

Elburn & Countryside Fire Protection District  
Board of Trustee's District Meeting  
05-09-11

1

Date: May 9, 2011

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	C. Hanson	B. Thomas	R. Britz	A. Isberg
B. Schopp	L. Schopp	W. Byerhof	L. Herra	M. Anderson
T. Hall	G. Algrim	D. Campbell		

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 11, 2011 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.

Trustee Reynolds noted the increase in sick time once again this month.

Approval of Bills:

The Purchase Journal was presented showing invoice expenses from April 12, 2011 – May 9, 2011 in the amount of \$214,644.04.

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

Fire Chief K. Callaghan Comments:

- 1) Preliminary 2011-2012 Budget
  - Chief Callaghan presented copies of the preliminary 2011-2012 ECFPD budget for the Board of Trustees to review.
  - Trustee Reynolds inquired as to expenses associated with the ambulance station and upgrades due to this building being used for storage. Chief Callaghan explained that the electrical needs are due to fixtures that are outdated and not working. The improvements are necessary to get the building up to basic standards.
  - Trustee Reynolds expressed his concern with the expenses associated with architectural drawings for Station Three and Station One. He requested the district cut the expense from \$150,000.00 to \$50,000.00 by utilizing a draftsman instead of an architect.

Elburn & Countryside Fire Protection District  
Board of Trustee's District Meeting  
05-09-11

Fire Chief K. Callaghan Comments continued:

- Trustee Weber expressed concern with hiring a draftsman then having the need to hire an architect at a later date which in turn would cost the district more money over the long run. Chief Callaghan stated that he would prefer to hire an architect that is familiar with fire stations and the district needs.
- Attorney R. Britz informed the Board of Trustees that there is a selection act that the district will need to follow for hiring an architect unless the district has a working relationship already with an architectural firm. Chief Callaghan stated that the district does have a working relationship with a firm already.
- Trustees Weber stated that the budget can be approved and the architectural expenses discussed at the time of an approval request by the district.
- Trustee Reynolds inquired as to why the district is paying for the pension audit. Chief Callaghan explained that the pension board was not aware that they were going to be acquiring this expense when they submitted their levy request. The pension board will budget for it next year.
- Trustee Reynolds expressed his desire to designate the rollover funds as capital reserves.

2) Fox River & Countryside Fire Rescue Auto Aid

- Chief Callaghan stated that the Fox River & Countryside Fire Rescue District is up and running. There has been no request for assistance yet.
- No agreement has been determined yet and the Elburn & Countryside Fire Protection District will be responding to generals only at this time.
- Trustee Weber confirmed that the district is only responding, upon request, as mutual aid and not automatic aid. Chief Callaghan stated yes, mutual aid only.

3) Part Time and Administrative Personnel Agreements

a) Motion to approve Part Time and Administrative Personnel Agreements

- Chief Callaghan presented the Part Time and Administrative Personnel Agreements to the Board of Trustees for review.
- Attorney R. Britz informed the Board of Trustees that they are not required or obligated to have an agreement with part time or administrative personnel.

R. Weber made a motion to approve the Part Time and Administrative Personnel Agreements. T. Reynolds seconded the motion. It was voted on and approved with a copy placed on file.

4) New Brush Truck

- Chief Callaghan informed the Board of Trustees that the company that is completing the new brush truck is waiting on the tank and pump. He has no timeline on completion. The funds will rollover into the new fiscal year for the brush truck.

5) Sale of Ambulance

a) Motion to approve sale of ambulance

- Chief Callaghan informed the Board of Trustees that Village of Matteson placed a bid for \$12,000.00 on the 1997 ambulance.

T. Reynolds made a motion to approve the sale of the 1997 ambulance for \$12,000.00 to the Village of Matteson. R. Weber seconded the motion. It was voted on and approved.

6) Fire Commissioner appointment

- a) Motion to appoint Fire Commissioner

Elburn & Countryside Fire Protection District  
Board of Trustee's District Meeting  
05-09-11

Fire Chief K. Callaghan Comments continued:

- Chief Callaghan informed the Board of Trustees that the term for Fire Commissioner Michael Anderson is up in June 2011. Chief Callaghan stated that Fire Commissioner Michael Anderson would like to remain on the board.

T. Reynolds made a motion to approve the appointment of Michael Anderson for a three year term as a Fire Commissioner for the Elburn & Countryside Fire Protection District. R. Weber seconded the motion. It was voted on and approved

7) IAFFD Conference; June 9-12<sup>th</sup>, 2011

- Chief Callaghan informed the Board of Trustees that the IAFFD Conference will take place in Peoria IL from June 9-12<sup>th</sup>, 2011. He requested the trustees let him know if they have an interest in attending.
- Attorney R. Britz stated that the conference provides the trustees with an opportunity for continued education and interfacing with trustees, commissioners and administration from other districts.

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 2011 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 2011, there were 26 incidents North, 35 incidents South, 28 incidents Center and 9 incidents Mutual Aid for a total of 98 incidents.
- For the Fiscal Year 2010-2011, there were 420 incidents versus 428 for the fiscal year 2009-2010.
- For the Fiscal Year 2010-2011, there were 162 EMS incidents versus 150 for the fiscal year 2009-2010.
- After reviewing the incident reports detailing the incident call times for reaction and response time, Trustee Weber expressed his concern with a few call times. Assistant Chief Haley stated that the reason he was given for one incident was a need for an employee to use the bathroom facilities before they could respond. Trustee Reynolds inquired as to if there is a policy stating that the engine and the ambulance both need to wait in that instance or if one apparatus could respond while the other waited. Assistant Chief Haley stated no, there is no reason why they could not respond while the second vehicle waits.
- Trustee Weber stated that a three minute reaction time and eight minute response time is unacceptable and needs to be addressed with personnel.

2) Ambulance Update

- Assistant Chief Haley informed the Board of Trustees that the new ambulance is here and has passed the state inspection. Employees are completing drivers training before the vehicle is put into service. Due to weight classification changes, some employees have the need to obtain new drivers licenses.
- Assistant Chief Haley stated that the new ambulance weighs 20,000 lbs creating a need for a Class C license. Due to our drivers training course being approved by the State of Illinois, upon successful completion, the employees that are affected by this license change will be able to apply for a non certified Class C license (3<sup>rd</sup> party license).
- Trustee Reynolds inquired as to the license classification needed to drive a fire truck. Assistant Chief Haley stated a Class B non CDL license.
- Trustee Reynolds inquired as to if the new ambulance has a back up camera. Assistant Chief Haley stated no. Trustee Reynolds stated that the new ambulance is very large and the district should take

Elburn & Countryside Fire Protection District  
Board of Trustee's District Meeting  
05-09-11

that into consideration in the future when purchasing vehicles. A back up camera is an added safety feature. Chief Callaghan stated that spotters are used when all vehicles back up.

- 3) Engine for 2011-2012
  - Assistant Chief Haley stated that the district will be forming a committee to start the process of purchasing a new engine in 2011-2012. The committee will consist of six members; three part time employees and three full time employees. Parameters will be given and they will meet to make a recommendation of an engine with specifications for approval. The committee will report to the administration. The desire is for the engine to be approved, ordered and completed with delivery by June or July 2012.

Assistant Chief C. Hanson of EMS Comments:

- 1) Nominations for Conley EMS Excellence Awards
  - Assistant Chief C. Hanson informed the Board of Trustees that two nominations have been submitted by the district for consideration for the Conley EMS Excellence Award.
- 2) EMS System Annual Picnic; Sunday, May 15, 2011
  - Assistant Chief C. Hanson informed the Board of Trustees that the EMS System Annual Picnic will take place at the FOP Lodge in Sugar Grove on May 15<sup>th</sup>, 2011 from 2:00 – 6:00 pm. Service Awards and the Conley EMS Excellence Award will be presented at the picnic.
- 3) National EMS Week; May 15-21, 2011
  - Assistant Chief C. Hanson informed the Board of Trustees that National EMS Week is May 15-21, 2011. This is a week to recognize the efforts of EMS personnel.

Foreign Fire Insurance Board

- Greg Algrim presented the expenditure from the Foreign Fire Insurance Board for approval.
  - 1) Six Guardian Recliners
    - a) For both stations to replace the remaining six recliners
    - b) Total expense of \$4,050.00

T. Reynolds made a motion to approve the expenditure for the Foreign Fire Insurance Board. R. Weber seconded the motion. It was voted on and approved.

Attorney R. Britz Comments:

- No Comment

Administrative Assistant Comments:

- 1) Certificate of Deposit
  - Administrative Assistant P. Hall informed the Board of Trustees a capital reserve certificate of deposit will be maturing on March 18<sup>th</sup>, 2011. It is too early to obtain interest rates so the certificate of deposit funds will be deposited in the savings account at maturity. Interest rates will be obtained for discussion at the next trustees meeting.

Other Concerns:

- Attorney R. Britz performed the swearing in ceremony for newly elected Trustee Brian Schopp. He will take office on May 16, 2011.

Elburn & Countryside Fire Protection District  
Board of Trustee's District Meeting  
05-09-11

Executive Session:

- No executive session needed

Public Comment:

- Chief Callaghan informed everyone present that there will be an Awards Ceremony for Trustee James R. Feece after the trustees meeting at 6:15 pm. He extended the invitation for everyone to stay for this special event.
- Chief Callaghan thanked President James R. Feece for his 37 years of dedicated and honorable service as a Fire District Trustee.
- President James R. Feece thanked the many people that attended his last meeting as a trustee. He stated that it has been an honor to work with everyone and he has enjoyed his years as a fire district trustee. He has fond memories of the people that he has worked with and he has received so much back from the people of the department, they are like a second family to him.
- Trustee Feece reminisced about the district and the changes that have occurred over his 37 years as a trustee. He stated that he still thinks about the members that worked for basically nothing as volunteers, the fathers and sons that responded to calls together, the business owners that dropped everything when the tones dropped and their employees that joined them. He has a great amount of respect for all of them and all that they have done for the residents of the district. He thanked past employees for their financial knowledge and strong work ethics. He stated that he also served under 4 Chiefs during his time. Trustee Feece spoke of the fun that was had and how the job always got done. How the staff was creative at times to meet the needs of the district and the inventions that were designed.
- Trustee Feece expressed his desire as a trustee to respond quickly to the needs of the district. He feels he was a good listener and was able to see the needs of the department. He stated that the district has come a long way in 37 years and he is proud to have been part of this organization.

At 5:47 pm, T. Reynolds made a motion to adjourn. R. Weber seconded the motion. It was voted on and approved.

Respectfully Submitted,

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

Trustee James R. Feece Awards Ceremony at 6:15 pm

- Chief Callaghan thanked President Feece for his 37 years of service as an Elburn & Countryside Fire Protection District Trustee. He stated that he has served honorably and with true dedication. He reviewed the changes that have occurred over his time with the district and the many advances of the district. Chief Callaghan spoke of the personnel and trustees that Trustee Feece has served with.
- Chief Callaghan presented Trustee Feece with a desk bar with his title as President of the Board. He also presented Trustee Feece with a gavel plaque and inscription of gratitude for his 37 years of dedicated service.
- Trustee Feece thanked Chief Callaghan and gave an acceptance speech expressing his pride for serving as a trustee and the advancements of the district over his 37 years of service.