

Elburn & Countryside Fire Protection District
Trustee's District Meeting

Date: December 8th, 2008

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	W. Stevens	R. Britz
A. Isberg	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 presented

Treasurer's Report:

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 11, 2008 - December 8, 2008 in the amount of \$142,701.84. 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 # 2008-111

- Chief Callaghan explained that Fire Marshal Isberg created a comparison of the neighboring fire districts and the plan review fees they are charging. The Elburn & Countryside Fire Protection District was below the average for the surrounding communities. Fire Marshal Isberg compiled a report with a 39% increase as well as a 50% increase in fees.
- Fire Marshal Isberg recommended the 39% increase be adopted by the district. The comparison of fees was compiled with data from the following fire districts: City of Aurora, Downers Grove, Geneva and Sugar Grove. Fire Marshal Isberg reviewed the plan review fee schedule with the trustees. He stated that the 39% increase would bring the district in line with the surrounding communities.
- Discussion was held in regards to a 39% increase versus a 50% increase. It was decided that the 39% increase would be adopted. Trustee Feece recommended that plan review fees be researched again in a year to see where we stand in comparison to other districts.

A motion was made by T. Reynolds to approve the Plan Review Fee Resolution #2008-111. R. Weber seconded the motion. The resolution was voted on with 3 Ayes, 0 Nays and 0 Absent. A copy of the resolution will be placed on file.

2) Tread Mill

- Chief Callaghan stated that employees are using the work out equipment for Station One more and more every day. There is only one tread mill for everyone to use at this time. A second tread mill has been requested for employee use.
- A quote for one new tread mill from Total Body Fitness Center was presented in the amount of \$3,500.00. The funds were budgeted for the purchase of more exercise equipment.

A motion was made by T. Reynolds to approve the purchase of the tread mill. R. Weber seconded the motion. It was voted on and approved.

3) Winter Coats

- Chief Callaghan stated that the Quarter Master is researching winter coats for employees. Chief Callaghan requested the trustees approve the purchase of the winter coats. The funds were budgeted in uniforms for new winter coats for everyone. The expenditures will not exceed the budgeted amount.

A motion was made by T. Reynolds to approve the purchase of winter coats for all the employees. R. Weber seconded the motion. It was voted on and approved.

Assistant Chief W. Stevens of EMS:

1) Grants; Radios and Pagers

- Assistant Chief Stevens was notified of a FEMA Grant that was awarded to the district recently in the amount of \$46,825.00 for the purchase of pagers, radios and AED's.
- Assistant Chief W. Stevens reviewed the grants that the district has received this fiscal year. The Elburn & Countryside Fire Protection District has received \$870,145.00 in grant funds so far.
- The trustees stated that they are pleased with the amount of grant funds that Assistant Chief Stevens has acquired for the district.

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 2008 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 2008, there were 18 incidents North, 24 incidents South, 33 incidents Center and 14 incidents Mutual Aid for a total of 89 incidents. A copy of the report has been placed on file.
- Discussion was held in regards to ambulance calls being dispatched out of Station Two. Ambulance 352 was put into service at Station Two on December 1, 2008. In the past week, Ambulance 352 and Station Two have been dispatched to the majority of ambulance calls.

2) Squad Committee Update

- Assistant Chief T. Haley informed the trustees that the trip that the Squad Committee took to Wisconsin was very beneficial. The Squad Committee will be meeting in the morning to discuss fresh ideas and work on a proposal of the type of squad they will request.
- The Squad Committee is planning on creating the proposal to be sent out for bids in January.

Attorney R. Britz Comments:

No comment

Administrative Assistant Comments:

Administrative Assistant P. Hall presented the trustees with a Year to Date Employee Salary packet. Trustee Reynolds had put in the request for the trustees to review salaries for the year 2008.

Other concerns:

- Chief Callaghan informed the trustees that he has been in contact with Mary Campbell in regards to land acquisition in Lily Lake and previous discussions of the Campbell Farm property on Wooley Rd. Mrs. Campbell stated that they continue to be at a stand still. Chief Callaghan also contacted the developer of the Huntington Ridge Subdivision, Marvin Vestuto. They are also in a stand still at this time.
- Chief Callaghan has also been in contact with the Village of Lily Lake President. Chief Callaghan stated that he will be attending the Village of Lily Lake meeting this evening. He will discuss with the Village Board the needs of the fire district and a possible location for Station Three.
- Assistant Chief Stevens informed the trustees that there are 9 applicants for the eligibility list for the position of Fire Fighter/Paramedic. The mandatory Orientation for the 9 applicants will be held at Station One on Wednesday, December 10th at 7:00 pm. The Written Exam will be held at Station One on Saturday, December 13, 2008 at 9:00 am.
- Fire Marshal Isberg informed the trustees that a verbal invitation has been extended to the Open House of the Grand Prix Equestrian Center on Welter Rd. Fire Marshal Isberg highly encouraged the trustees to attend and take a tour the facility. It is quite an impressive facility. The owners are appreciative of the services the district has provided while building their facility. A written invitation will be arriving soon.

At 5:47 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