

Elburn & Countryside Fire Protection District
Board of Trustee's District Meeting
01-11-10

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Date: January 11, 2010

To: President & Trustees

From: Administrative Assistant

J. Feece called the Trustee Meeting to order at 5:03 pm with the following persons in attendance:

J. Feece	T. Reynolds	R. Weber	P. Hall	T. Haley
K. Callaghan	B. Thomas	M. Sheahan	G. Algrim	B. Schopp
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. 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.

R. Weber made a motion to accept the executive session minutes 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.

Trustee Feece asked for clarification on the number of employees the district currently employs. Chief Callaghan stated that there are 21 full time employees on shift including one employee currently on maternity leave. He stated that there are 5 Administrative employees and 47 Paid on Call Employees including 11 recruits.

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 December 15, 2009 – January 11, 2010 in the amount of \$89,928.81.

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) Squad 301 Appraisal Amount Approval

a) Motion for approval to obtain an appraisal on Squad 301

- Chief K. Callaghan informed the Board of Trustees that the BP Apparatus has appraised Squad 301. Retail of \$50,000.00 with a low price of \$40,000.00. BP Apparatus charges a fee of 10% of the sale as a commission. BP Apparatus will post the Squad for sale with a delivery date of one month after the delivery date of the new Squad 301.

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Fire Chief K. Callaghan comments continued:

T. Reynolds made a motion to approve the posting of Squad 301 for sale by BP Apparatus. R. Weber seconded the motion. It was voted on and approved.

2) New Squad 301; Scheduled delivery March 24, 2010

- Chief Callaghan informed the Board of Trustees that Alexis has not started the box yet for Squad 301. The scheduled delivery date is March 24, 2010. There are 80 days left for delivery before the district starts receiving compensation according to the contract for a late delivery of the completed Squad.
- Chief Callaghan also informed the Board of Trustees that Alexis does not have enough room in their shop to start the repairs to Engine 302..

3) Fire Protection Engineering Study

- Chief Callaghan presented a proposal from Hughes Associates, Inc. for fire protection engineering design services for the review and updating of developer fees for new construction with the district. The proposal states that Hughes Associates Inc services will not exceed the amount of \$3,250.00 for the work under the proposal.
- Chief Callaghan stated that he would like to obtain new rates and have them approved by the trustees before construction picks up again.

T. Reynolds made a motion to approve the Fire Protection Engineering Study proposal from Hughes Associates Inc. 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 December 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 December 2009, there were 24 incidents North, 33 incidents South, 62 incidents Center and 16 incidents Mutual Aid for a total of 135 incidents.
- Year to date, 1311 calls in 2009 versus 1341 in 2008. A copy of the report has been placed on file. In the month of December 2009, Ambulance 351 responded to 38 incidents vs. Ambulance 352 responding to 30 calls.

2) 2009 Year End Incident Report

- Assistant Chief T. Haley presented the Year End Firehouse Incident for 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 2009, there were 242 incidents North, 363 incidents South, 500 incidents Center and 206 incidents Mutual Aid for a total of 1311 incidents.

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Assistant Chief T. Haley of Fire Operations Comments continued:

3) Fire Prevention Bureau Report

- Assistant Chief Haley reviewed the Fire Prevention Bureau Report for the Summer and Fall Quarter of 2009. The bureau reached 7768 people with activities such as:
 - a. Prairie Burn Training
 - b. Change your clock, Change your battery program
 - c. Fire Science class
 - d. Senior Tornado Safety; Meadows Apartments and Elburn Seniors Group
 - e. Marklund Softball & Music Festival
 - f. Safety Days; LaFarge, Kane County Safe Kids and Home DePot Safe Kids
 - g. Fire Prevention Month; School education and drills
 - h. Halloween Safety Program
 - i. Illinois Fire Safety Alliance Burn Camp
 - j. Christmas Walk
 - k. Meadows Apartments Fire Alarm Tests with occupants

- Assistant Chief Haley stated that Water Use Agreements have been signed with five property owners, new subdivision projects are on hold for 3 to 5 years, 442 fire company safety inspections have been completed, 193 preplan updates have been completed, training in fire prevention and equipment continues, the "Remembering When" program for seniors was implemented this year, the Elburn Christmas Walk was a success, permits have been issued and new commercial development in under review. A copy of the report has been placed on file.

Attorney B. Thomas Comments:

1) Adoption of Resolution Amending Trustee Policy Manual adopting new Freedom Of Information Act Policies

- Attorney B. Thomas reviewed the Freedom of Information Act with the Board of Trustees describing the method to request information, public access to records, nonexempt materials, exempt records, denial of request for public records, request procedures and response to the request, procedures for inspection or copying, fees, personal information, commercial requests and emergency medical service records.
- Discussion was held to clarify for the Board of Trustees the districts obligations and requirements to comply as directed to Freedom of Information requests. The Board of Trustees designated Chief Kelly Callaghan as the Freedom of Information Act officer.

R. Weber made a motion to approve Resolution 2010-101, Amending Trustee Policy Manual adopting new Freedom of Information Act Policies. T. Reynolds seconded the motion. It was voted on and approved.

2) Procedures regarding the establishment of the Foreign Fire Insurance Board

- Attorney B. Thomas explained to the Board of Trustees that as of January 1st, funds received from foreign fire insurance are required to go before a board for approval before the funds can be spent. The Foreign Fire Insurance Board must consist of seven members including the Fire Chief. An election at large needs to be held annually with the sworn firefighters.

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Attorney B. Thomas Comments continued:

- Attorney B. Thomas informed the Board of Trustees that there are rules of management for the funds. The Foreign Fire Insurance Board will present their recommendations for purchases using the foreign fire insurance funds to the Board of Trustees for approval. The Board of Trustees will approve or deny their requests, there is no negotiation. The funds will be held in a separate account designated for Foreign Fire Insurance Funds.

Administrative Assistant Comments:

No Comment

Other Concerns:

- Chief Callaghan informed the Board of Trustees that retired St. Charles Fire Chief Larry Swanson passed away.
- Chief Callaghan informed the Board of Trustees of the IAFFPD is offering Administration Training Sessions in January, February & March 2010.
- Chief Callaghan informed the Board of Trustees that the transmission in Brush 303 went out. Bob Jass Chevrolet replaced the transmission. Brush 303 is scheduled for replacement next year.
- Chief Callaghan informed the Board of Trustees that he is planning on meeting with Lily Lake in the end of January to discuss property adjustments for a possible Station Three site.

Executive Session:

At 6:13 pm, Chief 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.” and “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) and

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

At 6:13 pm, a motion to go into executive session was made by T. Reynolds. R. Weber seconded the motion.

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

At 6:30 pm, Trustee Weber requested Chief Callaghan and Assistant Chief Haley exit the executive session.

At 7:07 pm, Chief Callaghan and Assistant Chief Haley returned to the executive session upon the board's request.

At 7:08 pm, the executive session ended with a motion by T. Reynolds. R. Weber seconded the motion.

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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 7:09 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