

SOUTH ELGIN AND COUNTRYSIDE FIRE PROTECTION DISTRICT
A MUNICIPAL CORPORATION OFFICIAL RECORD

DATE: July 11, 2023

The regular monthly meeting for the South Elgin and Countryside Fire Protection District was called to order on July 11, 2023, at 19:00.

PRESENT: President Diana Cornelissen, Secretary Rick Bohlman, Treasurer Jeffrey Speyers, and Trustee Jeff Theriault

ABSENT: None

PRESENTATIONS –

Chief Luchsinger informed the Board that the District received positive recognition from Advocate Sherman Hospital for a Mutual Aid vehicle accident our crew responded to in Bartlett. Advocate Sherman recognized the following crew members for the excellent care and treatment of a critical trauma patient: Lieutenant Paul Duffy, FF/PM Matthew Sutton, and FF/PM Jimmy Schoff. Great job guys!

Chief Luchsinger officially pronounced that Firefighter/ Paramedic James (Jimmy) Schoff was off probation and presented him with his helmet name shield. Jimmy completed his 1-year probationary training period which consisted of equipment orientation, street tests of the South Elgin Fire District, fire training, EMS training, policy review, rotating between all 3 fire stations, and much more. Jimmy's brother Patrick performed the traditional honor of pinning on his full-time badge (#60). Members of South Elgin Professional Firefighters Local 4833 Union President (Lt.) Mike Rothecker and Secretary Tyler Hite presented Jimmy with his probationary helmet shield on a plaque commemorating the completion of his probation.

Treasurers Report –James Howard was present and reviewed the District's financial report as provided for June 2023 with the Board.

Acceptance and Approval of Consent Agenda

- a. Approval of June 13th, 2023, meeting minutes
- b. Approval of Treasurer's Report for June 2023
- c. Approval July 11, 2023 bills in the amount of \$ 503,428.34
Ratify bills for June 14-July 10, 2023 in the amount of \$ 45,275.67

Treasurer Speyers made a motion to accept the consent agenda as presented. Secretary Bohlman seconded, and the motion passed unanimously.

ATTORNEY'S REPORT- Attorney Matt Simo was present at the meeting, filling in for Attorney Shawn Flaherty.

- Attorney Simo informed the Board that the model report for the Decennial Committee will be completed and ready for approval at the August meeting. Matt also updated the Board on the status of the annexation for the St. Charles properties. Matt is working on the paperwork for this undertaking, the process was delayed due to issues finding the

legal description of the properties. This should all be completed before the end of the year.

CHIEF'S REPORT –

- Part-Time Administrative Assistant update – The District received many applications for the Part-Time Administrative Assistant position. Five (5) resumes were reviewed, and interviews were scheduled with those applicants. Upon the completion of the interviews Gail Hunter was offered the position and she has accepted. Gail is a long-time resident of the District with her husband and son who graduated from South Elgin High School. Gail will start on Monday July 17th, 2023.
- District Operation Account-Money Market Checking Acct.- Chief Luchsinger reported that we are waiting to meet with Elgin State bankers to provide us with some training to utilize our accounts online and for payroll. The plan is to move most of the money out of Union Bank and into Elgin State Bank and transition the payroll from Union to Elgin State Bank over the next couple of pay periods to make sure the process is smooth and efficient and without error.
- Illinois Department of Health and Human Services Reimbursement Grant- Chief Luchsinger reported that our grant application is still under review and that he will update the Board when he receives any notifications.
- Full-Time Hiring Process Update - At this time, we have officially exhausted our full-time eligibility list. Chief Luchsinger has started the testing planning process to create a new Full Time Firefighter Hiring List.

PRESIDENT'S REPORT- Nothing at this time.

OLD BUSINESS –

Station 22 HVAC Update – The contractors for the Station 22 HVAC project conducted a walk-through with their installers and sub-contractors. It was noted by the fire alarm subcontractor that the HVAC/building plans call for installed carbon monoxide detectors in the new units. The District turned to Fire Safety Consultants for an independent review of the plans and building. Fire Safety Consultants accessed the project, and it was their opinion that online CO Detectors would not be required at this time. Upgrades will need to be completed in our future remodel.

Any other Old Business- Nothing at this time.

NEW BUSINESS-

Discussion and possible approval of FY 2023 Modified Budget - President Cornelissen made a motion to approve the working budget for the June, 1, 2023 -December 31, 2023 fiscal year. Secretary Bohlman seconded, and the motion passed unanimously.

Discussion and possible approval of the Billing Services Agreement between Andres Medical Billing and the South Elgin and Countryside Fire Protection District – Andres has changed hands and sent the District a new contract. Chief Luchsinger sent the contract to Attorney Shawn Flaherty for review. Attorney Flaherty sent the contract back to Andres asking for several changes/omissions. A one-year contract was sent back to the District with most of the changes the District requested, and Attorney Flaherty was good with the changes. Trustee Theriault had some uneasiness with some of the parts/wording of the contract and wanted to discuss his

concerns with Attorney Flaherty. The Board discussed some particulars of how our medical billing is set up with Andres. The Board decided to table the contract approval until next month.

Discussion of District Goals/Special Meeting - President Cornelissen discussed the accomplishments of the District over the past year. President Cornelissen informed the Board of her intention to schedule a Special Meeting to establish District Goals. The Board made the decision to schedule a Special Meeting for August 24th, 2023 at Station 21 @ 09:00.

Discussion and possible approval of temporary change to District Trustee Policy Manual Section 3.08-Full-Time Hiring Requirements – Chief Luchsinger discussed his recommendation to make a temporary modification to the Trustee Policy Manual. This change would expand our ability to attract candidates to take our full-time eligibility test as well as expand the candidates that are able to accept our conditional offers of employment. Currently our policy manual only allows hiring candidates that are both BOF and Paramedics at time of hire. We are looking to gain the ability to hire personnel that are currently enrolled in paramedic class or to hire paramedics that simply need to obtain their BOF; both can be accomplished during a person's probationary period. This is acceptable by state statute and has been discussed with the District's attorney; the Board has the authority to modify the requirements needed for employment. President Cornelissen made a motion to approve making a temporary change in the District's Trustee Policy Manual Section 3.08 - Full-Time Hiring Requirements as written. Secretary Bohlman seconded, and the motion was passed unanimously. This is only a temporary change at this time, a revision in the policy may come in the future.

Any other New Business - Nothing at this time.

GOOD OF THE DISTRICT – Nothing at this time.

PUBLIC COMMENT – Nothing at this time.

There being no further business to come before the Board on a motion duly made by Treasurer Speyers and seconded by Trustee Theriault the meeting was adjourned at 20:15 hours after the motion passed unanimously.

Respectfully submitted,
Secretary Bohlman