

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

Date: August 13th, 2007

To: President & Trustees

From: Administrative Assistant

J. Feece called the Trustee Meeting to order at 5:07 pm with the following persons in attendance:

J. Feece
P. Hall
T. Haley

T. Reynolds
B. Britz
K. Callaghan

R. Weber
W. Stevens
M. Huneke

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

Treasurer's Report:

Administrative Assistant Pamela 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 monthly invoice expenses. 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:

1) EMS Building Bid

- Chief Callaghan presented a bid of \$300,000.00 for the EMS Building.
- The bid was denied by the ECFPD Board of Trustees.

2) EMS Building Proposal

- Chief K. Callaghan proposed the following changes in regards to the EMS Building and Station One.
 - a) EMS Building utilized for storage of uniforms, turnout gear, water rescue equipment, hazardous material equipment, trench rescue equipment and other miscellaneous equipment.
 - b) Convert the old kitchen area adjacent to the meeting room at Station One into a Lieutenant Shift Office.

Fire Chief K. Callaghan Comments continued:

- c) Move the sink from the kitchen side to the opposite side of the wall so it is accessible from the meeting room. Use the old cabinets and countertop from the kitchen for the beverage area on the meeting room side.
- d) Remove the cabinets in the kitchen area. Install countertops to be used as desks for three separate areas for each shift officer.
- e) Install a phone and fax machine in the shift office area.
- f) Move computers into shift office for officer duties.
- g) Homeland Security donated a computer to use for confidential information and the computer will be installed in the Lieutenants shift office.
- h) Move the weight room from Station One to the EMS Building. Convert the weight room into a storage room with shelving to accommodate paper products, cleaning supplies, etc...
- i) Make the appropriate changes needed to bring the EMS Building up to code, provide security and meet the fire department needs. Door Locks, Emergency Lights, Fire Alarm, AES Radio System, Monitor, etc...
- j) Install a new furnace at the EMS Building as well as a new furnace at Station One.

A motion was made by T. Reynolds to approve up to \$28,000.00 for EMS and Station One improvements and remodeling. It was seconded by R. Weber. It was voted on and approved.

3) District Property Insurance

- Chief K. Callaghan informed the trustees that the district property insurance will be coming up for renewal in October. He requested that the trustees attend a meeting with Ron Dukes from VFIS in September 2007. At that time, Ron Dukes will review each policy.

4) Letter from Shodeen

- Chief K. Callaghan presented a letter from Shodeen. The letter informed the district that Shodeen is still interested in working with the fire district in regards to a property donation for an additional station.
- The process of designing a development on the east side of town is taking longer than expected.

5) Executive Session Minutes

- The trustees reviewed the executive session minutes since the previous board meeting. The trustees are required to review the executive session minutes and document if they would like any of the executive session minutes released for public viewing.

A motion was made by T. Reynolds to release the executive session minutes for the following dates: 11/13/06, 11/14/05, 07/11/05, 06/13/05, 04/12/04, 11/11/02 and 06/10/02. R. Weber seconded the motion. It was voted on and approved. Copies of the executive session minutes have been placed on file for public viewing.

Assistant Chief W. Stevens of EMS:

1) EMS Billing

- Trustee T. Reynolds requested a review of EMS billing. Trustee T. Reynolds would like to compare the surrounding districts to our current billing.
- Trustee T. Reynolds is concerned with future referendums and our need to keep up on expenses versus income for ambulance billing.
- Assistant Chief W. Stevens presented an ambulance billing study of the surrounding districts. He also reviewed the Elburn & Countryside Fire Protection District EMS billing policy. A copy of the report has been placed on file.
- Currently, the district charges \$500.00 for a resident and \$600.00 for a non-resident for transport of a Basic Life Support or Advanced Life Support patient by ambulance plus mileage at \$6.05 per mile. A fee of \$100.00 is billed for EMS Services with no transport. Assistant Chief W. Stevens recommendation is that the EMS billing not change.
- Trustee J. Feece stated that he would like the EMS billing to be as simplified as possible so it is less labor intensive for administration. He recommends flat fees versus mileage.
- Assistant Chief W. Stevens stated that calculating the mileage currently billed per incident is not a problem and is not labor intensive.
- After review, no changes were recommended. The topic was tabled for one year.

2) Engine 305

- Assistant Chief W. Stevens informed the trustees that the district will be presenting a proposal at the next trustees meeting in regards to converting Engine 305 into a Medic Engine. The medic engine would improve services to the public.
- Assistant Chief W. Stevens stated the equipment needed to equip Engine 305 into a medic engine would be an approximate cost of \$18,000.00 to \$25,000.00.
- Trustee T. Reynolds requested that Assistant Chief W. Stevens look into grants as a form of offsetting expenses associated with purchasing equipment.
- Assistant Chief W. Stevens informed the trustees that he has applied for the Homeland Security Grant and the SAFER Grant so far this year. He will continue to look into more grants including the riverboat grants.

Assistant Chief T. Haley of Fire Operation Comments:

1) Video Conferencing

- Assistant Chief T. Haley presented a proposal to the trustees in regards to a video conferencing system. The system would make it possible to video conference between Station One and Station Two.
- Currently, the Batavia and Geneva Fire Departments are equipped with video conferencing. Multi department training would be possible with the system as well as with Delnor Hospital.
- The proposal is for interactive video and audio for classroom training. The unit is a mobile unit and can be added on to for future improvements.
- Trustee R. Weber expressed concern with the cost compared to computer upgrades and future expenses.

Assistant Chief T. Haley of Fire Operation Comments continued:

- Assistant Chief T. Haley explained that currently the Lieutenant on shift at Station One is responsible for daily training. The staff at Station Two currently comes to Station One to train daily. Station Two is not staffed with a Lieutenant at this time. Station Two has a shift officer only.
- Assistant Chief W. Stevens expressed his concern with response time due to Station Two coming into Elburn daily for training. He feels the district can better serve the public by manning Station Two at all times. The video conferencing system would alleviate the problem of district response.

A motion was made by T. Reynolds to approve up to \$35,000.00 to purchase a video conferencing system. R. Weber seconded the motion. It was voted on and approved.

2) Mutual Aid for a Trench incident

- Assistant Chief T. Haley informed the board of trustees that currently the Elburn & Countryside Fire Protection District has a verbal agreement with Geneva to respond as mutual aid for trench incidents.
- The Geneva Fire District has a trench trailer equipped with specific trench equipment. Assistant Chief T. Haley expressed the need to purchase trench equipment that will compliment not duplicate equipment Geneva currently has on their trailer.
- Assistant Chief T. Haley will present a proposal for trench equipment and a trailer at the next trustee meeting in October.

Attorney R. Britz Comments:

1) Settlements of LaFox

- Attorney R. Britz updated the board of trustees on the Settlements of La Fox. The agreement needs to be distributed to all the parties involved and a copy returned to the district.
- Trustee J. Feece will check on property in Lily Lake for a future station site.

Administrative Assistant Comments:

No Comment

Other concerns:

The funds raised from the annual dance and Elburn Days have been designated for charities. The charities committee recommended that the district distribute free CO and Smoke Detectors to families in need. Trustee R. Weber requested that Attorney R. Britz inform the board as to the legalities of the district distributing free CO and smoke detectors to the public.

At 6:13 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