

Elburn & Countryside Fire Protection District  
Board of Trustee's District Meeting  
06-07-10

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Date: June 7, 2010

To: President & Trustees

From: Administrative Assistant

President J. Feece called the Trustee Meeting to order at 5:05 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	A. Isberg

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 May 10, 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.

R. Weber made a motion to approve the Treasurer's Report. T. Reynolds seconded the motion. It was voted on and approved.

Approval of Bills:

The Purchase Journal was presented showing invoice expenses from May 11, 2010 – June 7, 2010 in the amount of \$127,944.13.

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 a revised job description. Trustee Reynolds requested this agenda item be tabled until next month's meeting to give the Board of Trustees the opportunity to review the revised job description.

2) Assistant Chief position approval

- The resolution incorporating the job description was also tabled until next month's meeting.

3) 2010-2011 Preliminary Budget

- Chief Callaghan presented the Board of Trustees with a revised 2010-2011 Preliminary Budget for their review.
- Trustee J. Feece requested more clarification on benefits and salary numbers in the budget. Chief Callaghan informed the Board of Trustees that benefits are on top of the salaries listed.

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Fire Chief K. Callaghan Comments continued:

- Per Trustee Weber's request, Chief Callaghan presented a written plan for Station(s), Vehicle replacement and Personnel to the Board of Trustees for their review.

4) Resolution Adopting Impact Fees

- Chief Callaghan presented the Board of Trustees with an analysis of growth impact.
- Chief Callaghan stated the new report shows more clarification on groups by occupancy.

T. Reynolds made a motion to motion to approve Resolution # 2010-105; Adopting Impact Fees. R. Weber seconded the motion. It was voted on and approved with a copy placed on file.

Roll Call Vote	3	Ayes
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	0	Nays
	<hr/>	
	0	Absent
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- Chief Callaghan clarified that the Resolution has been adopted by the Elburn & Countryside Fire Protection District. The resolution will also need to be adopted by the Village of Elburn, Village of Lily Lake, Village of Virgil and Village of Campton Hills.

5) Old Squad 301 update

- No report

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 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 May 2010, there were 20 incidents North, 29 incidents South, 56 incidents Center and 12 incidents Mutual Aid for a total of 117 incidents.
- Year to date, 545 calls in 2010 versus 541 in 2009. A copy of the report has been placed on file. In the month of May 2010, Ambulance 351 of Station One responded to 44 incidents versus Ambulance 352 at Station Two responding to 27 calls and Ambulance 353 responded to 1 call.

2) Employee Handbook

- No report

3) Ordinance Adopting Fees for Technical Rescue Services; Ordinance #2010-106

- Assistant Chief Haley presented the Technical Rescue Service Fees to the Board of Trustees for review.

T. Reynolds made a motion to approve Ordinance #2010-106; Technical Rescue Service Fees. R. Weber seconded the motion. It was voted on and approved with a copy placed on file.

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Assistant Chief T. Haley of Fire Operations Comments continued:

Roll Call Vote	3	Ayes
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	0	Nays
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	0	Absent
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4) Ordinance Amending Ordinance # 2010-106; Ordinance #2010-107

- Assistant Chief Haley presented the Ordinance amending the Technical Rescue Service Fees to the Board of Trustees for review.
- Attorney R. Britz explained that the amendment was made due to the requirement for newspaper publication and the second resolution is a shorter version.

T. Reynolds made a motion to approve Ordinance #2010-107; Amendment of Technical Rescue Service Fees. R. Weber seconded the motion. It was voted on and approved with a copy placed on file.

Roll Call Vote	3	Ayes
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	0	Nays
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	0	Absent
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Attorney B. Thomas Comments:

- No Comment

Attorney R. Britz Comments:

1) Prevailing Wage Rate Ordinance

- Attorney R. Britz presented the Board of Trustees with the Prevailing Wage rate Ordinance for annual approval as required by law. The rates are state approved and effective for public works projects only.

T. Reynolds made a motion to approve Prevailing Wage Rate Ordinance # 2010-104. R. Weber seconded the motion. It was voted on and approved with a copy placed on file.

Administrative Assistant Comments:

- No comment

Other Concerns:

- Chief Callaghan informed the Board of Trustees that a request has been made to move the annual employee Christmas party to a different location other than Elburn Lions Park. Trustee Reynolds stated that he has no objection other than he would prefer the party not be held out of district. All the trustees agreed that the party can be moved as long as it stays within the district. The Board of Trustees also agreed that the district will not pay over the \$3,000.00 budgeted for the event.

T. Reynolds made a motion to pay up to \$3,000.00 in expenses for the annual employee Christmas party. R. Weber seconded the motion. It was voted on and approved.

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Executive Session:

At 5:38 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)

Roll Call Vote	<u>3</u>	Ayes
	<u>1</u>	Nays
	<u>0</u>	Absent

At 5:38 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				

At 5:53 pm, the executive session ended with a motion by T. Reynolds. R. Weber seconded the motion

No action was taken during the executive session.

Public Comment:

No comment

At 5:54 pm, R. Weber made a motion to adjourn the meeting. T. Reynolds seconded the motion. It was voted on and approved.

Respectfully Submitted,

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