

Elburn & Countryside Fire Protection District
Trustee's District Meeting

Date: May 11, 2009

To: President & Trustees

From: Administrative Assistant

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

T. Reynolds	J. Feece	P. Hall	K. Callaghan	T. Haley
W. Stevens	R. Britz	B. Thomas	M. Anderson	M. Huneke
D. Oliver				

Swearing in of Trustee T. Reynolds:

Chief K. Callaghan requested Attorney R. Britz perform the swearing in ceremony for Thomas F. Reynolds as an Elburn & Countryside Fire Protection District Trustee. Thomas Reynolds repeated the oath of the office and was sworn in by Attorney R. Britz.

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. J. Feece seconded the motion. It was voted on and approved with a copy placed on file.

Public Comment:

James Feece thanked the district for their services recently. He is feeling well and wanted to express his gratitude for the care the district provided.

Treasurer's Report:

Administrative Assistant P. Hall presented the Treasurer's report. T. Reynolds made a motion to approve the Treasurer's Report. J. Feece seconded the motion. It was voted on and approved. Trustee J. Feece inquired as to future payroll versus the district's income. Chief Callaghan explained that the full time employees are in the process of joining the union. The current agreement with the employees still stands until all negotiations with the union are finalized. Until all negotiations are finalized, the district can not provide an accurate analysis on future payroll expenses.

Approval of Bills:

The Purchase Journal was presented showing invoice expenses from April 14, 2009 – May 11, 2009 in the amount of \$183,758.56. T. Reynolds made a motion to approve the bills. J. Feece seconded the motion. It was voted on and approved.

Fire Chief K. Callaghan Comments:

1) Appointment of ECFPD Trustee President, Secretary and Treasurer

- Chief Callaghan reminded the Board of Trustees that they are required to appoint officers. Trustee J. Feece discussed with Trustee T. Reynolds that the current positions will remain.
- Trustee J. Feece confirmed the appointment of James Feece as President, Robert Weber as Secretary and Thomas Reynolds as Treasurer of the Elburn & Countryside Fire Protection District Board of Trustees.

Fire Chief K. Callaghan Comments continued:

T. Reynolds made a motion to appoint the officers of the Elburn & Countryside Fire Protection District Board of Trustees as follows:

President	James Feece
Secretary	Robert Weber
Treasurer	Thomas Reynolds

J. Feece seconded the motion. It was voted on and approved.

2) Preliminary 2009-2010 ECFPD Budget

- Chief Callaghan presented the trustees with the preliminary budget for the 2009-2010 fiscal year. He explained that the budget needs to be posted for 30 days and the trustees needed to decide if they would like to have a special meeting or wait and have the public hearing at the July ECFPD Board of Trustees meeting. Trustee Feece and Trustee Reynolds agreed to have the public hearing in July.

T. Reynolds made a motion to have the public hearing at the Elburn & Countryside Fire Protection District Board of Trustees meeting in July 2009. J. Feece seconded the motion. It was voted on and approved.

3) Village of Lily Lake; Station Three

- Chief Callaghan reminded the trustees that the Village of Lily Lake proposed a land acquisition at the west end of the village property on Empire Rd east of Route 47. He also informed the trustees that Mary Campbell, the owner of property that the district has been discussing land acquisition with in Lily Lake, stopped by. She inquired as to the districts progress on acquiring land for Station Three. She informed Chief Callaghan that the Campbell Family would like to sell their property as one large plot.
- Chief Callaghan requested the trustees inform him as to their intentions and how the board would like him to proceed. The trustees feel the Village of Lily Lake property needs to be assessed to see if it is buildable, do soil tests, what the district will be allowed to build, etc...
- Trustee T. Reynolds requested the district wait at this point to build due to the economy. He stated that the district should pursue looking into their opportunities in the Village of Lily Lake, conduct soil test of the land and consult with the Village of Lily Lake. He also would like to pursue Village of Elburn options for Station One.
- Attorney R. Britz advised the district to check with the Village of Lily Lake about obtaining a contract for the land they are willing to donate. He feels the district should have a contract before the district starts spending money on the property. Chief Callaghan agreed to report back to the board on any developments in regards to the land.

4) IPRF Grant

- Chief Callaghan informed the board of trustees that the district received the Illinois Public Risk Fund grant in the amount of \$7,500.00. The grant was written to be utilized by the employees for personal wellness and physical fitness. The funds received will be spent on the services of a personal trainer and workout program at Delnor.
- Chief Callaghan stated that the district will offer this program at the Delnor Health and Wellness Center two days a week for one hour per day starting in the end of May 2009. The program has been offered to the employees in the past. Trustee T. Reynolds stated that he hopes the employees will show more enthusiasm to participate this time.

Fire Chief K. Callaghan Comments continued:

- Chief Callaghan informed the trustees that Personal Trainer Adam Kruckenberg is currently a recruit for the district. A. Kruckenberg stated that feels he will be able to offer more exercises that will be beneficial to the firefighters due to his experience here.

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 due to the passing of Fire Commissioner Thomas Kuebelbeck, his position needs to be filled. He requested the trustees consider waiting to appoint a replacement Fire Commissioner. Assistant Chief W. Stevens would like to leave the position open for 30 days to honor the memory of Fire Commissioner Thomas Kuebelbeck. The trustees agreed to leave the position open until the next trustees meeting.
- Discussion was held in regards to the specifications and requirements needed to become a Fire Commissioner. Attorney R. Britz will verify the qualifications. He also advised the trustees not to wait too long to reappoint a Fire Commissioner. The district needs to be prepared to hold a disciplinary hearing and if a fire commissioner is out of town or there is a tie, it will create problems.
- Trustee J. Feece requested the district provide the board with the names of persons that are interested in the Fire Commissioner open position.
- Assistant Chief W. Stevens informed the board of trustees that the three year term held by Robert Gurgos is up. R. Gurgos was contacted and he would like to continue serving the district as a Fire Commissioner. Assistant Chief W. Stevens stated that R. Gurgos is an asset to the district and he recommends the trustees reappoint him.

T. Reynolds made a motion to reappoint Robert Gurgos for a three year term as a Fire Commissioner for the Elburn & Countryside Fire Protection District. J. Feece 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 April 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 April 2009, there were 22 incidents North, 38 incidents South, 39 incidents Center and 19 incidents Mutual Aid for a total of 118 incidents.
- Year to date, 432 calls compared to 432 in 2008. A copy of the report has been placed on file. In the month of April 2009, Ambulance 351 responded to 38 incidents vs. Ambulance 352 responding to 26 calls.

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 totaled close to \$2,400.00.

3) Squad Bid

- Assistant Chief Haley informed the board of trustees that the squad specifications were available for pick up on 04/21/09-04/24/09. Four specs were picked up by Pierce, Alexis, Marian & KME. The squad bids are due back on 05/22/09.
- Assistant Chief Haley stated that the bid opening will take place at 9:00 am on Tuesday, May 26th, 2009 at Station One, 210 E. North St., Elburn, IL. The trustees will award the squad bid at the June 8th, 2009 Elburn & Countryside Fire Protection District Board of Trustees meeting.

Assistant Chief T. Haley of Fire Operations Comments continued:

4) Radio Tower

- Assistant Chief Haley informed the board of trustees that the radio tower needs to be replaced. The shrubbery will be taken out, a new concrete pad poured and new radio tower set in place. The tower will be 80 feet in height and no lights are required.

T. Reynolds made a motion to approve up to \$30,000.00 for the new radio tower. J. Feece seconded the motion. It was voted on and approved.

Attorney R. Britz Comments:

- Attorney R. Britz explained to the board of trustees that new laws are going into effect for an Identity Theft Prevention Program also known as “Red Flag Rules”. The Federal Trade Commission stated that fire districts that handle billing and are account holders are required to adopt the rules for identity theft prevention.
- Attorney R. Britz advised the board of trustees that the district is also required to appoint a program administrator. Two others are also required to assist in administering the program.

T. Reynolds made a motion to approve Resolution No. 09-R-101, Identity Theft Prevention Program. J. Feece seconded the motion. It was voted on and approved with a copy placed on file.

T. Reynolds made a motion to appoint Fire Chief Kelly Callaghan as the Identity Theft Prevention Program Administrator. J. Feece seconded the appointment. It was voted on and approved.

Administrative Assistant Comments:

1) American Bank & Trust Co.

- Administrative Assistant P. Hall informed the trustees that a certificate of deposit in the amount of \$844,879.42 will mature on May 17th, 2009. The certificate of deposit funds are capital reserve funds for a future station and equipment.

A motion was made T. Reynolds to renew the American Bank & Trust Certificate of Deposit in the amount of \$844,879.42 for 12 months at 2.05%. J. Feece seconded the motion. It was voted on and approved.

2) August Meeting Date

- Administrative Assistant P. Hall stated that Trustee T. Reynolds contacted the district in regards to the August Trustees meeting. He will not be able to attend on the regularly scheduled date and inquired about changing the date from August 10th, 2009 to August 3rd, 2009.
- Trustee J. Feece had no objection to changing the date.
- Discussion was held in regards to the rules for a phone meeting. Attorney R. Britz stated that he will advise the board at the next trustees meeting as to the stipulations and rules regarding this. He noted that a special meeting must be posted 48 hours ahead of the meeting and to reschedule a Board of Trustees meeting, ten days written notice is required.

3) 2009-2010 Trustee Meeting and Pension Board Meeting Notice

- Administrative Assistant P. Hall presented the trustees with the 2009-2010 Elburn & Countryside Fire Protection District Meeting dates for the Board of Trustees and the Pension Board. Trustee J. Feece approved the dates and signed the notice.

Administrative Assistant Comments Continued:

T. Reynolds made a motion to approve the 2009-2010 Elburn & Countryside Fire Protection District Meeting dates for the Board of Trustees and the Pension Board. J. Feece seconded the motion. It was voted on and approved with a copy placed on file.

Other concerns:

- Chief Callaghan inquired with the trustees if they would like a copy of the adopted Policy Manual. Trustee J. Feece does not want a copy and Trustee T. Reynolds would like a copy on disc.
- Trustee Reynolds stated that he has concerns with the dandelions and thistles at Station Two. Chief Callaghan stated that he would take care of it.

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

Respectfully Submitted,

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