

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

Date: May 12, 2008

To: President & Trustees

From: Administrative Assistant

J. Feece called the Trustee Meeting to order at 5:03 pm with the following persons in attendance:

J. Feece	R. Weber	T. Reynolds
P. Hall	K. Callaghan	W. Stevens
T. Haley	R. Britz	M. Huneke
L. Herra		

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.

Public Comment:

None presented

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 invoice expenses for April 15, 2008 - April 30, 2008 in the amount of \$205,084.60. 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) Station Three land acquisition

- Chief Callaghan informed the trustees that he has contacted the Lily Lake family in regards to land acquisition. He has requested that they come to Station One for a presentation.
- Trustee Weber requested information in regards to the alternate locations previously discussed. Chief Callaghan informed the trustees that all locations researched are still open and nothing has changed.

2) Appointment of Fire Commissioner

- Chief Callaghan informed the trustees that Fire Commissioner Tom Kuebelbeck's three year term will expire in June. He contacted Tom Kuebelbeck to see if he was still interested in the position. Tom Kuebelbeck would like to remain on the ECFPD Fire Commissioners Board.

Fire Chief K. Callaghan Comments continued:

- The trustees requested if anyone else has expressed a desire to be considered for the position. Chief Callaghan informed the trustees that no one else has approached him or contacted the district with a request to be considered for the fire commissioner position.

R. Weber made a motion to approve the reappointment of Tom Kuebelbeck as an ECFPD Fire Commissioner. T. Reynolds seconded the motion. It was voted on and approved.

3) 2008-2009 Fiscal Year Budget Approval

- Chief Callaghan presented the proposed budget to the trustees.
- Trustee T. Reynolds expressed concern with future fuel expenses. He feels the cost of fuel will continue to rise steadily over the next year. His concern is the amount designated in the budget is not high enough to cover this unpredictable expense. He also is concerned that natural gas and electricity will rise over the next year.
- The trustees felt that an additional \$22,000.00 should be added to utilities and an additional \$15,000.00 should be added to the vehicle fuel budget lines.
- Chief Callaghan agreed that it could be a concern and stated that the budget can be adjusted to accommodate the increasing fuel and utility expenses. The amount needed to cover these expenses will be taken from the Station Three budget line.
- Chief Callaghan informed the trustees that the appropriate adjustments will be made. The tentative budget will then be published in the local paper and be posted for public viewing for 30 days before final approval.

T. Reynolds made a motion to approve the proposed budget with the requested adjustments. R. Weber seconded the motion. It was voted on and approved with a copy placed on file.

4) Forest Preserve Dry Hydrant

- Chief Callaghan tabled this topic until the next trustees meeting.

5) District Equipment

- Chief Callaghan informed the trustees that the district has 30 air packs that they are no longer using due to receiving new ones through the grant. Ten of the newest air packs will be kept by the district for training purposes, the trustees approved donating five to the Village of Elburn which leaves fifteen air packs. There is also an 11 year old compressor that the district replaced with the grant.
- The air packs are valued at \$100.00 each. They are non complaint with standards so they are not worth a large amount of money. The compressor is valued at \$1500.00.
- Discussion was held by the trustees in regards to donating the air packs to a local fire science program and other departments that have a need.
- Attorney R. Britz recommended that a release should be signed if the air packs, tanks and compressor are donated. Assistant Chief T. Haley also informed the trustees of the “give away” program that states that departments or individuals receiving donated equipment release all liability to the district.
- Trustee R. Weber suggested that the items be listed in GONG magazine as a donation to other departments that have a need. He recommended listing the items for 3 months. If there is no request after 3 months, the items can then be donated to the Fox Valley Career Center Fire Science Program.

R. Weber made a motion to list the air packs, tanks and compressor in GONG magazine as a donation to other fire departments with the stipulation of, after three months if there is no request from other departments, they will be donated to the Fox Valley Career Center Fire Science Program. T. Reynolds seconded the motion. It was voted on and approved.

6) Anderson Road Bridge

- Chief Callaghan informed the trustees that he was recently contacted by the Blackberry Township Supervisor Dave Anderson in regards to the Anderson Road Bridge.
- Chief Callaghan explained that the district continues to have concerns with the heavy traffic on Route 47. The traffic pattern on Route 47 often prevents the district from making safe and expedient turns on the only road that takes us south of town causing delays in response time. Also, the trains have increased to approximately one hundred trains per day and the railroad crossing is blocked, delaying the district in their response to a person in need of emergency care as well as auto accidents and fires south of the railroad tracks. When a train blocks the tracks, Station One is cut off from the south side of town delaying response times.
- Assistant Chief W. Stevens drafted a letter expressing the need for the Anderson Road Bridge. The district would like the Anderson Road Bridge project to move forward. The trustees reviewed the letter and agreed that the district needs to express their concern in the delay of building the Anderson Road Bridge.
- The letter was signed by each trustee. The letter will be sent to: Kane County Board Chairperson Karen McConnaughay, Kane County Development Executive Director Phil Bus and Kane County Department of Transportation Director Carl Schoedel. Copies will also be sent to Village of Elburn Mayor James Willey, Kane County Board Member Drew Fraz and Blackberry Township Supervisor Dave Anderson.

Assistant Chief W. Stevens of EMS:

1) Policies

- Assistant Chief W. Stevens informed the trustees that he continues to clean up the policy manual. He explained that old policies need to be brought up to today's standards. The policies are being written to be more generic rather than specific in regards to personnel and equipment. The policies in regards to payroll and time cards needed to be updated from a 21 day time card to a 28 day time card.
- Assistant Chief W. Stevens requested guidance from the trustees in regards to policies and if they feel each one needs to be reviewed by the attorney. T. Reynolds expressed that it is better safe than sorry to consult with the attorney on each policy. R. Weber expressed that the law is different than policy. After discussion with Attorney R. Britz, it was agreed upon that Assistant Chief W. Stevens will consult with the attorney when he feels there is a specific need such as policies in regards to sick time, vacation, etc... Attorney R. Britz will advise as to if a resolution is needed for the policy changes.
- Assistant Chief W. Stevens will continue the tedious process of reviewing the policies and forwarding them to the trustees for review.

Assistant Chief W. Stevens of EMS continued:

2) Testing Time Frame

- Assistant Chief W. Stevens informed the trustees that six letters were sent to candidates with the intent to hire full time firefighters/paramedics. Only three candidates accepted the position. These three candidates will start on May 19, 2008.
- Assistant Chief W. Stevens informed the trustees that three more individuals will be needed from a new list. The current list is obsolete. The district has started the testing process for a new register of eligible candidates for full time firefighter/paramedic positions. The three candidates from the new list will start in mid July 2008.
- The testing process schedule is as follows:
 - a) Applications are due back on May 27, 2008
 - b) Orientation on June 5, 2008
 - c) Written Test on June 7, 2008
 - d) Interviews will begin shortly after that
- Trustee T. Reynolds requested information in regards to how this affects the grant process. Assistant Chief W. Stevens informed the trustees that the district will be in violation of the grant if six firefighter/paramedics are not hired. The district could possibly lose a portion of the funds granted.
- Assistant Chief W. Stevens informed the trustees that Sugar Grove also has been awarded a grant stipulating that they need to hire twelve firefighter/paramedics. They are having the same problem with hiring and their register of eligible candidates. Assistant Chief W. Stevens is documenting every part of the process and what the district has done to comply with the grant.

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 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 April 2008, there were 23 incidents North, 27 incidents South, 39 incidents Center and 16 incidents Mutual Aid for a total of 105 incidents.
- A copy of the report has been placed on file.

Attorney R. Britz Comments:

No Comment

Administrative Assistant Comments:

1) Certificate of Deposit

- Administrative Assistant P. Hall informed the trustees that a Certificate of Deposit for \$813,980.48 is maturing on May 17, 2008. If they choose to renew the Certificate of Deposit, there are three options; six months @ 2.75%, one year @ 3.00% or eighteen months @ 3.25%

T. Reynolds made a motion to renew the Certificate of Deposit for one year at 3%. R. Weber seconded the motion. It was voted on and approved.

Other concerns:

- Chief Callaghan informed the trustees that the trench trailer is being set up with the trench equipment and was striped today. The district will be hosting a trench rescue class in June 2008.
- Trustee T. Reynolds requested an update on citizen concerns in regards to response times and Kaneville Fire Department. Chief K. Callaghan informed the trustees that he did speak with Kaneville Fire Chief Dave Sigmund. He informed Chief D. Sigmund that the district is willing to work with them if they would like to discuss this issue. Kaneville Fire Chief D. Sigmund informed Chief Callaghan that he will contact us if they feel a need for our services.
- Trustee T. Reynolds requested an update on Tender 309. Chief K. Callaghan informed the trustees that Tender 309 will need to go back to Alexis for repairs. He has been in contact with Alexis to schedule a date for the repairs.
- Assistant Chief W. Stevens informed the trustees that a press release was sent to the Elburn Herald to inform the public that the district has been awarded a grant for air packs. He will also publish a press release to inform the public of the SAVOR grant award for the six full time firefighter/paramedics. Assistant Chief W. Stevens also informed the trustees that the district is making an effort to educate Mill Creek residents that they are in our district. Recently, Mill Creek had their annual garage sales and Station Two was instructed to make their presence known by doing drivers training in Mill Creek during that time.
- Chief K. Callaghan informed the trustees that the department will once again be participating in "Fill the Boot" on Friday, May 16, 2008 from 3:00 pm – 7:00 pm at the intersection of Route 47 and Route 38. All proceeds will be donated to Burn Camp.

At 6:07 pm, J. Feece 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