

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

Date: March 10, 2008

To: President & Trustees

From: Administrative Assistant

J. Feece called the Trustee Meeting to order at 5:04 pm with the following persons in attendance:

|           |              |             |
|-----------|--------------|-------------|
| J. Feece  | R. Weber     | T. Reynolds |
| T. Haley  | W. Stevens   | P. Hall     |
| B. Britz  | K. Callaghan | B. O'Conner |
| M. Huneke | B. Schopp    |             |

Previous Meeting Minutes:

J. Feece called for any additions or correction of the minutes from the previous month's meeting. J. Feece 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.

T. Reynolds made a motion to accept the Executive Session 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:

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

Approval of Bills:

The Purchase Journal was presented showing monthly invoice expenses of \$118,869.49. T. Reynolds made a motion to approve the bills. R. Weber seconded the motion. It was voted on and approved with a copy placed on file.

Fire Chief K. Callaghan Comments:

- 1) SIKICH – Accounting service proposal
  - Chief K. Callaghan informed the trustees that the district is satisfied with the accounting services provided from SIKICH. A proposal has been received from SIKICH for services in the 2008-2009 fiscal year. The trustees agreed to retain SIKICH for accounting services.
  - Chief K. Callaghan informed the trustees that Wolfe & Co. performed the auditing services this past year and the district is also satisfied with their services.

Fire Chief K. Callaghan Comments continued:

2) File Cabinet – Pension documents

- Chief K. Callaghan informed the trustees that the pension board has requested a fire proof file cabinet to hold pension documents in safe keeping. The district also is in need of fire proof file cabinets to hold district documents in safe keeping.
- The trustees agreed that fire proof file cabinets are needed to store pension and district files.

T. Reynolds made a motion to purchase fire proof file cabinets. R. Weber seconded the motion. It was voted on and approved.

3) Attorney Rate Increase

- Chief K. Callaghan informed the trustees that Ottosen, Britz, Kelly, Cooper & Gilbert sent notification of a rate increase for 2008. The rate has not increased since 2006. The old rate was \$170.00 per hour for attorney services. The new rate will be \$180.00 per hour for attorney services, \$100.00 for a paralegal and \$120.00 for law clerks. The rate has not increased since 2006.

4) Tender 309 Update

- Chief Callaghan informed the trustees that Tender 309 has been painted and the pump module has been installed. The tentative date for delivery is March 2008. Chief Callaghan will go to Alexis for a final inspection before delivery.
- Chief Callaghan informed the trustees that extra equipment will be purchased this month to equip Tender 309; Fold a Tank & new Fittings.

5) Update on Lt. Shift Office & Supplies

- Chief K. Callaghan informed the trustees that the Lieutenant Shift Office is close to being finished. The anticipated date of completion will be next month. Office equipment will be purchased to furnish the shift office.
- The meeting room will also be painted when the shift office is painted due to drywall work done on the meeting room side.

Assistant Chief W. Stevens of EMS:

1) Grants

- Assistant Chief W. Stevens informed the trustees that the district was awarded the SAVOR Grant in the amount of \$632,550.00 to be paid over a four year period. The first installment will be paid in the 2008-2009 fiscal year.
- Assistant Chief W. Stevens expressed the need to begin the testing process to start a new hiring list this summer. The current list expires in March 2009. There is no specific time frame for hiring.
- Trustee T. Reynolds requested the annual starting pay for full time employees. Assistant Chief W. Stevens informed the trustees that the starting pay is \$45,000.00 not including benefits.
- Trustee J. Feece requested the percentage of benefits paid for full time employees. Assistant Chief W. Stevens informed the trustees that the district pays 70% and the employee pays 30% for health and dental care benefits.

Assistant Chief W. Stevens of EMS continued:

- Trustee T. Reynolds requested further information in regards to the terms of the grant and employment. Assistant Chief W. Stevens informed the trustees that the terms of the grant require the district to employ individuals as stated when the grant was approved. The hiring of employees needs to be done within one year of the grant being awarded.
- Chief K. Callaghan confirmed that the time period that best suits the district for hiring is in the Fall. The full time employees hired in May 2008 were training in inclement conditions which the district would like to avoid if possible.
- Assistant Chief W. Stevens informed the trustees that letters of intent for hiring will be held off until a new list is completed. Assistant Chief W. Stevens also requested the authorization to hire.

T. Reynolds made a motion to approve the hiring of employees. R. Weber seconded the motion. It was voted on and approved.

- Assistant Chief W. Stevens informed the trustees that he received an email from FEMA in regards to the availability of funds. The products need to be ordered and invoiced before the district can request the release of funds.
- Assistant Chief W. Stevens stated that the Fire Commissioners have had concerns with the testing process through the College of Du Page. He informed the trustees of a new Video Test and Candidate Physical Agility Test. The video test takes approximately two and a half hours to complete at a cost of \$25.00 per applicant. Assistant Chief W. Stevens will meet with the company that sells the Video Test. The CPAT fee is approximately \$130.00 per individual.
- Attorney B. Britz and Commissioner Robert Loula will attend the meeting with the company on March 19, 2008.
- Assistant Chief W. Stevens updated the trustees on the Illinois Public Rick Fund grant in the amount of \$7,000.00. The application and narrative referenced the outdated pagers with a grant request for 15 pagers.
- Assistant Chief W. Stevens informed the trustees that the air packs have been delivered.

Assistant Chief T. Haley of Fire Operation Comments:

1) Review Incident Report for District

- Assistant Chief T. Haley presented the Firehouse Incident Report for February 2008 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 February 2008, there were 31 incidents North, 21 incidents South & 51 incidents Center and 16 incidents Mutual Aid. A comparison of 2007 vs. 2008 stated 119 incidents in February 2008 with 107 incidents in February 2007.
- A copy of the report has been placed on file.

2) Trench Trailer

- Assistant Chief T. Haley informed the trustees that the trench equipment is currently being stored in the Ambulance Station. A trailer is needed to transport the equipment to the scene of an incident.

Assistant Chief T. Haley of Fire Operation Comments continued:

- Trustee R. Weber expressed concern in regards to a truck capable of pulling the trailer. Assistant Chief T. Haley informed the trustees that the trucks were purchased with this in mind and are heavy duty. The pick up truck or brush truck will be used to pull the trailer.
- Assistant Chief T. Haley presented a quote of \$14,500.00 for a trench trailer, striping, generator and mounting brackets.

T. Reynolds made a motion to approve \$14,500.00 for the purchase of a trench trailer with striping, generator and mounting brackets. R. Weber seconded the motion. It was voted on and approved.

Attorney R. Britz Comments:

- Attorney R. Britz and Attorney B. O'Conner informed the trustees of research the firm has been doing in regards to a property owner that would like to be annexed into the Elburn & Countryside Fire Protection District. The property is located at Brundige Rd and Route 38.
- Chief Callaghan, Attorney R. Britz and Attorney B. O'Conner would like to meet with the St. Charles Fire District to discuss de annexation of the Brundige Rd. property as well as the boundaries of the district. Originally when the Elburn & Countryside Fire Protection District was formed, the trustees solicited to get residents to join which created very crooked boundary lines. The district would like to straighten out the boundary lines.
- Attorney B. O'Conner passed out information with a rough depiction of the boundaries. Discussion was held in regards to the Brundige Rd. property and Settlements of La Fox.
- A meeting with the St Charles Fire District will be for on an information basis only at this point. A few areas to discuss will be Wasco, the boundary of La Fox Rd., Settlements of La Fox and the Brundige Rd property.
- Discussion was held in regards to tax rates and referendums in the St Charles Fire District. For all parties, it will be easier if everyone agrees instead of a referendum.
- A comprehensive review of the St. Charles Fire District will need to be looked at. The new president of the trustees is willing to sit down to discuss.
- Attorney R. Britz informed the trustees that he has tried to contact Country Gas in Wasco, IL with no response from them. Currently, Country Gas is paying taxes to the St. Charles Fire District even though the business is in the Elburn & Countryside Fire Protection District. After researching, no ordinances have been provided from Kane County or St. Charles.

Administrative Assistant Comments:

- Administrative Assistant P. Hall requested that the trustee's meeting in June 2008 be moved from June 9<sup>th</sup>, 2008 to June 2<sup>nd</sup>, 2008.
- The trustees agreed to move the meeting to June 2<sup>nd</sup>, 2008.
- Administrative Assistant P. Hall distributed the 2006-2007 Audit for the trustees to review.

Other concerns:

- Chief K. Callaghan informed the trustees that the Elburn Fire Department Dance will be held at Elburn Lions Park on April 5<sup>th</sup>, 2008. The band, Red Woody, will be the entertainment.
- Chief K. Callaghan informed the trustees that a preliminary budget will be presented at the April meeting for their review. Budget approval will be sought at the trustees meeting in May 2008.
- Chief K. Callaghan reminded Trustee J. Feece and Trustee R. Weber of IL. Association of Fire Protection District's 23<sup>rd</sup> Annual Administration Training Session. Chief Callaghan will be at Station One at 6:30 am if they would like to ride with him.
- Chief K. Callaghan informed the trustees that the closed session minutes need to be reviewed. The trustees will vote to release or keep the minutes closed at the Trustees meeting in April 2008. The trustees can stop in at Station One to review the closed session minutes.

At 6:15 pm, J. Feece 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