

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

Date: December 10th, 2007

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
T. Haley	W. Stevens	P. Hall
B. Britz	K. Callaghan	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:

T. Reynolds made a motion to approve the Treasurer's Report. R. Weber 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 \$117,619.09. T. Reynolds made a motion to approve the bills. R. Weber seconded the motion. It was voted on and approved with a copy placed on file.

Fire Chief K. Callaghan Comments:

1) Certificates of Deposit

- Chief K. Callaghan reviewed the district's certificates of deposit. He explained that one certificate of deposit in the amount of \$2,000,219.16 was approved by the Board of Trustees for a 6 month period. The funds for this certificate of deposit are general operating funds. The Certificate of Deposit is maturing on 12/28/07. Chief K. Callaghan recommended that the certificate of deposit not be renewed due to the district needing these funds for fiscal year expenses.
- Chief K. Callaghan explained the total amount of funds in certificate deposits, operating funds and capital funds. Chief K. Callaghan stated that funds have been obtained over the years for a future station. The trustees agreed that \$1,500,000.00 be allocated for a future station. Capital Funds will also be used for the future station.

Fire Chief K. Callaghan Comments Continued:

2) K Dot Agreement

- Chief K. Callaghan explained that the Kane County Highway Garage is a water source for the district. In July 2007, the water main blew during an incident that the Elburn & Countryside Fire Protection District responded to. The St. Charles Fire District was liable for the all the expenses associated with repairing the water main.
- The St. Charles Fire District is requiring a K Dot agreement be signed before the district can use the water source. The K Dot agreement holds the Elburn & Countryside Fire Protection District liable for any damages caused by the district and its employees.
- The K Dot agreement also states that the district will only be allowed 12,000 gallon usage per day. If more than 12,000 gallons of water are needed, supplemental water sources will need to be utilized.
- A backflow preventer and a gate valve will need to be purchased before the district will have access to the water source.
- Chief K. Callaghan requested that Attorney R. Britz review the agreement and discuss at the January Board of Trustees meeting.

3) New Engine 309 Time frame

- Chief K. Callaghan informed the trustees that he has contacted Alexis in regards to the Engine 309, the agreement for completion and a discount request due to breach of contract.
- The new Engine 309 was contracted for completion in December 2006. The new time frame for completion is February 2008.
- Alexis would rather provide equipment than a cash discount. Alexis will be providing 6 sets of turnout gear with an approximate value of \$10,200.00 value.

4) Personnel

- Chief K. Callaghan informed the trustees that Firefighter/Medic S. Hanson was released and has returned to work on light duty. She continues to receive medical attention and therapy for her workers compensation injury.
- S. Hanson will stay on light duty working 8 hour days, Monday-Friday, until a full release is obtained for firefighter/medic duties. She will then return to a 24 hour shift schedule.
- Training Officer, Lt. M. Huneke, recently met with a representative from the Office of the State Fire Marshall in regards to the third party driving program. The State Fire Marshall's office sent a letter stating the documentation was all in order and Lt. Huneke does a nice job organizing this program and its records.

Assistant Chief W. Stevens of EMS:

1) Updated Grant Information

- Assistant Chief W. Stevens reviewed the grants that he has applied for; Savor Grant, Fire Prevention Grant, Volunteers Fireman's Insurance Grant and American Tobacco Grant.

Assistant Chief W. Stevens of EMS continued:

- The Assistance of Firefighter Grants sent a letter requesting a decrease in funds requested. The original grant request was \$331,730.00. After lowering the SCBA cost from \$5,700.00 to \$5,000.00, dropping the 60 minute SCBA and Haz Mat plus 30 extra face pieces, the adjusted grant amount requested is \$224,800.00.

2) Policies

- Assistant Chief W. Stevens informed the trustees that he has been updating the policy and procedure manual. The policies have minor changes or rewording. He gave the trustees a packet of policy changes to review.
- Assistant Chief W. Stevens requested the trustees review the packets with the updated policies and report back to him by the January Board of Trustees meeting with any comments or concerns.
- Assistant Chief W. Stevens will give the trustees more policies to review at the January Board of Trustees meeting.

Assistant Chief T. Haley of Fire Operation Comments:

1) Review Incident Report for District

- Assistant Chief T. Haley presented the Firehouse Incident Report listing the incidents that the district has been dispatched for the month of November 2007.
- A copy of the report has been placed on file.

Attorney R. Britz Comments:

- Attorney R. Britz informed the trustees that he has researched Chief Callaghan's request for further information in regards to a residents annexation into the district.
- There are 2 different procedures that will need to be followed to disconnect from the St. Charles Fire Protection District.
 - 1) Voluntary
 - 2) Petition by the Property Owner
 - If the St. Charles Fire Protection District objects, the property owner will need to proceed in court.
 - The owner and the district must show the value of annexing into the Elburn & Countryside Fire Protection District.
 - The property must be on the fringes of the district
 - The annexation can not cause serious injury to the district's tax revenue
- Attorney R. Britz informed the Board of Trustees that he has emailed the contact person for the Settlements of LaFox to check on the disconnection and has not heard back from her yet.

Administrative Assistant Comments:

- Administrative Assistant P. Hall requested approval to release the Certificate of Deposit for \$2,000,219.00 to the general fund for operating expenses. The trustees agreed the certificate of deposit will not be renewed.

Other concerns:

Executive Session:

At 5:23 pm, Chief K. Callaghan called an executive session for “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.”

A motion to go into executive session was made by T. Reynolds. R. Weber seconded the motion.
Roll Call Vote: 3 Ayes 0 Absent

At 5:52 pm, the executive session ended.

At 5:54 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