

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

Date: July 9th, 2007

To: President & Trustees

From: Administrative Assistant

J. Feece called the Trustee Meeting to order at 5:08 pm with the following persons in attendance:

J. Feece
P. Hall

T. Reynolds
B. Britz

R. Weber
W. Stevens

Public Hearing:

The Public Hearing for Ordinance #2007-102 was open to the public at 5:08 pm.

The 2007-2008 Final Annual Budget and Appropriation was presented by Attorney Bob Britz.

There was no public comment.

A motion to accept Ordinance #2007-102 was made by T. Reynolds. R. Weber seconded the motion. It was voted on and approved with a roll call vote of 3 ayes, 0 nays and 0 absent.

A copy of the ordinance is placed on file.

A motion to close the public hearing was made by T. Reynolds. R. Weber seconded the motion. The public hearing was closed at 5:09 pm.

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. R. Weber seconded the motion.

It was voted on and approved with a copy placed on file.

Public Comment:

None

Treasurer's Report:

Administrative Assistant Pamela 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 monthly invoice expenses. 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:

Fire Chief K. Callaghan was not present at the beginning of the meeting due to a structure fire. Fire Chief K. Callaghan requested that Administrative Assistant Pam Hall and Assistant Chief Wayne Stevens represent him on the following agenda items:

1) Status of Tender 309

- Administrative Assistant Pam Hall informed the trustees that the tender is scheduled for delivery on December 10th, 2007.

Fire Chief K. Callaghan Comments continued:

2) SKCTA Membership

- Administrative Assistant Pam Hall informed the board of trustees of the Southern Kane County Training Association membership fees. The membership renewal is locked in for four years at the rate of \$6,000.00 annually. Class discounts will increase to 12.5%.

A motion was made by R. Weber to approve the Southern Kane County Training Association membership renewal fee of \$6,000.00 + classes. T. Reynolds seconded the motion. It was voted on and approved.

3) Parking Lot Repair

- Administrative Assistant Pam Hall informed the board of trustees of parking lot repairs that are needed at Station One, 210 E. North St. Elburn, IL. Fire Chief K. Callaghan has received a quote from Aurora Blacktop in the amount of \$2.75 per sq. ft. The approx. cost to repair the parking lot will be \$4,000.00. The budget line amount associated with parking lot repairs was approved at \$2,700.00. The extra funds necessary would be taken from the building maintenance budget line.

A motion was made by T. Reynolds to repair the parking lot with funds available up to \$4,000.00. R. Weber seconded the motion. It was voted on and approved.

4) Campton Township Sign

- Assistant Chief Wayne Stevens informed the trustees of a sign that was brought to the Chief's attention. There is a handwritten sign posted for public viewing in the district. The sign is located on Swanburg Rd, between Silver Glen and Empire, at the location of a proposed park. The sign states the following, "Campton Committee We need a fire station not a park. Call Hastert 630-879-1988"
- Assistant Chief W. Stevens also informed the trustees that Lily Lake's president resigned and a new president is in office. Fire Chief K. Callaghan has not met with the new president of the Village of Lily Lake.

5) Spartan Conference

- Administrative Assistant Pam Hall informed the board Chief K. Callaghan would like to send an employee to the Spartan Conference in Lansing, MI. from August 5th-9th, 2007. The conference is a mechanical operations class. The cost of the Spartan Conference is \$150.00 + 3 night's hotel accommodations at \$98.00 per night.

A motion was made by T. Reynolds to approve the cost of the conference, hotel accommodations plus the expenses associated with the conference. R. Weber seconded the motion. It was voted on and approved.

6) EMS Building Proposal

- Assistant Chief W. Stevens informed the trustees that the ambulance building is not listed on the real estate market at this time. The use of this building would be beneficial to the district. There are storage issues at Station One that need to be addressed.
- The following proposal was presented:

EMS Building Proposal continued:

- a) Move the weight equipment from Station One to the ambulance station. The weight room at Station One would be used for storage. Shelves would need to be purchased to store cleaning supplies & paper products.
- b) The existing storage area for turnout gear, uniforms and other gear is in the attic area above the apparatus floor at Station One. The training equipment is currently stored at Station One as well as fire investigation equipment.
- c) The two existing offices at the ambulance station would be used for storage of gear, fire investigation equipment and training equipment.
- d) Currently, the Shift Lieutenants have their office spaces in the meeting room. This creates a problem for them when the meeting room is needed by others. The Lieutenants need to stop working and leave their office while the room is occupied.
- e) Remodel the old kitchen located north of the meeting room into a Shift Office for the Lieutenants. Countertops would be acquired, computers moved, phone lines accessible, etc... to accommodate the office area.
- f) Move the sink from the old kitchen to the meeting room side with a small countertop.
- g) Replace the furnace at the Ambulance Station.
- h) Install an alarm system at the Ambulance Station. Fire Chief K. Callaghan received a quote from Alarm Detection Systems of \$7,900.00 to install a radio system only with new detectors and a new panel installed. The monthly charges would be approx. \$45.00 to run the system.
- i) Replace exit lights and lighting to meet code.
- j) In the future, a trailer is needed to store hazardous material equipment and trench equipment. At that time, the trailer and equipment would be stored in the bay at the ambulance station. A trailer will also be needed for water rescue equipment. The water rescue equipment would also be stored at the ambulance station as well as the rescue boat.

The trustees requested that a proposal be presented at the next meeting with a cost analysis addressing the requested changes, material costs and the cost annually to the district to maintain the ambulance station.

7) Workers Compensation/Alternate Duty

- Assistant Chief W. Stevens informed the board of trustees that we currently have a full time employee on medical leave for a workers compensation injury.
- The employee is not able to fulfill her duties as a firefighter/paramedic due to pregnancy so alternate duty was requested.
- Alternate Duty is assigned for members not able to perform their regular duties, based on medical evaluation of each individual and the needs of the Department. Alternate Duty members are assigned to various duties or activities based on ability and availability of jobs that fit the member's limitations.
- Duties assigned to the alternate duty employee are at the discretion of the Fire Chief. They are assigned based on physical limitations of the employee.
- The employee was on alternate duty when the injury occurred.
- As well as being a firefighter/paramedic, one of the employee's duties is Quarter Master. The Quarter Master is responsible for maintaining uniforms, clothes, turn out gear, as well as maintaining the proper inventory of the departments EMS supplies. During her duties as the Quarter Master, the injury occurred.

Workers Compensation/Alternate Duty continued:

- Due to her injury, she will be off work for the duration of her pregnancy.
- Discussion was held in regards to Family Medical Leave. Attorney B. Britz was consulted in regards to her injury vs. pregnancy. Attorney B. Britz confirmed that since the injury occurred during her duties at work, this is a medical leave under workers compensation.
- Assistant Chief W. Stevens informed the board that he is currently in the process of reviewing the alternate duty policy and will update the board after further review. Trustee T. Reynolds would like the alternate duty policy researched as to the district's role in offering alternate duty to employees that do not acquire their injury while performing their duties as a firefighter/medic or in the event of an employee's pregnancy.

Fire Chief K. Callaghan and Assistant Chief T. Haley were present for the duration of the meeting. Fire Chief K. Callaghan addressed the following items on the agenda:

Fire Chief K. Callaghan Comments:

8) Hazardous Materials Equipment

- Assistant Chief T. Haley informed the board of trustees that Hazardous Material equipment is needed. Not all expenses associated with Hazardous Materials are reimbursable under the Spiller Pay Ordinance.
- Personal protective equipment in the amount of \$4,000.00 is needed. The gear will include gloves, hard hats, Class B fully encapsulated hazardous materials suits, etc...
- Trench equipment is also needed. Trench equipment will be stored in bins at Station One after purchase. Assistant Chief T. Haley is looking into a trailer to store the hazardous materials and trench equipment together.

A motion to approve the purchase of hazardous material personal protective equipment in the amount of \$4,000.00 was made by T. Reynolds. R. Weber seconded the motion. It was voted on and approved.

9) Water Rescue Equipment

- Assistant Chief T. Haley proposed gearing the vehicles with personal protective equipment for water rescue at a cost of \$5,200.00. This gear will include life vests, helmets, rope bags, etc...
- A trailer will be needed for storage of the boat, rescue alive and other water rescue equipment.

A motion to approve the purchase of water rescue personal protective equipment in the amount of \$5,200.00 was made by T. Reynolds. R. Weber seconded the motion. It was voted on and approved.

Assistant Chief W. Stevens of EMS:

1. Group One Contract – mapping and preplans

- Assistant Chief W. Stevens discussed the issues that the district is having in regards to mapping and preplans. The current program is corrupt at this point. Data from the county is not correct. When new streets are entered, they need to be hand drawn into the maps by district employees.

Assistant Chief W. Stevens of EMS continued:

- The maps in the computers need to be cleaned up with parcels and streets updated.
- Preplans that have been drawn would be digitalized. Layered mapping would include preplans and building ingredients.
- Assistant Chief W. Stevens presented a proposal to hire Group One to clean up the maps and preplans at a cost of \$31,500.00. The proposal includes one paper copy of the map book plus a three by five foot laminated wall map. The current wall map has not been updated in approximately five years.

A motion was made by T. Reynolds to approve the Group One contract for \$31,500.00. R. Weber seconded the motion. It was voted on and approved.

Assistant Chief T. Haley of Fire Operation Comments:

No Comment

Attorney B. O'Conner Comments:

No Comment

Administrative Assistant Comments:

- Administrative Assistant Pamela Hall informed the board that a CD for \$1,028,290.64 at American Bank and Trust Co. was up for renewal. The one year interest rate is 5.4%.

T. Reynolds made a motion to renew the CD for one year at an interest rate of 5.4%. R. Weber seconded the motion. It was voted on and approved.

- After recommendation by the trustees, Administrative Assistant Pam Hall researched the rate for a \$2,000,000.00 CD. The rate for a six month CD would be 5.25%.

R. Weber made a motion to acquire a six month CD in the amount of \$2,000,000.00 with an interest rate of 5.25% at American Bank & Trust. T. Reynolds seconded the motion. It was voted on and approved.

- Administrative Assistant Pam Hall informed the board of trustees that the pension tax levy amount of \$240,566.00 has been obtained. She asked for approval to release the funds to the pension board.

A motion to distribute the pension tax levy amount of \$240,566.00 was made by R. Weber. T. Reynolds seconded the motion. It was voted on and approved.

- Administrative Assistant Pam Hall reminded the trustees that they need to review the Executive Session minutes. They are required to vote to either keep the minutes closed or release them for public viewing. After reviewing the minutes, the trustees will vote on this at the next meeting.

Other concerns:

None

At 6:42 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