

Elburn & Countryside Fire Protection District
Board of Trustee's District Meeting
02-08-10

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Date: February 8, 2010

To: President & Trustees

From: Administrative Assistant

J. Feece called the Trustee Meeting to order at 5:00 pm with the following persons in attendance:

J. Feece	T. Reynolds	R. Weber	P. Hall	T. Haley
K. Callaghan	R. Britz	M. Hanson	C. Garon	M. Huneke
J. Hefferman	E Hoffnagle	D. Oliver	A. Isberg	

Public Comment:

No comment

Previous Meeting Minutes:

J. Feece called for any additions or correction of the minutes from the previous month's meeting. R. Weber made a motion to accept the minutes. T. Reynolds seconded the motion. It was voted on and approved with a copy placed on file.

Administrative Assistant P. Hall stated that the executive session minutes from January 11, 2010 will be presented for approval at the next meeting. They have not been completed due to a computer problem and she was not able to type them up. Assistant Chief Haley is working with the districts IT specialist, Jim Daw, to rectify the problem.

R. Weber made a motion to accept the executive session minutes from January 25, 2010 as presented. T. Reynolds 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 January 12, 2010 – February 8, 2010 in the amount of \$106,215.14

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

a) Motion for approval annual renewal of accounting services

- 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.

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Fire Chief K. Callaghan comments continued:

2) Station Three site; Lily Lake Board of Trustees

- Chief Callaghan introduced the Village of Lily Lake President and Public Works Director to the ECFPD Board of Trustees. Chief Callaghan explained that he had met with them recently to discuss the board's request for a station site. The Village of Lily Lake was not receptive to the district's requests due to the developers park area being already set in place.
- Chief Callaghan presented a plot survey with other options that was created by the Village of Lily Lake. Village of Lily Lake Public Works Director E. Hoffnagle explained to the board that the campus is a little over 3 acres. He also stated that the current village building is not in full use due to not having an elevator. The Village of Lily Lake is proposing joining a station with the current village building and sharing a common wall with the possibility of sharing the upstairs area. He also stated that the district could share the access off of Empire Rd.
- Trustee Feece stated that he has concerns with the Empire Rd. access. His issue is that the driveway is located in a valley and he is concerned with visibility issues. Chief Callaghan stated that there is a good view. E. Hoffnagle stated that there is only one neighbor with no obstacles at this time.
- Chief Callaghan stated that he has spoken with the county in regards to the temporary driveway off of Empire Rd. The county has not granted a permanent driveway off of Empire Rd due to the need for extensive intersection improvements. Currently the permanent driveway would be on the north side of the property exiting through the subdivision. The county will consider the possibility of emergency access.
- Trustee Weber asked if the district is considering a drive thru station. Chief Callaghan stated yes.
- Trustee Feece asked what was housed in the village building. E. Hoffnagle stated their administrative offices and the county sheriff utilizes the upstairs occasionally even though it is not a sub station.
- Trustee Weber stated that it is imperative that there are hydrants for training and refill. Chief Callaghan informed the board that currently there are two dry hydrants and ponds.
- J. Hefferman and Trustee Weber agree that the number one priority should be to have access to the North and water accessibility to homes. It was agreed that a lot of infrastructure is needed before water will be accessible.
- The Board of Trustees agreed to obtain a quote from FGM for a drawing of a station.

3) Hurst Equipment replacement

a) Motion for approve purchase of Hurst Equipment

- Chief Callaghan informed the board that the district is in need of replacing Hurst equipment. He proposed purchasing one combi, one cutter, one spreader and a 110 electrical power plant in the amount of \$38,305.00. He also proposed converting doubles to single release couplings in the amount of \$3,500.00 making the total of all Hurst equipment \$41,805.00.

A motion was made by R. Weber to purchase Hurst equipment in the amount of \$41,805.00. T. Reynolds seconded the motion. It was voted on and approved.

4) Fire Prevention Vehicle

a) Motion for approve the purchase of a vehicle for the Fire Prevention Bureau

- Chief Callaghan informed the Board of Trustees that a vehicle has been budgeted for the Fire Prevention Bureau. He would like to purchase an extended cab pick up truck with a short bed. The truck would have a radio and cap but no emergency lights.

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Fire Chief K. Callaghan comments continued:

- Chief Callaghan stated that he had a quote for \$20,789.00 from a Ford dealer in Houston, Texas that we have dealt with in the past. This quote is cheaper than the state purchase with courtesy delivery. Chief Callaghan is waiting on a quote from Bob Jass pending Chevrolet rebates.

A motion was made by T. Reynolds to purchase a extended cab pick up truck with the amount not to exceed \$21,000.00. R. Weber seconded the motion. It was voted on and approved.

Assistant Chief W. Stevens of Emergency Medical Services Comments:

- Not present due to medical leave

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 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 January 2010, there were 18 incidents North, 27 incidents South, 47 incidents Center and 17 incidents Mutual Aid for a total of 109 incidents.
- Year to date, 109 calls in 2010 versus 107 in 2009. A copy of the report has been placed on file. In the month of December 2009, Station One responded to 72 incidents vs. Station Two responding to 37 calls.

2) Squad Update

- Assistant Chief Haley updated the Board of Trustees on the new Squad 301. The box is 40-50% built. He stated that the salesman is not sure if it will be done on time and Alexis understands the penalties. He will be picking up Engine 302 within the week and will get a better idea on the status if Squad 301 at that time. He also stated that there have been no bids on the old Squad.

Attorney R. Britz Comments:

1) Resignation agreement and release

- Attorney R. Britz stated that the Board of Trustees has had the opportunity to review the resignation agreement and release from Assistant Chief Stevens. All trustees received a copy for review this week. He asked if anyone had any questions or concerns with the agreement. The Trustees did not.

R. Weber made a motion to approve the resignation agreement and release with Assistant Chief W. Stevens. T. Reynolds seconded the motion. It was voted on and approved with a copy placed on file.

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Administrative Assistant Comments:

No Comment

Other Concerns:

- Chief Callaghan informed the Board of Trustees that the tread mill at Station Two broke and a need one is needed. He received a quote from Total Body Fitness in the amount of \$3,275.00.

T. Reynolds made a motion to approve the purchase of a new treadmill in the amount of \$3,275.00. R. Weber seconded the motion. It was voted on and approved with a copy placed on file.

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Fire Chief K. Callaghan comments continued:

- Chief Callaghan informed the Board of Trustees that Engine 302 is being painted by Alexis. The ladder rack is not working well. The brackets need to be replaced. Hughes Rd is very bad at this time and the wear and tear of driving on this road is causing damage to the vehicles.
- Chief Callaghan stated that he has no update on developer fees and Greenfields of Geneva is still moving forward.

Executive Session:

At 5:39 pm, Chief Callaghan called an executive session for “collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees” 5 ILCS 120/2 Open Meetings Sec. 2 (2)

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

At 5:39 pm, a motion to go into executive session was made by R. Weber. T. Reynolds seconded the motion.

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

At 6:23 pm, the executive session ended with a motion by T. Reynolds. R. Weber seconded the motion.

A motion was made by T. Reynolds that no action was required from the executive session. R. Weber seconded the motion. It was voted on and approved.

At 6:25 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