

Elburn & Countryside Fire Protection District
Board of Trustee's District Meeting
07-12-10

Date: July 12, 2010

To: President & Trustees

From: Administrative Assistant

President J. Feece called the Trustee Meeting to order at 5:02 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	

Final Budget & Appropriation Ordinance #2010-108

A motion was made by R. Weber to open the Public Hearing for the Fiscal Year 2010-2011 Final Budget & Appropriation Ordinance #2010-108. T. Reynolds seconded the motion. It was voted on and approved.

President J. Feece called the Public Hearing to order at 5:03 pm.

Attorney R. Britz asked for any comments from the public.

No public comment was made.

A motion was made by T. Reynolds to close the Public Hearing for the Fiscal Year 2010-2011 Final Budget & Appropriation Ordinance # 2010-108. R. Weber seconded the motion. It was voted on and approved.

A motion was made by T. Reynolds to approve the Fiscal Year 2010-2011 Final Budget & Appropriation Ordinance # 2010-108. R. Weber seconded the motion. It was voted on and approved.

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

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 June 7, 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.

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Approval of Bills:

The Purchase Journal was presented showing invoice expenses from June 8, 2010 – July 12, 2010 in the amount of \$148,358.82.

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 Job Description

- Chief Callaghan presented the Board of Trustees with the job description for the position of Assistant Chief. The Board of Trustees had no revisions to present.

J. Feece made a motion to approve the job description for the position of Assistant Chief. R. Weber seconded the motion. It was voted on and approved with a copy placed on file.

2) Assistant Chief position approval

- Approval to begin the hiring process for an Assistant Chief was tabled until next month's meeting.

3) Resolution to amend the Policy Manual of the ECFPD Board of Trustees

- Chief Callaghan informed for the Board of Trustees of the need to amend the policy manual. The newly approved job description for the position of Assistant Chief needs to be updated in the Elburn & Countryside Fire Protection District policy manual.

T. Reynolds made a motion to approve Resolution # 2010-109; Amending the ECFPD Policy Manual. R. Weber seconded the motion. It was voted on and approved with a copy placed in file.

Roll Call Vote	3	Ayes
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	0	Nays
	<hr/>	
	0	Absent
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4) Ambulance replacement

- Chief Callaghan informed the Board of Trustees of the need to replace the 1997 ambulance. Chief Callaghan stated that the district would like to form a committee to assist in obtaining specs and bids for a new ambulance. The district will be purchasing an F series ambulance with the same box and different chassis.

T. Reynolds made a motion to approve forming a committee to purchase an ambulance. R. Weber seconded the motion. It was voted on and approved.

5) Brush Truck replacement

- Chief Callaghan informed the Board of Trustees of the need to replace the 1991 brush truck. Chief Callaghan stated that the district recommends the purchase of a brush truck that matches the new brush truck currently in service at Station Two with only a few minor changes.

T. Reynolds made a motion to approve replacing the 1991 brush truck. R. Weber seconded the motion. It was voted on and approved.

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Fire Chief K. Callaghan Comments continued:

6) Squad price adjustment

- Chief Callaghan informed the Board of Trustees that he spoke with Brian from B P Apparatus again in regards to the old Squad 301. Brian stated that there are no interested parties yet and he recommends lowering the asking price.
- Discussion was held in regards to the amount to lower the asking price to. It was agreed upon to drop the asking price to \$26,500.00 plus \$2,650.00 (BP Apparatus 10% commission) equating to a total asking price of \$29,150.00

T. Reynolds made a motion to approve the adjustment of the asking price for Squad 301 to \$29,150.00. R. Weber seconded the motion. It was voted on approved.

7) St. Charles Fire District update

- Chief Callaghan requested Attorney R. Britz update the Board of Trustees on the status of the St. Charles Fire District.
- Attorney R. Britz stated the St. Charles Fire District will be attempting a referendum to resolve their financial situation in hopes of saving their district from being dissolved. In the event, the district can no longer afford to provide fire protection to the citizens and businesses in their district, the State Fire Marshal will step in. The State Fire Marshal will then divide up the St. Charles Fire District and assign parcels to the surrounding districts.
- Attorney R. Britz stated that at this time, there are very few answers on how this will affect our district. The laws are not clear on the cost of living increase, tax caps and tax rates for fire protection versus ambulance services, etc... Attorney R. Britz will provide more information at the next Trustees meeting.
- Trustee Reynolds inquired as to if the district can refuse to provide protection to the properties that the State Fire Marshal's designates. Attorney R. Britz stated that he does not have the answer to that question but does not recommend the district take that stance.
- Chief Callaghan stated the St. Charles Fire District tax rate is \$0.18 versus the Elburn & Countryside Fire Protection District rate of \$0.62. Discussion was held in regards to the current tax rates of the surrounding fire districts and the significant difference between St. Charles and the surrounding districts.

8) LaFarge Elburn, LLC; Dry Hydrant Easement

- Chief Callaghan informed the Board of Trustees that the district has completed a dry hydrant and an easement agreement for water use with LaFarge Elburn, LLC. Access to the fire protection pond is at Smith Rd and IL Route 47.

T. Reynolds made a motion to approve the LaFarge Elburn, LLC easement agreement for water use. R. Weber seconded the motion. It was voted on and approved with a copy placed on file.

Assistant Chief T. Haley of Fire Operations Comments:

1) Review Incident Report for District

- Assistant Chief T. Haley presented the Firehouse Incident Report for June 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 June 2010, there were 31 incidents North, 26 incidents South, 52 incidents Center and 21 incidents Mutual Aid for a total of 130 incidents.

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Assistant Chief T. Haley of Fire Operations Comments continued:

- Year to date, 662 calls in 2010 versus 675 in 2009. A copy of the report has been placed on file. In the month of June 2010, Ambulance 351 of Station One responded to 45 incidents versus Ambulance 352 at Station Two responding to 19 calls and Ambulance 353 responded to 1 call.
- Trustee Weber inquired as to the slow response times for 5 incidents during the month of June. Trustee Weber stated that a 4 to 5 minute response time is not acceptable. Assistant Chief Haley will research the incidents further and provide the Board of Trustees with more information at the next Trustee's meeting.
- Trustee Weber stated that the employees need to be reminded as to the district standards of a 2 minute or less response time. Assistant Chief Haley stated that they are reminded on a weekly basis as to the districts expectations. He also stated if Trustee Weber had any other suggestions on how to motivate the employees to please let the Chief(s) know.

2) Policy Manual Update

- Assistant Chief Haley informed the Board of Trustees that he has been working with SIKICH and a timeline has been set into motion for the policy manual. Assistant Chief Haley inquired as to if the Board of Trustees would like a draft of the revised policy manual for their review at the October 2010 meeting. The trustees all agreed that they would like a copy to review.
- Assistant Chief Haley stated that the union contract and stipulations set forth in such may affect the policy manual. This may delay the process due to the need to verify no duplication on policies. The timeline and goal for completion of the policy manual is by the end of 2010 year.

Attorney B. Thomas Comments:

- No Comment

Attorney R. Britz Comments:

- No Comment

Administrative Assistant Comments:

1) Capital Reserve Funds

- Administrative Assistant P. Hall informed the Board of Trustees that the district will need to make a decision as to if they would like to transfer funds from the savings account to a certificate of deposit. Clarification was made that the funds to be transferred are not capital reserve funds. The funds to be invested are operating funds.
- Administrative Assistant P. Hall informed the Board of Trustees of the interest rates and length of certificate of deposit options at American Bank & Trust Co.

T. Reynolds made a motion to approve an American Bank & Trust Co. operating funds certificate of deposit in the amount of \$3,000,000.00 for one (1) year at 1.47%. R. Weber seconded the motion. It was voted on and approved.

2) Executive Session Minutes

- Administrative Assistant P. Hall informed the trustees that they are required semi-annually to review the executive session minutes. After review, the trustees approve the release of the executive session minutes or to keep the minutes closed.

T. Reynolds made a motion to keep the executive session minutes of the Elburn & Countryside Fire Protection District closed. R. Weber seconded the motion. It was voted on and approved.

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Other Concerns:

- Trustee T. Reynolds requested more information on the process for setting off the tornado siren. Chief Callaghan stated that the Village of Elburn has control of the tornado siren. The fire district is not involved in the process. This is an issue that he will be addressing at the Village of Elburn Public Safety meeting.
- Chief Callaghan stated that this has been a problem recently. Past practice was for the Village Administrator to set it off for tornado conditions only when he deemed appropriate versus the new administration setting it off earlier and for less severe weather. This is causing confusion amongst residents. He will request information on the standards the Village of Elburn is utilizing to determine when to set off the siren.
- Chief Callaghan also stated that he will address the fact that the fire district is not notified before the tornado sirens are set off so they have no information for residents when they inquire. The phones at the station ring off the hook the minute the sirens go off and the district has no answers.

At 5:38 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	3	Ayes
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	0	Nays
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	0	Absent
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At 5:48 pm, a motion to go into executive session was made by T. Reynolds. R. Weber seconded the motion.

In attendance:

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

Attorney R. Britz stated that the discussion in executive session did not pertain to the “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) . He advised the Board of Trustees to go out of executive session and go back in under the proper specifications.

At 5:50 pm, the executive session ended with a motion by T. Reynolds. R. Weber seconded the motion

At 5:50 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)

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

At 6:07 pm, the executive session ended with a motion by T. Reynolds. R. Weber seconded the motion

No action was taken in executive session.

Public Comment:

No comment

At 6:08 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