

Elburn & Countryside Fire Protection District  
Trustee's District Meeting & Public Hearing

Date: April 14, 2008

To: President & Trustees

From: Administrative Assistant

J. Feece called the Trustee Meeting to order at 5:03 pm with the following persons in attendance:

J. Feece	R. Weber	T. Haley
K. Callaghan	W. Stevens	P. Hall
B. Britz	M. Huneke	G. Algrim

Previous Meeting Minutes:

J. Feece called for any additions or correction of the minutes from the previous month's meeting. J. Feece made a motion to accept the minutes as presented. R. Weber seconded the motion. It was voted on and approved with a copy placed on file.

Public Comment:

None

Treasurer's Report:

R. Weber made a motion to approve the Treasurer's Report. J. Feece seconded the motion. It was voted on and approved with a copy placed on file.

Approval of Bills:

The Purchase Journal was presented showing monthly invoice expenses of \$395,936.28. R. Weber made a motion to approve the bills. J. Feece seconded the motion. It was voted on and approved with a copy placed on file.

Fire Chief K. Callaghan Comments:

- 1) Levy Amount reduction
  - Chief K. Callaghan informed the trustees that the amount requested from Kane County for the Levy was denied. The request for \$6,179,103.00 was a 26% increase over the previous fiscal year's budget. Kane County notified the district that they can only receive an increase of 8% equating to \$5,304,693.74.
- 2) Kaneville
  - Chief K. Callaghan informed the trustees that he was recently visited by a resident of the Kaneville Fire District. She requested to speak with Chief Callaghan in regards to an incident at her home. At the time of the incident, she was not aware that her residence was no longer serviced by the Elburn & Countryside Fire Protection District for ambulance services. She was aware that her home is in the Kaneville Fire District but assumed that Elburn was still the responders for ambulance calls to her residence. Her complaint was that she felt the ambulance did not have a quick response time. Her concerns are for the response time and the safety of residents in her subdivision as well as students & staff at Kaneland High School & Kaneland Middle School.

Fire Chief K. Callaghan Comments continued:

- Chief Callaghan also informed the trustees of other complaints that he has received from several parents of Kaneland High School & Kaneland Middle School students in regards to Kaneville Fire District's response time for ambulance calls.
- Chief Callaghan has advised all residents of the Kaneville Fire District that have contacted him with complaints to contact Kaneville Fire Chief Dave Sigmund with their concerns.
- Assistant Chief Stevens informed the trustees that he has also been contacted by the Big Rock EMS Coordinator in regards to response time. The Big Rock Fire District has also received complaints from Kaneville Fire District residents. Assistant Chief Stevens advised the Big Rock EMS Coordinator to contact Kaneville Fire Department to discuss.
- Chief Callaghan reviewed the history of the Kaneville Fire Department & the Elburn & Countryside Fire Protection District. Kaneville Fire District is an all volunteer fire department. They do not have an ambulance and respond to calls directly from the Kaneville Fire Department as first responders to assess and treat patients until an ALS ambulance arrives on the scene.
- Kaneville Fire District did not renew the ambulance service contract with the Elburn & Countryside Fire Protection District in 2004. Since February 1, 2004, Kaneville Fire District has contracted Big Rock Fire District for ambulance services.
- Citizens are requesting the Elburn & Countryside Fire Protection cover the Kaneville Fire District in certain areas. Discussion was held in regards to the size of the area that residents are requesting the Elburn & Countryside Fire Protection District's services.
- Chief Callaghan would like to meet with Kaneville Fire Chief Dave Sigmund to discuss. The trustees agreed that the district should take a pro active approach to the community's concerns. Attorney R. Britz advised that an intergovernmental agreement may be needed if Kaneville Fire District requests our assistance.

### 3) Computers-Lieutenant Shift Office & Updates

- Chief K. Callaghan requested approval to purchase 5 new computers. Three for each Lieutenant in the new Shift Office, one for the back Shift Office and one for Fire Marshall A. Isberg.

R. Weber made a motion to approve the purchase of five computers. J. Feece seconded the motion. It was voted on and approved.

### 4) Preliminary Budget

- Chief Callaghan presented a 2008-2009 preliminary budget for the trustees to review. He requested that the trustees take the information with them to review and contact him with any questions they may have. The Preliminary Budget will be discussed with any revision requests and questions at the May 12, 2008 Trustees meeting.

Fire Chief K. Callaghan Comments continued:

5) Air Packs for Public Works

- Chief K. Callaghan informed the trustees that he was contacted by Art Sanchez from the Village of Elburn Public Works Department. He requested five air packs be donated or sold to the Village of Elburn at a discounted rate for use by village employees in the Well Houses for chlorine emergencies.
- Chief Callaghan informed the trustees that new SCBA air packs have been purchased for the district from a grant received. There are 32 air packs in service; the district will be keeping 10 air packs for the recruits to use at Southern Kane for training which leaves 22 SCBA air packs.

R. Weber made a motion to donate five SCBA air packs to the Village of Elburn. J. Feece seconded the motion. It was voted on and approved.

- Chief Callaghan would like to discuss at the next meeting what to do with the remaining 17 SCBA air packs.

6) Presentation

- Chief Callaghan was prepared to do a presentation for the Lily Lake family that the district has been discussing land acquisition with for Station Three.
- The family was not able to attend.
- J. Feece has been the contact person for the district and the family. Chief Callaghan informed President J. Feece that he would like to meet with the family to do the presentation and answer any questions they may have. The district is in need of facilitating this process in a timely manner. The presentation will include the annual report, fire prevention report, architect information, boundary maps, station locations and response time information.
- J. Feece stated that he will contact the family to set up a meeting.

Assistant Chief W. Stevens of EMS:

1) Grants

- Assistant Chief W. Stevens reminded the trustees of the SAVER Grant that the district was awarded in the amount of \$632,550.00 to be paid over a four year period. The grant award package states that the fire fighters need to be hired within ninety days not one year.
- Assistant Chief W. Stevens informed the trustees that certified letters have been sent to the six candidates remaining on the eligibility list. Two have accepted the position so far.
- Assistant Chief Stevens informed the trustees that the 5 week academy starts on May 19<sup>th</sup>, 2008. The fire fighters/paramedics will start on shift on June 23<sup>rd</sup>, 2008.
- Trustee J. Feece complimented Assistant Chief Stevens on acquiring the grant. He stated the grant is beneficial to the district and commended Assistant Chief Stevens for his hard work. Trustee Feece also expressed concern with the economy and the hiring of six full time fire fighter/paramedics. He stated that the tax assessor is dropping rates. He has concerns with the affordability of hiring these employees and the future expenses to the district.

Assistant Chief W. Stevens of EMS continued:

- Assistant Chief Stevens reiterated the district's desire to staff an ambulance at Station Two for full time service. He also stated there would be a need for full time employees to staff Station Three in the future. If the economy wouldn't allow us to hire staff for Station Three, the other full time employees from Station One & Two could be moved to Station Three until further arrangements can be made. Assistant Chief Stevens stated that service is mandatory. The calls and need for service will continue to grow and he feels the grant is helpful to the district.
- Assistant Chief Haley expressed concern for response times in the future if the district is not prepared with staffing and employees to man equipment. Response times will inevitably be longer if we do not have the manpower to staff apparatus. The district can control the future of its performance resulting in good response times and quality care by being prepared.
- Trustee Weber stated the need for services will continue to grow. Personnel to meet these needs will need to be expanded upon. Trustee Weber feels the funds acquired from the grant to provide a portion of this expansion are a benefit to the district.

## 2) Testing for Entry Level/Officers

- Assistant Chief W. Stevens stated that the Fire Commissioners approved hiring Ergometrics for the testing process for the candidate eligibility list as well as the promotions eligibility list. The expense to the district will be less than College of DuPage. The video based testing will be done in house and allow the district to meet the terms of the grant as well as create a new list.

Assistant Chief T. Haley of Fire Operation Comments:

### 1) Review Incident Report for District

- Assistant Chief T. Haley presented the Firehouse Incident Report for March 2008 listing the incidents that the district has been dispatched for. The report is broken down into mutual aid incidents as well as incidents per quadrant of the district. In March 2008, there were 11 incidents North, 20 incidents South, 41 incidents Center and 22 incidents Mutual Aid. A comparison of 2007 vs. 2008 stated 318 incidents in March 2007 with 327 incidents in March 2008.
- The number of incidents is still up even though it was a slow month.
- A copy of the report has been placed on file.

Attorney R. Britz Comments:

- Attorney R. Britz informed the trustees that a meeting took place with the Trustee President and the Lawyer for the St. Charles Fire District, Chief Callaghan and Attorney R. Britz. The meeting was in regards to the boundary line clean up. No stance was taken by either party. It was for information only and further discussion will be held at the next trustees meeting.

Administrative Assistant Comments:

1) Closed Session Minutes

- Administrative Assistant P. Hall informed the trustees that the closed session minutes do not need to be approved for public viewing at this meeting. The district would like to adhere to the Illinois Association of Fire Protection Districts annual calendar. The annual calendar calls for a semiannual review of all Minutes of Closed Session in July. The trustees agreed to adhere to this schedule.

2) 2008-2009 Trustees Meeting Notice

- Administrative Assistant P. Hall presented the 2008-2009 meeting notice for board approval. President J. Feece and Secretary R. Weber approved the schedule and signed the meeting notice.
- A copy has been posted for public viewing and placed on file.

3) Fire Commissioner appointment

- Administrative Assistant P. Hall reminded the trustees that a fire commissioner needs to be appointed at the next trustees meeting. The term for Fire Commissioner T. Kueblebeck is up for reappointment. Chief Callaghan will contact T. Kuebelbeck to see if he is still interested in the position and advise the trustees.

Other concerns:

- Assistant Chief Stevens distributed policies to the Trustees for review. He stated that the district is cleaning up the policy manual and updating information. He asked that they review the policies and contact him if they have any questions.
- Chief Callaghan informed the trustees that Tender 309 has been delivered and the employees have been performing daily training since delivery. Tender 309 was delivered with an imperfection due to a piece of equipment hitting the side during transport. Alexis will be repairing Tender 309 at their expense.
- Chief Callaghan presented the Water Use Agreement for Richardson Electronics. The ponds have been certified for a fifty year draught. President J. Feece signed the water use agreement. A copy has been placed on file.

At 6:05 pm, J. Feece made a motion to adjourn the meeting. R. Weber seconded the motion. It was voted on and approved.

Respectfully Submitted,

Pamela C. Hall  
Administrative Assistant