

Elburn & Countryside Fire Protection District
Trustee's District Meeting

Date: February 9, 2009

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	R. Britz	B. Thomas
M. Huneke	B. Schopp		

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:

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 January 13, 2009 – February 9, 2009 in the amount of \$152,224.86. 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) SIKICH renewal
 - Chief Callaghan informed the trustees that SIKICH forwarded an engagement of accounting services for the year. Chief Callaghan reviewed the hourly rates related to the different levels of services and personnel.

A motion was made by R. Weber to hire SIKICH to provide accounting services to the district for the year. T. Reynolds seconded the motion. It was voted on and approved with a copy of the engagement placed on file.

- 2) Policy Manual

- Chief Callaghan informed the trustees that Trustee Weber has contacted him with concerns over the section of the policy manual referring to cadets receiving pay. The Fox Valley Career Center and Kaneland High School are now offering classes in fire science so the need for a cadet program has declined drastically. Chief Callaghan also informed the trustees that the Explorer Program has been reinstated so the Cadet program will not be offered any longer.
- Assistant Chief Stevens continues to make the necessary revisions per the attorney's recommendations and trustees concerns. Once the final draft of the policy manual is complete, Attorney R. Britz will present a resolution for approval by the board of trustees.

Fire Chief K. Callaghan Comments continued:

3) Labor Agreement

- Chief Callaghan stated that the chief officers are requesting compensation for hours worked over and above their normal work week and salary in the event of a local deployment. Chief Callaghan requested that the trustees move forward with discussions to approve a labor agreement or declare the labor agreement a “dead issue”.
- Trustee Weber expressed concern with compensating the chief officers at an hourly rate. He has researched with other chief officers in the area and was informed that they do not receive compensation over and above their salary for a deployment. Full time and part time departments are stating that salary is salary with no overtime. The chief officers that he spoke with also informed him that they will take a volunteer chief officer during a disaster in their area and are not interested in a paid chief officer to respond if there was ever a need. The chief officers he spoke with feel that a chief officer should have the commitment for a local department in need and are expected to volunteer their time.
- Trustee Reynolds requested clarification for employees such as Captain Schopp who has officer duty and runs the duty car alternating shifts with Chief Callaghan and Assistant Chief Haley. Trustee Reynolds would like to know if Captain Schopp is representing the district in a Chief capacity when a Chief is requested by local departments at an incident. Chief Callaghan stated that Yes, Captain Schopp is representing the district as a Chief when that occurs. Trustee Reynolds inquired as to if Captain Schopp or Captain Howard could be deployed and represent the district as a chief officer. Chief Callaghan stated No.
- Trustee Weber stated that a battalion chief could be sent but the district currently does not have battalion chiefs. A battalion chief would be paid hourly for their time. Chief Callaghan stated that he does not feel there is a need for battalion chiefs due to not having a large volume of calls at this time.
- Trustee Feece stated that he is not opposed to discussing additional time off for a chief officer that has been deployed instead of compensation.
- Trustee Reynolds tabled the Labor Agreement and requested this be added to the agenda next month.

Assistant Chief W. Stevens of EMS:

1) New Hires

- Assistant Chief Stevens was not present for the meeting. Chief Callaghan informed the trustees that two new full time firefighter/paramedics started the academy today. Ryan King and Jakub Sporna will be training with Lt. Huneke in a two week academy before starting shift on 02/22/09 and 02/23/09. The district now employs 21 full time firefighter/paramedics.

Assistant Chief T. Haley of Fire Operations Comments:

1) Review Incident Report for District

- Assistant Chief T. Haley presented the Firehouse Incident Report for January 2009 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 January 2009, there were 26 incidents North, 21 incidents South, 49 incidents Center and 11 incidents Mutual Aid for a total of 107 incidents. In January 2009 there were 107 calls compared to 114 in 2008. A copy of the report has been placed on file.
- Assistant Chief Haley informed the trustees of the number of nuisance calls in 2008 per Trustee Reynolds request at the last trustees meeting. 15 alarms calls were nuisance alarms out of the 226 alarm calls in 2008. 99% of the alarms were legitimate.
- In the future, Assistant Chief Haley will present a report to the board of trustees in regards to the EMS calls utilizing the ambulance at Station One vs. Station Two.

Assistant Chief T. Haley of Fire Operations Comments continued:

2) Squad Update

- Assistant Chief Haley updated the trustees on the Squad. The committee met last week and had a few reconfigurations on the body. The bid should be out in March.

Attorney R. Britz Comments:

- Attorney R. Britz informed the trustees of the NIAFPD Trustees program. Additional compensation has been approved for trustees that complete 6 hours of training through the State Fire Marshal training program. The additional compensation has been changed to a 50% increase over the current rate of \$3,000.00 annually if the trustees meet the qualifications of the training program. The compensation is then subject to board approval and would become effective at the next term of office. Chief Callaghan informed the trustees that the Kane County Fire Chiefs are considering hosting a certified trustee program.
- Attorney R. Britz reminded the board of trustees that their law firm can offer presentations on fire legislation, case decision or any other area they would like to be better educated on. The trustees or chief officers can contact them in regards to areas they would like discussed at any time.
- Attorney R. Britz informed the board that there have been changes in legislation for the Family Medical Leave Act. Twelve weeks of additional leave is allowed for a loved one who is a military caregiver for an active duty service men. The twelve weeks of additional leave is renewed every twelve months versus the regular FMLA stating the leave is renewed per the employers' policy manual.
- Attorney R. Britz informed the trustees that the American Disabilities Act has updated the list of qualifying disabilities.
- Attorney Bill Thomas attended the meeting and was introduced. He has been employed with the firm for over a year.

Administrative Assistant Comments:

- No comment

Other concerns:

- Chief Callaghan updated the trustees on Station Three land. Village of Lily Lake President Jesse Hefferman stated that Station Three land has been listed on the agenda. The Lily Lake Board meeting also takes place this evening. The planning commission and public works are proposing that Lily Lake consider renting three acres on the west end of the subdivision off of Empire Rd by the Village Hall. Chief Callaghan informed Jesse Hefferman that this will not be a viable option for the district. He does not feel the district would be comfortable building a station on rented property.
- Chief Callaghan informed the trustees that the ECFPD annual report will be presented at the next trustees meeting.
- Chief Callaghan informed the trustees that two candidates, Thomas F. Reynolds and Richard L. Herra Jr., turned in nominating papers for the ECFPD trustee position. Upon approval by the election official, Trustee Secretary R. Weber, Administrative Assistant P. Hall and Chief Callaghan filed the certification of ballot with the Kane County Clerk.
- Chief Callaghan informed the trustees that the Explorers Program started the first of the year. Firefighter Paramedic David Oliver is organizing the program and has an extensive training schedule lined up with co-workers assisting in teaching. Eighteen students have joined the program. They will meet on the second and fourth Tuesday monthly.

Other concerns continued:

- Chief Callaghan reminded the trustees that the district is housing a light tower for MABAS Division 13. The district reaps the benefits of housing the unit. The light tower has been utilized on four separate occasions since it has been stored by our district. MABAS District 13 is now seeking housing for a Polaris 6 X 6 ATV and trailer. Assistant Chief Haley informed MABAS Division 13 that the Elburn & Countryside Fire Protection District will also consider storing the ATV. The district would once again reap the benefits of storing this vehicle and trailer. The district has several public events where the vehicle would be utilized such as Elburn Days, Day in the Park and the Eddington Invitational. Chief Callaghan informed the trustees that Assistant Chief Stevens applied for a grant with the US Tobacco Co. to obtain an all terrain vehicle for the district. Chief Callaghan informed the trustees that the district would like to purchase a rescue skid unit for an ATV in the near future. The grant is still pending and if the grant is obtained, the district would no longer store the MABAS Division 13 ATV and trailer.
- Assistant Chief Haley informed the trustees that some bills related to the pension disability claim have been paid. The trustees asked that Assistant Chief Haley update them in regards to expenses at the next trustee meeting. He will also update the trustees on any information he has obtained in regards to the actuarial and levy amount as well as audit information when it becomes available.

At 5:50 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