

Elburn & Countryside Fire Protection District
Board of Trustee's District Meeting
05-10-10

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Date: May 10, 2010

To: President & Trustees

From: Administrative Assistant

President J. Feece called the Trustee Meeting to order at 5:03 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
Ke. Callaghan	C. Southern	J. Sporna	R. Stevens	J. Brannon
C. Garon				

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 April 5, 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.

Approval of Bills:

The Purchase Journal was presented showing invoice expenses from April 6, 2010 – May 10, 2010 in the amount of \$256,087.03

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) Adjust Squad 301 price

- Chief Callaghan informed the Board of Trustees that the old Squad 301 is currently listed with BP Apparatus at \$55,000.00. There has been little interest at this price. BP Apparatus is recommending the district consider lowering the asking price to \$45,000.00.

T. Reynolds made a motion to authorize BP Apparatus to lower the asking price to \$45,000.00 for Squad 301. R. Weber seconded the motion. It was voted on and approved.

2) IAFFPD Conference

- Chief Callaghan informed the Board of Trustees that the IAFFPD Conference will be held in Peoria, IL. on June 10, 2010 – June 13, 2010. Advanced Trustee Training sessions will be offered if the trustees are interested in attending.

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Fire Chief K. Callaghan Comments continued:

3) Donation of Old Equipment

- Chief Callaghan informed the Board of Trustees that Hurst does not offer trade in's for old equipment when purchasing new equipment. Chief Callaghan requested permission to donate 3 Combi Tools, 1 Cutter and 1 Powerplant to the Fox Valley Career Center to be utilized in their Fire Science Program.

T. Reynolds made a motion to donate the Hurst Equipment to the Fox Valley Career Center. R. Weber seconded the motion. It was voted on and approved.

4) Assistant Chief Job Description

- Chief Callaghan presented the Board of Trustees with a job description for the Assistant Chief position. Chief Callaghan requested the Board of Trustees review what was presented and a discussion be held at the next trustees meeting of any changes they may recommend.

5) Assistant Chief position approval

- Chief Callaghan stated no action will be taken at this time until the Board of Trustees has the opportunity to review and approve the Assistant Chief job description.

6) 2010-2011 Preliminary Budget

- Chief Callaghan presented the Board of Trustees with a tentative 2010-2011 Budget. Chief Callaghan requested the Board of Trustees review what was presented and a discussion be held at the next trustees meeting of any questions that may have.
- The trustees reviewed a few areas of the tentative budget for more clarification on salaries, vehicles and insurance.
- Trustee Weber requested Chief Callaghan present a written plan for Station(s), Vehicle replacement and Personnel to the Board of Trustees at the June 2010 meeting.

T. Reynolds made a motion to accept the 2010-2011 ECFPD tentative budget. R. Weber seconded the motion. It was voted on and approved with a copy placed on file.

7) Foreign Fire Tax request

- Chief Callaghan informed the Board of Trustees that Elections and Board approval have been completed for the Foreign Fire Insurance Board.
- The Foreign Fire Insurance Board consists of seven board members; Chairman Stephen Fuller, Treasurer Sheri Nielsen, Secretary Greg Algrim, Chief K. Callaghan, Matthew Hanson, Trevor Hall and Robert Stevens. The Board approved Administrative Assistant Pam Hall as the recording secretary. The terms are for three years.
- Chief Callaghan requested the district release \$13,323.64 in foreign fire tax funds to the Foreign Fire Insurance Board that were received by the district in November 2009.

T. Reynolds made a motion to disburse \$13,323.64 to the Foreign Fire Insurance Board. R. Weber seconded the motion. It was voted on and approved.

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Assistant Chief T. Haley of Fire Operations Comments:

- 1) Review Incident Report for District
 - Assistant Chief T. Haley presented the Firehouse Incident Report for April 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 April 2010, there were 18 incidents North, 40 incidents South, 46 incidents Center and 31 incidents Mutual Aid for a total of 135 incidents.

Assistant Chief T. Haley of Fire Operations Comments continued:

- Year to date, 428 calls in 2010 versus 432 in 2009. A copy of the report has been placed on file. In the month of April 2010, Ambulance 351 of Station One responded to 37 incidents versus Ambulance 352 at Station Two responding to 26 calls.
- 2) Employee Handbook
 - Assistant Chief Haley informed the trustees that the employee handbook needs to be updated after the union contract has been approved. Assistant Chief Haley stated that the district would like to hire SIKICH to review and edit the policy manual. He received a quote of \$6,500.00 for the revised policy manual that includes all training.
 - Attorney R. Britz stated that the Village of Elburn hired SIKICH and has concerns with their company at this time. He recommended the district converse with the Village of Elburn administrative staff to clarify these issues.
 - 3) Spiller Pay Ordinance – Amendment of Ordinance #2002-06
 - Assistant Chief Haley informed the Board of Trustees that the Spiller Pay Ordinance has been reviewed by the attorney and includes the state hourly rates.
 - Trustee Feece inquired as to if the ordinance includes contracted labor. Assistant Chief Haley stated that contract labor is billed as is for the contractors on the scene.

R. Weber made a motion to approve Spiller Pay Ordinance #2010-103. T. Reynolds seconded the motion.

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

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

- 4) Retirement Party for Assistant Chief W. Stevens
 - Assistant Chief Haley informed the Board of Trustees that the retirement party for Assistant Chief W. Stevens will be held at the Paramount Theater in Aurora, IL. on Friday, June 25, 2010. It will be an open house from 5:00 pm – 10:00 pm.
 - Assistant Chief Haley also stated that the luncheon on Assistant Chief W. Stevens' last day was well attended. Assistant Chief W. Stevens was very appreciative and honored with the luncheon and ceremony at the end of the day.

Attorney B. Thomas Comments:

- No Comment

Attorney R. Britz Comments:

- No Comment

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Administrative Assistant Comments:

1) Certificate of Deposit Maturing

- Administrative Assistant P. Hall informed the Board of Trustees that there is a capital reserve Certificate of Deposit in the amount of \$866,469.72 maturing on May 18, 2010. Administrative Assistant P. Hall presented the choices for interest rates and terms of the certificate of deposit.

T. Reynolds made a motion to renew the Certificate of Deposit in the amount of \$866,469.72 for 12 months at 1.75% at American Bank & Trust. R. Weber seconded the motion. It was voted on and approved.

Other Concerns:

- Chief Callaghan presented the Board of Trustees with updated development fees for review. Chief Callaghan will seek approval at the next trustees meeting. A resolution will need to be adopted and the municipalities will also need to adopt.
- Assistant Chief Haley informed the Board of Trustees that he has taken over the hiring process due to Assistant Chief Stevens' retirement. 45 applications were picked up with 39 returned. Due to the large number of applicants, the written exam may need to be done in two sessions. Assistant Chief Haley stated that the Board of Fire Commissioners will meet on June 2, 2010. They will set the interview dates and review the results from the written exam. The Board of Fire Commissioners is hoping to have a Register of Eligible Candidates by the end of July 2010.
- Assistant Chief Haley stated that the new Squad 301 is going back to Alexis due to a ½" gap in the chassis. A shim will be placed in the chassis to straighten it out. Spartan will cover these modifications. He also stated that there are seven individuals that are organizing the equipment on the Squad.
- Trustee Feece stated that he has concerns with the new Squad being taken off road due to the low clearance of the bottom drawers. Assistant Chief Haley and Chief Callaghan stated that this has been addressed with the employees already. They have been informed that the Squad will not be taken off road unless authorized by the Chief(s).
- Trustee Weber addressed Chief Callaghan in regards to the employees recently participating in Fill The Boot. Trustee Weber stated that he drove through the intersection that the employees were soliciting donations for burn camp. He noticed that they were not wearing the safety vests that have been purchased by the district. He expressed concerned for their safety and was also concerned with the ramifications of not wearing the safety vests on a state road. Chief Callaghan stated that the employees were wearing the Fill the Boot vests provided by the organization. Trustee made it clear that all employees need to be wearing the safety vests provided for them by the district regardless to the duties being performed &/or if other vests are offered.

Executive Session:

At 5:46 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 5:47 pm, a motion to go into executive session was made by R. Weber. J. Feece seconded the motion.

In attendance:

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

At 6:31 pm, the executive session ended with a motion by T. Reynolds. R. Weber seconded the motion

Public Comment:

No comment

At 6:32 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