

Elburn & Countryside Fire Protection District
Board of Trustee's District Meeting
12-13-10

Date: December 13, 2010

To: President & Trustees

From: Administrative Assistant

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

J. Feece	T. Reynolds	R. Weber	P. Hall	K. Callaghan
T. Haley	R. Britz	B. Thomas	M. Huneke	

Public Comment:

No comment

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. R. Weber 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 November 2, 2010 – December 13, 2010 in the amount of \$857,540.06.

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) Ordinance # 2010-113; Levying & Assessing Taxes

a) Motion to approve Ordinance # 2010-113

- Chief K. Callaghan noted that there will be an increase of 4.35% in funds received in the next fiscal year over last year. Chief Callaghan presented Ordinance # 2010-113; Levying and Assessing Taxes for approval by the ECFPD Board of Trustees.

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

T. Reynolds made a motion to approve Ordinance #2010-113; Levying and Assessing Taxes and Truth in Taxation. R. Weber seconded the motion. It was voted on and approved with a copy place on file.

Elburn & Countryside Fire Protection District
Board of Trustee's District Meeting
12-13-10

Fire Chief K. Callaghan Comments continued:

2) District Trustee Nominating Petitions

- Chief Callaghan informed the Board of Trustees that in Secretary Robert Weber's absence, he would like to recommend Administrative Assistant Pamela C. Hall be able to receive the trustee nominating petitions.
- Attorney R. Britz stated candidates can obtain petitions online or from the county. The district does not provide the petition and required forms. The candidate is responsible for obtaining all the required forms. The petition drop off dates are from December 13th – December 20th, 2010. A public notice will be posted stating the dates and times petitions can be dropped off.

R. Weber made a motion to approve Administrative Assistant Pamela C. Hall to receive the trustee nominating petitions. T. Reynolds seconded the motion. It was voted on and approved.

3) St. Charles Fire District Update

- Chief Callaghan informed the Board of Trustees that the St. Charles Fire Protection District is considering ending their contract with the City of St. Charles. They have proposed hiring a private company. The proposed plans include two stations; one in Wasco bordered on both sides by our district boundaries and the other north of their boundaries on Rt. 25.
- Chief Callaghan stated that mutual aid will continue to be given and received. Chief Callaghan also stated that the Chiefs from the surrounding districts will meet again in the next week for a group discussion on mutual aid.
- Attorney R. Britz stated that now would be a good time to discuss annexations and clean up the boundaries that the district has attempted to discuss with the St. Charles Fire Protection District in the past.

4) Village Tornado Siren

- Chief K. Callaghan stated that he was contacted by Police Chief Smith in regards to the tornado siren that the Village of Elburn is responsible for setting off during inclement weather. Chief Smith is requesting the Elburn & Countryside Fire Protection District take over this task and liability.
- Discussion was held in regards to the liability and accountability. Attorney R. Britz will research the state statues and Chief Callaghan will check the district's liability insurance policy. This agenda item was tabled until next month.

5) Assistant Chief update

- Chief Callaghan informed the Board of Trustees that fifteen applications were turned in for the Assistant Chief position. Eleven applicants accepted their interview date and time, two applicants declined and one applicant did not response so he is disqualified from moving forward in the process.
- Chief Callaghan stated that a five member board of local Fire Chiefs will conduct the interview at the Village Hall. After all the interviews, Chief Callaghan and Assistant Chief Haley will meet with the panel to review the applicants and discuss their recommendations.
- Chief Callaghan stated that he would like to seek approval for a conditional offer of employment from the Board of Trustees at the January 3rd, 2011 meeting. He'd like to see this individual starting in the end of January or early February 2011.

Elburn & Countryside Fire Protection District
Board of Trustee's District Meeting
12-13-10

Assistant Chief T. Haley of Fire Operations Comments:

1) Review Incident Report for District

- Assistant Chief T. Haley presented the Firehouse Incident Report for November 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 November 2010, there were 22 incidents North, 26 incidents South, 47 incidents Center and 15 incidents Mutual Aid for a total of 110 incidents.
- Year to date, the district has responded to 1267 incidents compared to 1176 in 2009. The district is up by 91 incidents compared to last year's total at this time.
- In the month of November 2010, Ambulance 351 of Station One responded to 43 incidents versus Ambulance 352 of Station Two responded to 33 and Ambulance 353 responded to 2 incidents.

2) Medic Update

- Assistant Chief Haley stated the order has been placed for the new ambulance with a projected delivery of April 2011.

Executive Session:

At 5:38 pm, Chief Callaghan called an executive session pursuant to Section (2)(c)(1) of the Open meetings Act (to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body, including hearing testimony on a complaint lodged against an employee to determine validity);

Section (2)(c)(2) of the Act (to discuss collective negotiating matters between the public body and its employees);

and/or Section (2)(c)(11) of the Act (pending probable or imminent litigation)

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

At 5:38 pm, a motion to go into executive session was made by T. Reynolds. R. Weber seconded the motion.

In attendance:

K. Callaghan	T. Haley	P. Hall	J. Feece	R. Weber
T. Reynolds	B. Thomas	R. Britz		

At 5:48 pm, the executive session ended with a motion by T. Reynolds. R. Weber seconded the motion

R. Weber made a motion to submit a response to the grievance procedure. T. Reynolds seconded the motion. It was voted on and approved.

Attorney R. Britz Comments:

No Comment

Administrative Assistant Comments:

No Comment

Elburn & Countryside Fire Protection District
Board of Trustee's District Meeting
12-13-10

Other Concerns:

- Chief Callaghan stated that advertisement for the office assistant position has been publicized in the Elburn Herald and Kane County Chronicle. Applications are due back by December 31, 2010.
- Assistant Chief Haley informed the Board of Trustees that the truck has been taken in to complete the modifications to make it a grass fire truck. The projected completion will be within a month or two.
- Assistant Chief Haley informed the Board of Trustees that a rough draft of the policy manual will be presented at the January meeting.
- Trustee T. Reynolds stated that he is not able to complete the required hours of pension board training and would like to be taken off the pension board by August. Attorney R. Britz stated that he would research the requirements as the treasurer of the Board of Trustees and the possible need for Trustee Reynolds to continue in his role as the pension board treasurer. He will report back to the Board of Trustees at the January meeting.

Public Comment:

No comment

At 5:51 pm, T. Reynolds made a motion to adjourn. R. Weber seconded the motion. It was voted on and approved.

Respectfully Submitted,

Pamela C. Hall
Administrative Assistant
Elburn & Countryside Fire Protection District