30-60-90 – in Trustees report
- All three shifts got their 30-60-90' - should have them back in May
- Things seem positive and people working well together

Attorney's report –

- General Assembly finished early – campaigning
- Getting rid of bond for pension treasurer passed unanimously
- Foreign Fire Insurance bill passed – is more at the municipality level, not fire districts
- State budget – 1% grocery tax is suspended – \$300 property tax for primary house is taken off 2021 taxes – these will not affect the fire district
- State cut 5m from 911
- May 1 – deadline for filling out Economic Interest Statement

Old Business –

Updating Board Policy Manual –

Discussion –

- Final draft was sent out to Trustee Fagel and Paula
- 99% of changes were raised by Trustee Fagel
- Should forward to Union
- Mike will be making more changes – doing draft edit
- Other Board members would like to see if they want to make changes
- Will be sent to Board by end of week
- Union will get 10 days to comment
- Can adopt as amended

New Business –

Resolution 2022-02 Appoint Authorized Agent of the Illinois Municipal Retirement Fund-

- Resolution stating Chief Perkins is retired and no longer the authorized agent
- Trustee Lamela – Treasurer – perfect choice for the position

It was motioned by Cicero and seconded by Fagel to:

'Adopt Resolution 2022-02 Appoint an Authorized Agent of the IMRF'

Roll call vote – All in favor - Motion carried

Resignation of Employees –

- Four employees have resigned
- One was unexpected, he made a career change choice
- The other three have accepted full time positions at other districts/departments
- All three have kept us apprised of their timelines
- Two have filled out exit interviews – the other will be received before he leaves

Surplus Equipment –

- Ladders (2)
 - One has broken rungs
 - Operational – has been tested over the years – has not been in use
- Extrication Tools

- AMKUS Manual power unit, gas power unit, spreaders, cutters
- AMKUS (2) combination tools, rams, supply hoses
- Hose
 - All is either damaged, rotting or in state of non-repair
- Vehicle Command Boxes
- Items donated to Equality – the old cascade, the operation ladder, the AMKS tools. And the command boxes if they want them.
- Ladder with broken rung will be destroyed
- Hose can be given to someone who uses it for other than its purpose or it will be destroyed

**It was motioned by Guddendorf and seconded by Cicero to:
'Approve'**

Roll call vote – All in favor - Motion carried

Agreement with the Illinois Tollway –

- Have always had an agreement, this has now been updated
- We can bill \$500 for every call we go on to the tollway
- Can invoice patient if we transport with no restrictions
- Attorney has reviewed the agreement
- Mutual-aid is not paid the \$500 from the Tollway

**It was motioned by Cicero and seconded by Fagel to:
'Approve Agreement with the Illinois Tollway'**

Roll call vote – All in favor - Motion carried

Mutual Aid Agreements –

- Discussion has been held with 3 area Fire Chiefs on auto/mutual aid agreements
- Nothing in writing yet – still working on
- Moran would like authority as Chief to sign off on them - Board has no problem with that
- NextGen911 - Boundaries are handled by different dispatch centers –
 - Area Chief's agreed to send someone, and they will figure out when they get there

Filling Firefighter/Paramedic Vacancy – Will talk about after closed

Entry Level Testing –

- Two vendors have been contacted by BC Lopez
 - Testing for Public Safety LLC
 - IOS
- Commissioners have been contacted –
 - They want to be involved in the selection process
 - They would like to have appropriate training
- Current list could be exhausted very quickly
- Need Board approval to interview and hire testing company
- Both companies are comparable in pricing and will do training for commissioners

Appointment to Pension Board –

- Pension Board is made up of two appointees from the District Board
 - Chief Perkins and Harry Davis
- Board is having changes – Ali VanHorn and Josh Lopez are on as active members
- Kellie Blankenship resigned as the retired member
- By statute the Treasurer is supposed to be on the Board
- When are terms up for Perkins and Davis

- Harry Davis will continue to serve on Pension Board
- Treasurer is responsible for signing all the warrants
 - she does not have to be on the board
 - but she is tied to the board

Trustee Fagel questioned if equipment has been returned. Not at this time, he knows he has it and will return it.

Engagement Letter from Lauterbach & Amen –

- This is a one-year contract
- We will have a new person in the company that will oversee the audit
- Cost is \$\$8,675
- Would like to sign the 1-year now – it is late in the year
- Will look next year to see what other companies are out there and their costs and services

It was motioned by Cicero and seconded by Guddendorf to:

‘Approve the Engagement Letter from Lauterbach and Amen’

Roll call vote – All in favor - Motion carried

Closed Session –

It was motioned at 7:06pm by Cicero and seconded by Lamela to:

‘Go into closed session under 13a and 13b’

Roll call vote – All in favor - Motion carried

Open Session – 8:24pm

Motioned by Guddendorf and seconded by Lamela

Roll call vote – All in favor - Motion carried

Closed Session Minutes – No action taken

Go back to 12G) - Filling Firefighter/Paramedic Vacancy

It was motioned by Fagel and seconded by Guddendorf to:

‘Approve the Board of Fire Commissioners to Fill Vacant Position’

Roll call vote – All in favor - Motion carried

All Other Matters that May Come Before the Board –

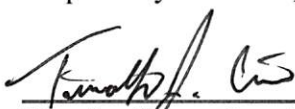
Trustee Guddendorf let Chief Moran and AC Parson know of road closures until August.

Adjourn – 8:28pm

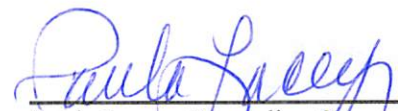
Motioned by Cicero and seconded by Lamela

All in favor - Motion carried

Respectfully submitted,



Timothy Cicero, Secretary



Paula Lacey, Recording Secretary