

Elburn & Countryside Fire Protection District
Trustee’s District Meeting

Date: April 13, 2009

To: President & Trustees

From: Administrative Assistant

J. Feece called the Trustee Meeting to order at 5:02 pm with the following persons in attendance:

T. Reynolds	J. Feece	R. Weber	P. Hall	K. Callaghan
T. Haley	B. O’Conner	B. Thomas	M. Sheahan	G. Algrim
S. Sulak	K. Schramm	V. Miller	D. Keifer	D. Oliver
L. Schopp	B. Schopp			

Previous Meeting Minutes:

J. Feece called for any additions or correction of the minutes from the previous month’s meeting. T. Reynolds 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 presented

Treasurer’s Report:

Administrative Assistant P. Hall presented the Treasurer’s report. T. Reynolds made a motion to approve the Treasurer’s Report. R. Weber seconded the motion. It was voted on and approved.

Approval of Bills:

The Purchase Journal was presented showing invoice expenses from March 10, 2009 – April 13, 2009 in the amount of \$161,036.93. T. Reynolds made a motion to approve the bills. R. Weber seconded the motion. It was voted on and approved.

Fire Chief K. Callaghan Comments:

Chief Callaghan congratulated Trustee T. Reynolds on his reelection for a six year Trustee term.

1) Labor Agreement

- Chief Callaghan requested the trustees review the labor agreement as previously proposed.
- Trustee Weber reiterated that the district should not send anyone of administrative capacity far away as previously discussed. He stated that through his research, area departments are not paying overtime for deployment of Chief Officers. He also expressed that line officers can be obtained through MABAS.
- Trustee Reynolds and Trustee Feece agreed that the Chiefs should not be deployed and a labor agreement is not needed at this time.

R. Weber made a motion to disapprove the Labor Agreement. T. Reynolds seconded the motion.

Roll Call Vote	3	Ayes
	—	
	0	Nays
	—	

It was voted on and *disapproved*.

Fire Chief K. Callaghan Comments continued:

2) Policy Manual

- Chief Callaghan presented Ordinance # 2009-100; Amendment of the ECFPD Policy Manual to the trustees for their signature. He expressed that Assistant Chief Stevens has made the revisions as requested by Trustee Weber. The attorneys have reviewed the revised policy manual as well.

T. Reynolds made a motion to approve the amended Elburn & Countryside Fire Protection District’s policy manual Ordinance # 2009-100. R. Weber seconded the motion. It was voted on and approved.

Roll Call Vote	<u>3</u>	Ayes
	<u>0</u>	Nays

3) Personal Property Replacement Tax

- Chief Callaghan informed the trustees that Personal Property Replacement Taxes received by the district are supposed to be distributed to the pension fund. An audit of the pension fund was conducted by the state and one of the findings was that the pension fund had not received the Personal Property Replacement Taxes. Attorney R. Britz was contacted and he advised that according to the pension codes, the percentage of distribution is 100%. The transfer of funds from the district to the pension account was made in the amount of \$11,648.42.

4) Preliminary Budget

- Chief Callaghan presented a preliminary 2009-2010 budget for the trustees to review. The trustees were advised to contact Chief Callaghan with any questions they may have. The tentative date for the public hearing will be at the June ECFPD Trustees meeting.
- The trustees agreed to review the preliminary budget and tabled the subject for discussion next month.

5) Pension Board

- Chief Callaghan informed President J. Feece that he needs to appoint two individuals to the ECFPD Pension Board.

Trustee President J.Feece appointed Fire Chief Kelly Callaghan and Trustee Treasurer Thomas Reynolds as members of the Elburn & Countryside Fire Protection District pension board.

6) Water Use Agreements

- Chief Callaghan and Fire Marshall A. Isberg explained that two dry hydrants have been installed on Autumn Court and Autumn Lane in the Sunset View II subdivision. The dry hydrants will be utilized for rural water supplies. The dry hydrants have been tested and approved by the county.
- Chief Callaghan presented the Easement Agreement for Water Use for ECFPD; AMG Homes/Sunset Views Unit II Subdivision to the trustees for their signature. Chief Callaghan also presented the Easement Agreement for Water Use for ECFPD; Sunset Views Unit II /Village of Lily Lake to the trustees for their signature.

T. Reynolds made a motion to approve the Easement Agreement for Water Use for ECFPD; AMG Homes/Sunset Views Unit II Subdivision and the Easement Agreement for Water Use for ECFPD; Sunset Views Unit II /Village of Lily Lake. J. Feece seconded the motion. It was voted on and approved.

Fire Chief K. Callaghan Comments continued:

7) Fire Lane Agreement and Development Fees

- Chief Callaghan explained that a Fire Lane Permanent Easement for Accessibility for ECFPD has been obtained with Clifford A. Sisko, owner of the Royalton Preserve Subdivision. The agreement grants the district a permanent, non exclusive easement for the purpose of providing emergency services.
- Chief Callaghan presented the Fire Lane Permanent Easement for Accessibility between ECFPD and Clifford Sisko; Royalton Preserve Subdivision to the trustees for their signature.

T. Reynolds made a motion to approve the Fire Lane Permanent Easement for Accessibility between the Elburn & Countryside Fire Protection District and Clifford A. Sisko. R. Weber seconded the motion. It was voted on and approved.

- Chief Callaghan explained that development fees have been agreed upon for the Royalton Preserve Subdivision. The fees will be paid by the owner upon the closing of the sale of each lot. The owner shall pay a cash contribution to the District in the sum of \$724.46.
- Fire Marshal A. Isberg reviewed the subdivision plans with the trustees. He also explained that a water use agreement is not needed due to having a water use agreement with Grundwall Forest Preserve which property borders the Royalton Preserve Subdivision.
- Chief Callaghan presented the agreement between ECFPD & Clifford A. Sisko; Development Fees-Royalton Preserve Subdivision to the trustees for their signature.

R. Weber made a motion to approve the agreement between the Elburn Countryside Fire Protection District & Clifford A. Sisko; Development Fees-Royalton Preserve Subdivision. T. Reynolds seconded the motion. It was voted on and approved.

Assistant Chief T. Haley of Fire Operations Comments:

1) Review Incident Report for District

- Assistant Chief T. Haley presented the Firehouse Incident Report for March 2009 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 2009, there were 21 incidents North, 32 incidents South, 42 incidents Center and 20 incidents Mutual Aid for a total of 115 incidents.
- Year to date, 314 calls compared to 320 in 2008. A copy of the report has been placed on file. In the month of March 2009, Ambulance 351 responded to 32 incidents vs. Ambulance 352 responding to 20 calls.
- In March 2009, the district responded to a barn fire on Seavey Rd. where the homeowners were not home at the time. They were out of town on vacation. After an investigation, the fire was determined to be caused by an extension cord shorting out. No horses were injured in the fire. Trustee President J. Feece informed the board that the homeowners contacted him to express their gratitude and thank the district for their services.

2) Pension Disability Expenses

- Assistant Chief Haley updated the trustees on expenses associated with the current pension disability claim. The pension board recently had a meeting and chose the physicians that S. Hanson will be required to be examined by.

Assistant Chief T. Haley of Fire Operations Comments continued:

- The pension board discussed the fees associated with the disability proceedings including approximate cost for physicians, exams, tests and attorney fees. It was determined that that approximate cost will be \$5,000.00. Assistant Chief Haley requested the trustees determine if this is an expense the district is willing to absorb.

T. Reynolds made a motion to pay S. Hanson pension disability expenses for attorney fees and physicians with the total amount not to exceed \$5,000.00. R. Weber seconded the motion. It was voted on and approved.

3) Hazardous Materials; Microphones

- Assistant Chief Haley informed the trustees that the district purchased six Hazardous Material Air Packs with money obtained from the SCBA grant. Due to the fact that the firefighter is in an encapsulated suit, it is difficult to hear as well as access their radio while utilizing the Hazardous Material Air Packs. Assistant Chief Haley requested approval to purchase radio microphones & head sets that are incorporated into the masks for better communication.
- Trustee R. Weber advised the district to research the radios before the purchase due to problems with feedback, radios not working at the scene, etc... Assistant Chief Haley will address these issues with the company.

A motion was made by T. Reynolds to approve the purchase of the microphones and head sets in the amount of \$7,224.00 + shipping. R. Weber seconded the motion. It was voted on and approved.

4) Invoices; Incident @ 4N696 West Mary Drive

- Assistant Chief Haley informed the trustees that the district responded to an incident that required assistance from outside companies. A person was entrapped and the North Aurora Fire Technical Rescue Team, G. Snow Excavating and Diamond Rigging/Schroeder Crane were needed to free the individual.
- Assistant Chief Haley has been working diligently to obtain compensation for the fees involved with hiring these outside vendors with no success. According to the insurance adjusters, the owner of the business did not have the proper insurance to cover the expenses associated with the extrication.
- Assistant Chief Haley is requesting permission to submit the invoices to Andres Medical Billing. Andres Medical Billing would then bill the estate of the deceased, whom was the business owner, and the district would seek reimbursement through collections.

A motion was made by T. Reynolds to approve sending invoices to Andres Medical Billing for collection. R. Weber seconded the motion. It was voted on and approved.

Attorney B. O'Conner Comments:

- Attorney R. Britz informed the board that the firm has finished researching the Country Gas property in Wasco, IL. as previously advised. It has been determined that the property is located within the St. Charles Fire District and they are receiving the tax dollars to protect it.
- The trustees agreed that the Elburn & Countryside Fire Protection District will no longer provide fire protection services unless called upon by mutual aid. The ECFPD fire sign will be removed and the St. Charles Fire Protection District will be advised that the property is in their district therefore is their responsibility.

Administrative Assistant Comments:

1) American Bank & Trust Co.

- Administrative Assistant P. Hall informed the trustees that Chief Callaghan, Assistant Chief Haley and the Administrative Assistant met with the Vice President, William Brauer, in regards to the stability of American Bank & Trust. W. Brauer assured the district that the bank is secure and the funds deposited in the bank are insured properly.
- Administrative Assistant P. Hall presented a packet of information to the trustees from Vice President W. Brauer explaining the CDARS program, FDIC insurance and a cover letter in regards to the stability of American Bank & Trust Co. She advised the trustees to review the information and inform Chief Callaghan if they have any questions or concerns. Vice President W. Brauer stated that he would be available to address any concerns the trustees may have and could attend a meeting if need be.

Other concerns:

- Chief Callaghan reminded the trustees that they are required to file the Economic Statement of Interest with Kane County.

Executive Session:

At 5:59 pm, Chief K. Callaghan called an executive session for “collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees” 5 ILCS 120/2 Open Meetings Sec. 2 (2)

At 6:00 pm, a motion to go into executive session was made by T. Reynolds. R. Weber seconded the motion.

At 6:04 pm, the executive session ended with a motion by T. Reynolds. R. Weber seconded the motion.

A motion was made by T. Reynolds that no action was required from the executive session. R. Weber seconded the motion. It was voted on and approved.

At 6:05 pm, T. Reynolds 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
Elburn & Countryside Fire Protection District