



# COUNTRYSIDE FIRE PROTECTION DISTRICT

600 N. Deerpath Drive • Vernon Hills • Illinois • 60061

Phone 847.367.5511 • Fax 847.367.5521

[www.countrysidefire.com](http://www.countrysidefire.com)

Chuck Smith, Chief

Bruce A. Brown, President

## MINUTES OF THE BOARD OF TRUSTEES MEETING COUNTRYSIDE FIRE PROTECTION DISTRICT

December 17, 2020

A meeting of the Countryside Fire Protection District Board of Trustees was held on Thursday, December 17, 2020 at 7:30 p.m. via Zoom, pursuant to notice.

**CALL TO ORDER:** Trustee Brown called the meeting to order at 7:36 p.m.

### **ROLL CALL:**

**PRESENT:** Trustees Bruce Brown, Bryan Hogan and Mike Davenport

**ABSENT:** None

**ALSO PRESENT:** Fire Chief Smith, Deputy Chief Heinz, Deputy Chief Echtenacher, John Kelly, Attorney

**APPROVAL OF MEETING MINUTES:** The board reviewed the November 19, 2020 meeting minutes. A motion was made by Trustee Brown and seconded by Trustee Davenport to approve the November 19, 2020 meeting minutes as written. Motion carried unanimously by roll call vote.

**AYES:** Trustees Brown, Hogan and Davenport

**NAYS:** None

**ABSENT:** None

**PRESIDENT REPORT:** Trustee Brown signed up for a few conferences

### **CHIEF REPORT:**

#### Department reports

COVID 19 Response Update

Incident and Response report – decrease year over year, however current pace seems consistent with previous year

Bureau report

Construction update

Finance report

#### Personnel

- Application posted with I/O Solutions to create new eligibility list, 77 applications are out so we are excited about the response
- Contract: Continued vacancies within the Metro contract
- POP update – Kyle Bittner will start 1/1/2021 and will go to the fire academy the second week of January, 8 passed the written test, starting background checks and those who get through that process will go to the April academy



Monthly Training Report & Certifications: Deputy Chief Echtenacher has provided a list of the month's certifications and recognitions for the membership.

#### Facilities

Fire Stations: working on providing estimates for a Station 2 refresh with our project manager; emergency repair work to Station 1 apron

#### Grants

Assisted VHHS in receiving a grant for ice rescue equipment

IDPH Grant submitted for civil unrest/active threat gear

#### Apparatus

Ford Expedition accident - \$7,500 in damages so getting it fixed and then make a decision to keep or auction

#### Programs

Regional 911 Consolidation: BAFO for final determination of CAD/RMS vendors

Vernon Hills Dispatch: working on revenue sharing audit

Hawthorn Mall - TIF & JRB – have agreed to provide CFPD a capital donation of \$500K in addition to the \$411K in development fees

#### Other Information

Trustee Hogan trustee service – when Trustee Hogan no longer resides in district, his position will be considered vacated

#### Intergovernmental relations

Vernon Hills – coordinated holiday parade

Hawthorn Woods – coordinated holiday parade

ARA's – ARA/MA ambulance billing rate discussions ongoing

**ATTORNEY'S REPORT:** John Kelly of Ottosen DiNolfo Hasenbalg & Castaldo, Ltd. reported on and discussed the following items: Legislature is out of session until next year. A battalion chief and Firemedic have been subpoenaed regarding a Mundelein ambulance call, so Mr. Kelly will be assisting with the deposition on 1/14. Countryside FPD isn't named in the lawsuit.

**OLD BUSINESS:** None

#### **NEW BUSINESS:**

Mr. Frank Costabile Jr. presented the FY 2019 – 20 financial statements to the board. Audit process was smooth and a clean opinion has been issued.

A motion was made by Trustee Brown and seconded by Trustee Davenport to approve the FY 2019 – 20 audit as presented by Frank Costabile Jr. Motion carried unanimously by roll call vote.

AYES: Trustees Brown, Hogan and Davenport

NAYS: None

ABSENT: None

A motion was made by Trustee Brown and seconded by Trustee Davenport to approve and adopt the Amendment to the CFPD 125 Cafeteria Plan. Motion carried unanimously by roll call vote.

AYES: Trustees Brown, Hogan and Davenport

NAYS: None

ABSENT: None

A motion was made by Trustee Brown and seconded by Trustee Davenport to approve the 2021 Board of Trustees meeting dates. Motion carried unanimously by roll call vote.

AYES: Trustees Brown, Hogan and Davenport

NAYS: None

ABSENT: None

**PUBLIC COMMENT:** There were no public comments.

**EXECUTIVE SESSION:**

Motion was made by Trustee Brown and seconded by Trustee Davenport to discuss personnel matters in Executive Session at 8:14 PM. Motion carried unanimously by roll call vote.

AYES: Trustees Brown, Hogan and Davenport

NAYS: None

ABSENT: None

Motion was made by Trustee Brown and seconded by Trustee Davenport to adjourn the Executive Session at 8:25 PM. Motion carried unanimously by roll call vote.

AYES: Trustees Brown and Davenport

NAYS: None

ABSENT: Hogan

No actions were taken during executive session. It was noted the trustees accepted the Chief's recommendation.

**APPROVAL OF THE BILLS:** The bills were presented to the board. A motion was made by Trustee Brown and seconded by Trustee Davenport to ratify bills paid in the amount of \$236,315.18. Motion carried unanimously by roll call vote.

AYES: Trustees Brown and Davenport

NAYS: None

ABSENT: Hogan

**ADJURNMENT:** A motion was made by Trustee Brown and seconded by Trustee Davenport to adjourn the meeting at 8:27 p.m. Motion carried unanimously by roll call vote.

AYES: Trustees Brown and Davenport

NAYS: None

ABSENT: Hogan

*Minutes prepared by Lisa Clausen, Finance Director, Countryside Fire Protection District*