

Elburn & Countryside Fire Protection District
Trustee's District Meeting

Date: June 8, 2009

To: President & Trustees

From: Administrative Assistant

J. Feece called the Trustee Meeting to order at 5:00 pm with the following persons in attendance:

T. Reynolds	J. Feece	R. Weber	P. Hall	K. Callaghan
T. Haley	W. Stevens	R. Britz	B. Thomas	M. Anderson
M. Huneke	A. Isberg	R. Gurgos	F. Ottengheime	

Swearing in of Trustee T. Reynolds:

Attorney R. Britz performed the swearing in ceremony for Robert Gurgos as an Elburn & Countryside Fire Protection District Fire Commissioner for a three year term ending in June 2012. Robert Gurgos repeated the oath of the office and was sworn in.

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:

No comment

Treasurer's Report:

Administrative Assistant P. Hall presented the Treasurer's report. Administrative Assistant P. Hall noted that the Payroll Journal has been modified to specify the hours per category such as Regular, Overtime, 7G, Light, Duty, Sick, Vacation, etc... Trustee R. Weber asked for clarification as to "7G" hours. Chief Callaghan explained that 7G is the term used for extra hours that are paid at a specific rate saving the district money on overtime. 7G hours can be for many different duties such as training, fire prevention & public education, preplans, inspections, etc... Trustee R. Weber requested that the 7G hours be listed as well in specific categories so the trustees can track the hours associated with training and fire prevention.

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 May 12, 2009 – June 8, 2009 in the amount of \$111,369.84. 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) ID Machine

- Chief Callaghan stated that the district would like to be able to make their own Identification Cards for employees and an ID machine is required.

Fire Chief K. Callaghan Comments continued:

R. Weber made a motion to approve the purchase of an ID Machine in the amount of \$2,200.00. T. Reynolds seconded the motion. It was voted on and approved.

2) Med Bed

- Chief Callaghan reminded the trustees that the district is housing the MABAS Division 13 ATV. The district has the option of utilizing the ATV for events. The district is planning on utilizing the ATV during Elburn Days as well as possibly at football games and cross country meets at the Forest Preserve. Chief Callaghan explained that a Med Bed is needed for transporting patients safely on the ATV.

T. Reynolds made a motion to purchase a Med Bed in the amount of \$3,345.00. R. Weber seconded the motion. It was voted on and approved.

Assistant Chief W. Stevens of Emergency Medical Services Comments:

1) Fire Commissioner Discussion and Appointment

- Assistant Chief W. Stevens informed the board of trustees that three individuals have expressed interest in the open Fire Commissioner position. The position is open due to the passing of Fire Commissioner T. Kuebelbeck whose term would have ended in June 2011.
- Assistant Chief Stevens explained that there are specific guidelines that have to be followed. One person has to be an employer, one person needs to be an employee and one person can be neither such as retired. Also, there can be no more than two fire commissioners from the same political party.
- Fire Commissioner Robert Loula is considered an Employer. One of the individuals that is interested in the fire commissioner position is involved in the hiring process in his place of employment which will make him ineligible so he withdrew his name.
- Trustee T. Reynolds requested that Attorney R. Britz advise the district if this can be discussed in executive session. Attorney R. Britz stated that a provision allows this.

Executive Session:

At 6:00 pm, Trustee T. Reynolds called an executive session for “the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of occupant of a public office, when the public body is given power under law or ordinance.” 5 ILCS 120/2 Open Meetings Sec. 2 (c.3.)

Roll Call Vote	3	Ayes
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	0	Nays
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	0	Absent
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Trustee J. Feece requested Fire Commissioner R. Gurgos be present during the executive session.

At 6:01 pm, a motion to go into executive session was made by T. Reynolds. R. Weber seconded the motion.

At 6:04 pm, the executive session ended with a motion by T. Reynolds. R. Weber seconded the motion.

Assistant Chief W. Stevens of Emergency Medical Services Comments continued:

T. Reynolds made a motion to appoint Michael Anderson as a Fire Commissioner for the Elburn & Countryside Fire Protection District with the term ending in June 2011. R. Weber seconded the motion. It was voted on and approved.

2) EMS Software

- Assistant Chief Stevens informed the trustees that the district would like to purchase new EMS Software. The new software will allow the paramedics to create run reports faster due to drop down menus with choices. This is a stand alone unit that will allow paramedics to start the reports before arriving at the hospital as well as HIPPA and refusal forms are on the laptop allowing for patient signatures.
- The new software from ESO Solutions will also allow the district to become paperless and “Go Green”. Andres Medical Billing will have access to the necessary reports for billing purposes so this will also cut back on employee salaries for billing.

R. Weber made a motion to purchase the EMS Software in the amount of \$2,085.00. T. Reynolds seconded the motion. It was voted on and approved.

Assistant Chief T. Haley of Fire Operations Comments:

1) Review Incident Report for District

- Assistant Chief T. Haley presented the Firehouse Incident Report for May 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 May 2009, there were 20 incidents North, 28 incidents South, 41 incidents Center and 20 incidents Mutual Aid for a total of 109 incidents.
- Year to date, 541 calls compared to 544 in 2008. A copy of the report has been placed on file. In the month of April 2009, Ambulance 351 responded to 43 incidents vs. Ambulance 352 responding to 30 calls.
- Assistant Chief T. Haley stated that the district’s response times have improved by 20-30 seconds going out the door due to the recent radio changes. In the future, Tri Com will send the incident to the computers on the vehicles so new changes are in sight.

2) Pension Disability Expenses

- Assistant Chief Haley updated the trustees on expenses associated with the current pension disability claim. The recent expenses for physicians and attorney fees are up to \$3799.00 with more expenses expected. The district has not been billed for all the physician fees. There is a pension disability hearing scheduled for June 30th, 2009. There will be future legal fees as well as a court reporter is required at the hearing.
- Assistant Chief T. Haley reminded the trustees that in April 2009, the board motioned to spend up to \$5,000.00 in regards to the pension disability claim for employee, S. Hanson. Assistant Chief T. Haley is requesting clarification as to if the district will stop paying at \$5,000.00.

T. Reynolds made a motion to discontinue paying for the fees associated with the pension disability claim for S. Hanson when the expenses reach \$5,000.00. The pension board will be responsible for the remaining fees. R. Weber seconded the motion. It was voted on and approved.

3) Squad Bid

- Assistant Chief Haley informed the trustees that the bid opening took place at 9:00 am on Tuesday, May 26th, 2009 at Station One, 210 E. North St., Elburn, IL.

Assistant Chief T. Haley of Fire Operations Comments continued:

- Marian and Alexis were the only companies that met the bid specifications. Assistant Chief T. Haley has reviewed the bids and received clarifications from both companies. Marian had a mathematical error that was corrected. It was also confirmed that there will be a generator on the Squad.
- Assistant Chief T. Haley recommended the district award the bid to Alexis due to a savings of \$62,872.00. Alexis has the chassis on premise and has a projected build out date of 280 days with completion expected in March 2010.
- Discussion was held in regards to a performance bond to insure the districts investment in the event Marian is not able to complete the project. It was agreed upon that while Alexis is a solid company, with the size of this investment, it would be fiscally responsible to spend the extra \$1,405.00 to insure the squad.

T. Reynolds made a motion to award the Squad bid to Alexis in the amount of \$388,227.00 plus the performance bond. R. Weber seconded the motion. It was voted on and approved.

Attorney R. Britz Comments:

- 1) Phone Meeting Rules
 - Attorney B. Thomas addressed attendance of trustees at meetings. A resolution with passage is required for video or audio attendance. An absence would be allowed for an illness or disability, employment purposes or an emergency.
 - The resolution stipulates that a quorum of two trustees is needed at meetings. A majority can allow audio or video correspondence for the third trustee. The public also needs to be able to hear the proceedings. The minutes would need to depict attendance via audio or video.

T. Reynolds made a motion to approve Resolution No. 09-R-102, Board Members Attendance at Meetings by Other Means. R. Weber seconded the motion. It was voted on and approved with a copy placed on file.

- 2) Fire Commissioner Appointment and Qualifications
 - Attorney R. Britz stated that a provision allows an executive session for discussion if requested.
- 3) Prevailing Wage Rate Ordinance
 - Attorney R. Britz presented the prevailing wage rate ordinance to the trustees for review.

T. Reynolds made a motion to approve the Prevailing Wage Rate Ordinance #2009-103. R. Weber seconded the motion. It was voted on and approved with a copy placed on file.

Administrative Assistant Comments:

- 1) American Bank & Trust Co.
 - Administrative Assistant P. Hall informed the trustees they are required to review the executive session minutes before the July 2009 meeting.

Other concerns:

- Chief Callaghan informed the trustees that the new Village of Elburn Mayor, Dave Anderson, has formed committees for development and public safety. Chief K. Callaghan is a member of the Public Safety Committee and Greg Algrim is a member of the Development Committee.

Other concerns continued:

- Trustee T. Reynolds stated that he has had conversations with Mayor D. Anderson in regards to exploring a community shared or joint facilities. Attorney R. Britz advised that there is no problem from a statutory stand point as long as an intergovernmental agreement is agreed upon and approved. Discussion was held in regards to two lots with side by side buildings and sharing the initial utility expense to bring the utilities to the property to lower the expense for both the village and the district. Chief Callaghan requested permission from the trustees to proceed with discussions unless this in not an option they would like to explore. The trustees agreed to continue discussions with the Village of Elburn.

At 6:07 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