

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

DATE: August 24, 2023

The Special monthly meeting for the South Elgin and Countryside Fire Protection District was called to order on August 24, 2023 at the South Elgin Fire Department, Station #21, 1090 W. Spring Street. South Elgin, IL Kane County, IL at 9:00 hours.

PRESENT: President Diana Cornelissen, Secretary Rick Bohlman, Trustee Jeff Theriault and Kathy Hazelwood

ABSENT: Treasurer Jeffrey Speyers

NEW BUSINESS-

Discussion on Establishing District and Administrative Goals

Discussion on ambulance billing services / Discussion and possible approval of an agreement with EMS/MC -

At the Trustee Meeting on August 8, 2023, the Board made the decision to table the discussion and possible approval of the proposed Andres (now EMS/MC) ambulance billing contract. Per the Board's direction, Britta reached out to other departments to inquire about other options for ambulance billing. The Board discussed the options provided and the pros and cons of each of the other companies. Attorney Flaherty had found the final contract sound and it was Chief Luchsinger's recommendation to approve the contract. The Board decided to vote on the proposed contract from Andres now (EMS/MC). Secretary Bohlman made a motion to approve and directed Chief Luchsinger to sign the contract with EMS/MC for the term starting June 1, 2023 through December 31, 2025 (this date range was approved by Amanda from EMS/MC before the end of the meeting). Trustee Hazelwood seconded and the motion passed by a voice vote; President Cornelissen – yes, Secretary Bohlman – yes, Trustee Theriault – no, and Trustee Hazelwood – yes.

Discussion on Establishing District and Administrative Goals-

President Cornelissen led a discussion on future administrative goals for the District. The Board and Chief Luchsinger discussed both their short term and long-term goals. These goals included the hiring process, keeping our full-time employees, employee health, vehicle replacement planning, and the District's financial institutions/services. The Board discussed the Station 22 HVAC system project and the need for a station remodel in the next 5 years.

Chief Luchsinger updated the Board on the full-time firefighter testing process. The District had 28 candidates test, with 21 of those going on to the oral interviews August 22-24, 2023. The Commission will meet on August 29<sup>th</sup> and compile the Preliminary Eligibility List. The candidates will then have 10 days to file any Preference Points. The Commission will then meet on September 12, 2023, award any preference points and approve a Final Eligibility List. The Chiefs will then examine and evaluate the final list for new hires according to the operational needs of the District.

The Board discussed having innovative equipment for our EMS crews. Chief Luchsinger reported an incident that our Station 21 crews responded to; a resident's Apple watch sent a

9-1-1 message to our dispatch citing a “hard fall”. The crew was only given proximity, not an actual address. Our crew searched around the area until they found a woman that had fallen in her basement and was unconscious. The paramedics were able to get her back and transport her to the hospital. This team went above and beyond on this call.

Chief Luchsinger led a discussion on his list and timeline of administrative goals. These included the District’s ISO rating and the possibility of improving our rating, updating the IDOL books, the Acting Officer Program (both Lieutenants and Battalion Chiefs), the District audit, a Capital Improvement Plan, and firefighter training. He added his thoughts to many of the items that have already been discussed like the needed Station 22 remodel. Chief Luchsinger also reviewed his plan of possibly having a training facility in our District.

The Board discussed developing an evaluation process for Chief Luchsinger. The Board discussed evaluating all employees. The Board discussed starting simple and working towards an acceptable and informative evaluation process for the next year. The Board decided to have quarterly performance evaluations for Chief Luchsinger at the regular trustee meetings starting on October 10<sup>th</sup>, 2023.

The Board discussed their interest in being updated in a timely manner of critical calls, District events, and of employee injury.

The Board and Chief expressed their pride and satisfaction in the direction the District is moving.

Public Comment- None at this time.

Good of the District – None at this time.

There being no further business to come before the board on a motion duly made by Secretary Bohlman, and seconded by Trustee Hazelwood, the meeting was adjourned at 10:36 hours after the motion passed unanimously.

Respectfully Submitted,  
Rick Bohlman