

Elburn & Countryside Fire Protection District  
Board of Trustee's District Meeting  
01-03-11

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Date: January 3, 2011

To: President & Trustees

From: Administrative Assistant

President 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	K. Callaghan
T. Haley	R. Britz	B. Thomas	M. Huneke	S. Siwy
D. Campbell	T. Lange	D. Keifer		

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.

R. Weber made a motion to accept the executive session minutes from December 13, 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 December 14, 2010 – January 3, 2011 in the amount of \$84,010.64

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) Assistant Chief Update
  - Chief Callaghan informed the Board of Trustees that the interviews went well and all the applicants have been interviewed.
  
- 2) St. Charles Fire District Update
  - Chief Callaghan informed the Board of Trustees that the St. Charles Fire District is now the the Fox River and Countryside Fire and Rescue District effective on January 1, 2011. They have ordered two ambulances, two engines and two tankers. They hired a Technical Director, Greg Bensen. A station has been proposed to be built in Wasco in the vicinity of the White Bros property. The newly formed district has not approached our district for anything yet.

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Fire Chief K. Callaghan Comments continued:

3) Candidates for Trustee Election

- Chief Callaghan informed the Board of Trustees that there is one open position as a trustee on the Elburn & Countryside Fire Protection District Board of Trustees for the April 2011 election. All the paperwork has been filed with Kane County and there will be three candidates running for the position.
  - a) James Feece
  - b) Christopher Garon
  - c) Brian Schopp

4) Office Assistant Update

- Chief Callaghan informed the Board of Trustees that 33 individuals applied for the Office Assistant position. Interviews will take place January 19-21, 2011. The tentative start date will be the end of February or early March 2011.

5) Village Tornado Siren

- Chief K. Callaghan stated that he contacted the district's insurance company, VFIS, to check on the liability insurance in the event the district takes over the responsibility of blowing off the tornado siren. Yes, the district is covered.
- Discussion was held in regards to the liability and accountability. Attorney R. Britz presented the Board of Trustees with a Memorandum regarding the tornado siren liability and the Tort Immunity Act. A copy has been placed on file. The statute applies to all units of government. Attorney R. Britz stated that the potential liability is extremely limited but there is no guarantee that someone will not try to sue if they feel they have grounds for litigation.

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 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 December 2010, there were 28 incidents North, 36 incidents South, 42 incidents Center and 23 incidents Mutual Aid for a total of 129 incidents.
- Year to date, the district has responded to 1396 incidents compared to 1311 in 2009. Out of the 1396 incidents, 550 were fire related and 846 were EMS incidents. The district is up by 85 incidents compared to last year's total at this time.
- In the month of December 2010, Ambulance 351 of Station One responded to 39 incidents versus Ambulance 352 of Station Two responded to 31 and Ambulance 353 responded to 2 incidents.

2) Update Ambulance Price

- Assistant Chief Haley stated the district approved the wrong amount for the new ambulance due to an addition error and the performance bond. The correct amount is \$182,241.00 minus the discount of \$2,706.00 equating to \$179,534.50.

3) Ambulance to FDIC

- Assistant Chief Haley informed the Board of Trustees that the ambulance is on schedule for delivery in April 2011. Medtec & Foster Coach would like to take the new ambulance to the FDIC convention if it is completed in time for the convention in March.

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Assistant Chief T. Haley of Fire Operations Comments continued:

- The Board of Trustees granted their approval for the new ambulance to be taken to the FDIC convention as a demo.
  
- 4) Policy Manual Update
  - Assistant Chief Haley informed the Board of Trustees that SIKICH is working on a final draft. He is hoping to pass the draft on to the trustees for their review before the February meeting.
  
- 5) NIAFPD Conference; February 3-6, 2011
  - Assistant Chief Haley informed the Board of Trustees that the NIAFPD Conference will take place at the Oak Brook Terrace on February 3-6<sup>th</sup>, 2011.
  - The conference will cover topics such as actuarial, Open Meetings Act, legal, disciplinary issues, pension, health and wellness. If any of the trustees are interested in attending, they will need to let the district know so they can be register.

Attorney R. Britz Comments:

- Attorney R. Britz informed Board of Trustees that if Trustee Reynolds decides he cannot fulfill his obligations as the ECFPD Pension Board Treasurer and attend the mandatory training, he will need to resign. He is chooses to resign, President J. Feece will need to appoint a new Treasurer.

Administrative Assistant Comments:

- Administrative Assistant P. Hall informed the Board of Trustees that they will need to stop in before the next meeting to review the executive session minutes to determine if they would like to release executive session minutes for public viewing.

Executive Session:

At 5:38 pm, Chief Callaghan called an executive session pursuant to Section (2)(c)(1) of the Open meetings Act (to discuss 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);

Section (2)(c)(2) of the Act (to discuss collective negotiating matters between the public body and its employees);

and/or Section (2)(c)(11) of the Act (pending probable or imminent litigation)

Roll Call Vote	3	Ayes
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	0	Nays
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	0	Absent
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At 5:25 pm, a motion to go into executive session was made by T. Reynolds. R. Weber seconded the motion.

In attendance:

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

At 5:58 pm, the executive session ended with a motion by T. Reynolds. R. Weber seconded the motion

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R. Weber made a motion to approve a conditional offer of employment for the Assistant Chief position. J. Feece seconded the motion. It was voted on and approved.

Other Concerns:

None

Public Comment:

No comment

At 5:59 pm, R. Weber made a motion to adjourn. J. Feece seconded the motion. It was voted on and approved.

Respectfully Submitted,

Pamela C. Hall  
Administrative Assistant  
Elburn & Countryside Fire Protection District