

Elburn & Countryside Fire Protection District  
Board of Trustee's District Meeting  
04-05-10

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Date: April 5, 2010

To: President & Trustees

From: Administrative Assistant

President J. Feece called the Trustee Meeting to order at 5:05 pm with the following persons in attendance:

J. Feece	T. Reynolds	R. Weber	P. Hall	T. Haley
W. Stevens	R. Britz	B. Thomas	M. Huneke	A. Isberg
Ke. Callaghan	B. Schopp			

Public Comment:

No comment

Previous Meeting Minutes:

J. Feece called for any additions or correction of the minutes from the previous month's meeting. R. Weber made a motion to accept the minutes. T. Reynolds seconded the motion. It was voted on and approved with a copy placed on file.

R. Weber made a motion to accept the executive session minutes from March 8<sup>th</sup>, 2010 as presented. T. Reynolds seconded the motion. It was voted on and approved with a copy placed on file.

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 9, 2010 – April 5, 2010 in the amount of \$359,186.81

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 K. Callaghan was not present. Assistant Chief T. Haley presented his agenda items.

1) Pension Board

- Assistant Chief Haley informed the Board of Trustees that retired Fire Chief M. Ackerman was notified to request his acceptance as a pension board member. He declined the position due to living out of state. Stephanie Hanson was notified that there was an open position for a retired member. Disabled pension members are considered retired and can hold a position on the board if a retired member declines. Stephanie Hanson accepted the position as a retired member. Two active members will be voted onto the Pension Board by the membership.
- Assistant Chief Haley informed President J. Feece that he needs to appoint two individuals to the ECFPD Pension Board.

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Fire Chief K. Callaghan Comments continued (presented by Assistant Chief Haley):

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.

2) Preliminary 2010-2011 Budget

- Assistant Chief Haley informed the Board of Trustees that the 2010-2011 Preliminary Budget is not ready for review.

Assistant Chief W. Stevens of Emergency Medical Services Comments:

1) Hiring Process

- Assistant Chief W. Stevens informed the Board of Trustees that Firefighter Paramedic M. Adamovich has resigned. The current list of eligible candidates has two firefighter paramedics that were notified as to an opening for a full time position. Both candidates declined the position due to taking a position elsewhere. This leaves the district with no candidates to fill the position at this time.
- Assistant Chief W. Stevens reviewed the time line for the hiring process to obtain a new list of eligible candidates. The full time firefighter paramedic position has been publicized on eight websites, one local paper and two other papers. Applications will be accepted from April 7, 2010 – May 5, 2010. Orientation will take place on May 19, 2010. The written exam will take place on May 22, 2010.
- Assistant Chief Stevens reviewed the qualification requirements for candidates & the testing process. Assistant Chief Stevens stated that two out of three Fire Commissioners confirmed that they would like to leave the qualification of Firefighter Paramedic at the time of application. They all agreed to remain with the qualification of Candidate Physical Ability Test (CPAT) at the time of hire. Assistant Chief Stevens stated that the district will continue to utilize the video based test by Ergometrics and Assistant Chief Haley will administer the test.
- Trustee Feece stated that it is a waste of the Fire Commissioners time to interview candidates that are not qualified so all candidates need to be paramedic at the time of application. Trustee Weber stated that the district needs a list and different avenues may be needed to gain interest in our district.
- Trustee Feece inquired as to how many part time employees of the district are qualified for the full time position. Assistant Chief Stevens stated five are certified as Paramedics and Firefighter II.
- Assistant Chief Stevens stated that three part time employees have shown interest in attending the Paramedic class in January 2011. Trustee Feece inquired as to how many part time employees are Emergency Medical Technicians. Assistant Chief Haley stated that out of approximately fifty part time employees, twenty five are Emergency Medical Technicians that are cross trained as Firefighters as well.

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 2010 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 2010, there were 10 incidents North, 23 incidents South, 46 incidents Center and 19 incidents Mutual Aid for a total of 98 incidents.
- Year to date, 314 calls in 2010 versus 293 in 2009. A copy of the report has been placed on file. In the month of March 2009, Ambulance 351 of Station One responded to 41 incidents versus Ambulance 352 at Station Two responding to 21 calls.

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Assistant Chief T. Haley of Fire Operations Comments continued:

2) Squad Update

- Assistant Chief Haley informed the trustees that the new Squad 301 was delivered on time. The Squad was sent back to Alexis for issues. Hurst as certifying the pump and lines when an inside line blew & hydraulic oil leaked. Hydraulic oil eats paint so the Squad was sent back to Alexis to be stripped down to bar metal and repainted in the spill area. A few other things will be changed while Alexis has the Squad back. The anticipated return date is April 7<sup>th</sup>, 2010. The goal for the new Squad 301 to be in service is May 1, 2010.

3) Update Hazardous Materials Ordinance

- Assistant Chief Haley informed the Board of Trustees that the Hazardous Materials Ordinance needs to be reviewed by the attorney. Upon the attorney's approval, Assistant Chief Haley will present the ordinance for trustee approval.

4) Technical Rescue Team Ordinance

- Assistant Chief Haley informed the Board of Trustees that the Technical Rescue Team Ordinance needs to be reviewed by the attorney. Upon the attorney's approval, Assistant Chief Haley will present the ordinance for trustee approval.

Attorney B. Thomas Comments:

- No Comment

Attorney R. Britz Comments:

- Attorney R. Britz informed the Board of Trustees that a request for an intergovernmental agreement has been received from the St. Charles & Countryside Fire Protection District. He reminded the trustees that when the Elburn & Countryside Fire Protection approached St. Charles to discuss boundary issues, St. Charles was not willing to work with the district in the past.
- The City of St. Charles is making demands with the St. Charles & Countryside Fire Protection District to pay their fair share. The fire district is now contacting the surrounding communities for assistance and to reevaluate the boundaries. Discussion was held in regards to the St. Charles & Countryside Fire Protection District financial situation and past practices. The trustees agreed that the district will make no formal agreement at this time until more information is provided. Any agreement will need to be advantageous to the district.

Administrative Assistant Comments:

1) 2010-2011 ECFPD Board of Trustees Meeting Dates

- Administrative Assistant P. Hall presented the trustees with the 2010-2011 Elburn & Countryside Fire Protection District Meeting dates for the Board of Trustees. Trustee J. Feece approved the dates and signed the notice.

R. Weber made a motion to approve the 2010-2011 Elburn & Countryside Fire Protection District Meeting dates for the Board of Trustees. T. Reynolds seconded the motion. It was voted on and approved with a copy placed on file.

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Other Concerns:

- Assistant Chief W. Stevens addressed the Board of Trustees. He thanked the trustees for their time in negotiating his retirement. He stated he was grateful to the district for hiring him to do what he loves. He feels that he accomplished a lot over his 32 year career with the district such as obtaining many grants to help the district, his involvement with the Explorer Post and Operation Prom Night amongst many other things.
- Trustee Feece thanked Assistant Chief Stevens for all the programs that he started along with Fire Marshal Isberg, Lt. Nielsen and Lt. Collins. He stated that his daughter learned quite a bit from the Explorer program and still looks back on those times.

Executive Session:

At 5:53 pm, Assistant Chief Haley 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)

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

At 5:53 pm, a motion to go into executive session was made by T. Reynolds. R. Weber seconded the motion.

T. Haley	W. Stevens	J. Feece	R. Weber	T. Reynolds	B. Thomas
R. Britz	P. Hall				

At 5:53 pm, Assistant Chief W. Stevens exited the executive session.

At 5:59 on, Assistant Chief W. Stevens returned to the executive session.

A motion was made by T. Reynolds to approve \$3,500.00 be disbursed to the department for expenses incurred for a retirement party for Assistant Chief W. Stevens. R. Weber seconded the motion. It was voted on and approved.

At 6:20 pm, Trustee Reynolds exited the executive session.

At 6:53 pm, the executive session ended with a motion by R. Weber. J. Feece seconded the motion

At 6:54 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  
Elburn & Countryside Fire Protection District