

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

Date: January 14<sup>th</sup>, 2008

To: President & Trustees

From: Administrative Assistant

J. Feece called the Trustee Meeting to order at 5:04 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
D. Oliver	G. Algrim	A. Isberg

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. J. Feece seconded the motion. It was voted on and approved with a copy placed on file.

T. Reynolds made a motion to accept the executive session minutes as presented. J. Feece 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. J. Feece 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 \$82,105.40. T. Reynolds made a motion to approve the bills. J. Feece seconded the motion. It was voted on and approved with a copy placed on file.

Fire Chief K. Callaghan Comments:

1) Turn Out Pants

- Chief K. Callaghan explained that the district owns a pair of odd sized turn out pants. They are for a shorter statured individual with a larger waist line. Due to the size of the pants, there are no employees that can wear them without them being taken in. The pants would still not be of any use to anyone on the department at this time.
- Chief K. Callaghan recommended the turn out pants be sold on E Bay instead of paying to have them altered.
- The trustees agreed to sell the turn out pants instead of paying for alterations.

Fire Chief K. Callaghan Comments Continued:

2) Tender 309

- Chief K. Callaghan informed the trustees that Tender 309 has been sold to the Wheatfield Fire Department for a total of \$25,000.00. B & P Apparatus did not list their commission on the sale contract with Wheatfield Fire Department.
- The trustees agreed to pay 5% commission instead of the usual 10% commission since B & P Apparatus has sold a few vehicles for the district. The commission will be \$1,250.00 bringing the total profit for Tender 309 to \$23,750.00.
- Chief Callaghan informed the trustees of the reason for the delayed sale to the Wheatfield Fire Department of Tender 309. Due to the new Tender 309's delayed delivery date, the Chief was waiting for Alexis to confirm a closer date for Tender 309. It will be approximately mid March 2008 before Tender 309 will be completed.
- The trustees agreed to release Tender 309 to the Wheatfield Fire Department on January 31<sup>st</sup>, 2008.

3) Hazardous Materials

- Chief K. Callaghan informed the trustees that there had been a recent hazardous materials incident. There was a small chlorine leak at Well # 4 in the Village of Elburn.
- The Spillers Pay Ordinance permits the district to bill for hazardous material incidents to cover the expenses of personnel & equipment that responded to the incident. Chief K. Callaghan advised the trustees to the district's current policy and rates for billing of hazardous material incidents.
- The Village of Elburn bills the district the full amount for all permits and village fees. No discount is offered to the fire district for Village of Elburn services.
- Chief K. Callaghan discussed offering a discount to the Village of Elburn as a professional courtesy instead of billing them for the full amount. The trustees agreed to bill the Village of Elburn at a discounted rate.

4) Station Three

- Chief K. Callaghan informed the trustees of the recommendations for a third station. FGM Architects was contacted for recommendations & advice on property in Lily Lake.
- Mary Ann O'Hara from FGM Architects informed the Chief that the Village of Lily Lake will require a detention pond. Well and septic will also be needed. The site size recommendation would be for no less than 3 acres.
- Chief Callaghan informed the trustees that the design they were looking into would have an apparatus floor the same as Station Two, sleeping quarters for ten employees and the shower area would be slightly different with individual sinks, showers and toilets.
- Fire Marshal Isberg will be meeting with Lily Lake soon and will discuss the progress of Canada Corners.
- The trustees discussed property sites and decided that they will need to drive to Lily Lake so they can look around at the different options.

## 5) Ambulance Station

- Chief K. Callaghan updated the trustees on the progress with the Ambulance Station. The workout equipment has been transferred from Station One to the Ambulance Station. The room has been painted and the carpet cleaned. The workout room is complete and ready for use.
- Trustee T. Reynolds expressed concern with individuals working out without anyone's knowledge at the Ambulance Station. His concern is that someone may have a health issue and if something occurs, no one would know they are in the building since it is across the street.
- Chief K. Callaghan explained that when someone goes over to the Ambulance Station, they are advised to let the Shift Officer & crew know when they arrive & when they are done working out. This alleviates the problem of no one knowing that they are there & the crew can check on them if need be.

## 6) Utility Truck 314

- Chief K. Callaghan informed the trustees that there is damage to Utility Truck 314. The drivers door is creased and the hinge broken. The door was over extended by the wind causing the damage.
- Chief K. Callaghan has contacted the district's insurance company and the damage is covered. The truck will be repaired by Elburn Auto Body.

## 7) Administrative Training Session

- Chief K. Callaghan reminded the trustees that the Illinois Association of Fire Protection District's Administrative Training Session is being held in Byran, IL. on March 15, 2008.
- Trustees J. Feece and R. Weber will be attending with Chief K. Callaghan.

## Assistant Chief W. Stevens of EMS:

## 1) Updated Grant Information

- Assistant Chief W. Stevens updated the trustees on the Assistance of Firefighters Grant. The grant has been approved at the lower rate of \$224,800.00. Funds from the grant will be released to the district when the bills are presented.
- Assistance Chief W. Stevens informed the trustees that the equipment will possibly be in the district's possession by May 2008.
- Assistant Chief W. Stevens will put a publication in the Elburn Herald to notify the tax payers that the district received a grant.

## 2) Ambulance Billing

- Trustee T. Reynolds requested information in regards to ambulance bills and the distribution of funds to the district.
- Assistant Chief W. Stevens explained that the ambulance billing is done by Andres Medical Billing, Ltd. Andres Medical Billing distributes the funds to the district's "ambulance account" as they are received from the clients. Assistant Chief W. Stevens then transfers the funds to the district after they are obtained.

Assistant Chief W. Stevens of EMS continued:

3) Retention Ponds

- Assistant Chief W. Stevens informed the trustees that a notice has been posted on the website and a publication was put in the Elburn Herald explaining the dangers of retention ponds. Residents are informed that the ponds are dangerous for adults and children to be on and they are advised to stay off the ice.

Assistant Chief T. Haley of Fire Operation Comments:

1) Review Incident Report for District

- Assistant Chief T. Haley presented the year end Firehouse Incident Report listing the incidents that the district has been dispatched for. The report is also broken down into mutual aid incidents as well as incidents per quadrant of the district; North, South & Center.
- A copy of the report has been placed on file.

2) Hazardous Material incident fees

- Assistant Chief T. Haley informed the trustees of several incidents involving hazardous materials. District policy states the parties involved are responsible for materials, equipment and the man power for these incidents. There are six parties that have been billed and reimbursement has not been obtained. The total of these outstanding bills is \$10,684.29.
- Assistant Chief T. Haley would like the district to send the initial bill and if payment is not received in a timely manner then turn it over to Andres Medical Billing, Ltd. for collection of funds. The trustees agreed to this policy.

3) Oxygen System

- Assistant Chief T. Haley informed the trustees that the cascade system at Station One is at least 25-30 years old. He requested that the cascade system be upgraded and be permanently mounted.
- Assistant Chief T. Haley presented a quote of \$1,438.00 to upgrade the delivery system and permanently mount it with 4 brackets. There are funds in the budget for this upgrade. The trustees agreed that this needs to be done.

3) Northern IL Alliance of Fire Protection Seminar

- Assistant Chief T. Haley and Assistant Chief W. Stevens will be attending the Northern Illinois Alliance of Fire Protection Seminar on Friday, January 18, 2008.

4) Hero Award

- Assistant Chief T. Haley informed the trustees of an incident at Jewel Osco in November 2007. There was a call for a person in cardiac arrest. The store had made an announcement over the PA system stating they were in need of anyone that could perform CPR to assist. Two bystanders performed CPR on the patient and when the paramedics arrived the patient had a pulse and was breathing. The patient is alive, has returned to work and is doing fine today.
- Assistant Chief T. Haley informed the trustees that there will be an awards presentation at the February Trustees meeting for the individuals that performed CPR.

Attorney R. Britz Comments:

No comment

Administrative Assistant Comments:

No comment

Other concerns:

None presented

At 5:55 pm, T. Reynolds made a motion to reconvene the Trustees meeting on Wednesday, January 16, 2008 at 9:00 am to review property north of Elburn. R. Weber seconded the motion. It was voted on and approved.

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

Date: January 16<sup>th</sup>, 2008

To: President & Trustees

From: Administrative Assistant

J. Feece reconvened the Trustee Meeting at 9:12 am with the following persons in attendance:

T. Reynolds  
P. Hall

J. Feece  
K. Callaghan

R. Weber

Fire Chief K. Callaghan comments continued:

1) Station Three property

- Chief K. Callaghan drove the trustees north of Elburn, IL. to view possible Station Three sites in the Village of Lily Lake.
- Chief K. Callaghan informed the trustees that the North Quadrant of the district starts at Beith Rd and Route 47.
- Chief Callaghan took the trustees to view property owned by the Kane County Fairgrounds on Beith Rd. west of Route 47.
- Chief K. Callaghan also took the trustees to view property on the southwest corner of Wooley Rd. and Route 64. He pointed out that this property is closer to Route 47 and is easier access to Route 64. The district would need to check if this property would need a water detention pond for storm water. It is possible that the field surrounding the parcel of property will be developed residential. At this time, the surrounding areas are mostly commercial.
- Chief K. Callaghan also took the trustees to view property on Empire Rd. ¼ mile east of Route 47 next to the Lily Lake Community Center.
- Chief K. Callaghan also took the trustees to view property at the corner of East Sunset View and Empire Rd.

Fire Chief K. Callaghan comments continued:

- Chief K. Callaghan will check the status of the subdivision development, Canada Corners. The development, Canada Corners, will be from Empire Rd. and Route 47 to south of Silver Glen Rd. He will also check with the Village of Lily Lake on the status of the water and sewer provided to the subdivision.

At 9:49 am, 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