

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

DATE: September 18, 2023
TIME: 6:00 pm
PLACE: Sugar Grove Fire Station

Board of Trustees: David Blankenship– President
Tim Cicero – Secretary
Nicole Lamela – Treasurer
Mike Fagel – Trustee
Patrick Hines – Trustee

GUESTS: Chief Moran, DC Weaver, Attorney Flaherty, Megan Lamb

Call to Order

Pledge of Allegiance

President Pro-Tem –

Motion by Fagel Seconded by Hines
To elect Mike Fagel as President Pro-Tem
All Ayes. Motion carried.

Roll Call – Blankenship absent

Public to Address the Board – none heard

Minutes –

Open Session August 21, 2023

Motioned by Cicero Seconded by Hines
To Approve the August 21, 2023 minutes with changes to trustees names and titles
Roll call vote – All in favor, Motion carried.

Closed Session – no closed session

Treasurers Report –

Cash Balances vs Actual Reports –

Motioned by Cicero Seconded by Lamela
To Approve the Cash Balances vs Actual Reports for August 2023
Roll call vote – All in favor, Motion carried.

Expenditures –

Motioned by Hines Seconded by Cicero
To approve the Expenditure for August 2023
Roll call vote – All in favor, Motion carried.

Consent Items – Tabled until later on agenda

Trustees Report –

Trustee Cicero thanked the members who showed up to Bristol Kendall for the Service for the Assistant Chief who passed away.

Trustee Fagel talked about Denny Road –

- Subdividing lots
- Chief talked to the architects regarding our 10 acres and phase it out –
 - First phase – bury ComEd and Comcast lines, roughly \$150,000
 - Second phase – training site and Morton building

Discussion continued.

Report of the Fire Chief –

- 144 Calls for the month of August, total 1025 for the year, increase of 42
- West side parking lot is complete
- Station Alerting Project is moving forward
- North parking lot repave September 25 and 26

Attorney's report –

- Pension Board awarded Wilkins a Line of Duty Disability Pension on a 3-2 vote
- Arbitration with Union – Briefs are due in approximately 30 days
- Need to put Truth in Taxation on agenda for next month – discussion continued on regarding Truth in Taxation
- Discussion on Training and Continuing Education classes

Consent Items – from 7c

District

- Air One – Bunker Gear - \$13,398

2%

- Lopez – Columbia Southern – \$1,974.60
- Costco/BestBuy – TV 65” – \$649.99
- Costco/BestBuy – Tilting Mount – \$99.99
- BestBuy – CAD TV – \$169.99
- Michels – Reimburse for Shoes – \$172.74
- BestBuy – CAD TV Mount – \$179.99 (paperwork was included in packet – missing on itemized amount)
- Total – \$16,645.30

Motioned by Lamela Seconded by Hines

To approve the consent agenda with changes to \$16,645.30

Roll call vote – All in favor – Motion carried

Old Business –

Grievance – no discussion

New Business –

Audit Presentation – Lauterbach & Amen LLP -

Jennifer Martinson gave her presentation on the audit that was performed by Lauterbach & Amen.

- Audit is required by state statute every year at fiscal year end
- Issued an unmodified opinion – a clean opinion and the highest opinion they can issue
- Financial statements are materially correct
- MD&A narrative summary – highlights changes for this year – All financial information on those 4 pages
- Overall decrease in fund balance of \$60,000 – ending fund balance approx. 4.7m – 1.6m unrestricted
- General fund – both funds coming in underbudget for expenditures
- Management letter – new GASB Standards will all be implemented as required – could have financial impact in coming years

Motion by Cicero Seconded by Hines

to Accept the 2022-2023 Financial Audit

Roll call vote – All in favor – Motion carried

Treasurers Annual Statement of Receipts and Disbursement

- This is an annual report that must be filed with Kane County

Motion by Cicero Seconded by Hines

to Accept the Treasurers Annual Statement of Receipts and Disbursement

Roll call vote – All in favor – Motion carried

Capitalization Policy –

- This was in the policy manual – somehow got removed
- Will get a new chapter number

Motion by Cicero Seconded by Fagel

to Accept Revised Capital Policy

Roll call vote – All in favor – Motion carried

Resignation of Employee – David Ramirez handed in his resignation

Motion by Cicero Seconded by Lamela

to Accept the resignation of David Ramirez

Roll call vote – All in favor – Motion carried

Surplus Equipment – Blue banquet chairs and some wooden kitchen chairs

Motion by Cicero Seconded by Lamela
to Approve Surplus Equipment
Roll call vote – All in favor – Motion carried

Cadet Program – Manager and Coordinator Job Descriptions

- Requirements, responsibilities and duties – laid out the same way as the other job descriptions in the policy manual

Motion by Cicero seconded by Hines
to Accept Adding the Cadet Manager and Cadet Coordinator job descriptions to Policy Manual
Roll call vote – All in favor – Motion carried

Ambulance Purchase –

- It is taking 2 years after purchase to receive
- State bid is still \$379,995
- Does not include power load or cot
- Have 89,000 (2008) and 50,000(2018) on current vehicles
- Discussion on diesel vs gas
- Discussion on trade value
- No deposit – pay on delivery

Motion by Fagel Seconded by Cicero
to Accept Quote
Roll call vote – All in favor – Motion carried

Closed Session –

Motion by Cicero Seconded by Hines
To go into closed session at 6:40 for 13a and 13c of Agenda
Roll call vote – All in favor – Motion carried

Return to Open Session –

Motion at 7:07pm by Cicero Second by Hines

Motion by Cicero Seconded by Hines
To Hire Part-time Cadet Program Manager
Roll call vote – All in favor – Motion carried

Full-Time hiring requirements to be put on old business for next meeting

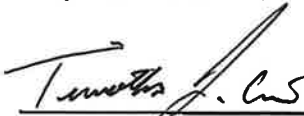
Motion by Cicero and Seconded by Hines
To have FF Wilkins come to October meeting to present his application
Roll call vote – All in favor – Motion carried

All Other Matters that May Come Before the Board – none heard

Adjourn

Motioned by Cicero Seconded by Lamela
To adjourn at 7:11pm
Roll call vote – All in favor – Motion carried
Motion carried.

Respectfully submitted,


Timothy Cicero, Secretary


Paula Lacey, Recording Secretary