

Elburn & Countryside Fire Protection District  
Board of Trustee's District Meeting  
11-01-10

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Date: November 1, 2010

To: President & Trustees

From: Administrative Assistant

President J. Feece was not present at 5:00 pm. Trustee Reynolds made a motion to appoint R. Weber as the Interim President in Trustee Feece's absence. R. Weber seconded the motion. It was voted on and approved.

Interim President R. Weber called the Trustee Meeting to order at 5:01 pm with the following persons in attendance:

T. Reynolds	R. Weber	P. Hall	K. Callaghan	T. Haley
R. Britz	B. Thomas	M. Huneke	C. Garon	

Public Comment:

No comment

Previous Meeting Minutes:

R. Weber called for any additions or correction of the minutes from the previous month's meeting. T. Reynolds made a motion to accept the minutes. R. Weber 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 October 12, 2010 – November 1, 2010 in the amount of \$99,109.49.

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) Resolution #2010-112; Truth in Taxation Finding
  - a) Motion to approve Resolution #2010-112

- Chief K. Callaghan noted that there will be an increase of 4.35% equating to a \$245,039.00 increase in funds received in the next fiscal year over last year. Chief Callaghan presented Resolution #2010-112; Truth in Taxation for approval by the ECFPD Board of Trustees.

T. Reynolds made a motion to approve Resolution #2010-112; Truth in Taxation Finding. R. Weber seconded the motion. It was voted on and approved.

- 2) Wolfe & Company Audit ending on April 30, 2010

- Chief Callaghan presented the Wolfe & Company Audit for the trustees to review. A copy was placed on file.

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Fire Chief K. Callaghan Comments continued:

3) Squad 301 update

- Chief Callaghan informed the Board of Trustees that BP Apparatus has reported very little activity on the sale of the old Squad 301.
- Discussion was held in regards to sealed bids and/or consideration to donate old Squad 301 to the Fox Valley Career Center.
- The Board of Trustees agreed that to put the old Squad 301 up for sealed bids as described.
  - a) The Elburn and Countryside Fire Protection District will be accepting sealed bids for a 1990 / 1985 Ford/McCoy Miller Rescue Squad.
  - b) All bids must be received by 3:00 PM on November 8, 2010.
  - c) The bid opening will take place at 0900 hours on November 9<sup>th</sup>, 2010 at the Elburn & Countryside Fire Protection District St. #1, 210 E. North Street Elburn, Illinois 60119.
  - d) The sale of the vehicle is "as is". No representations, oral, written or otherwise are made regarding the vehicle.
  - e) The Board of Trustees reserves the right to reject any and all bids and also the right to waive any and all formalities in connection therewith. The acceptance of any bid may be subject to such additional terms, conditions, and provisions as the Board of Trustees may require.
  - f) The Board of Trustees reserves the absolute right, in its sole discretion, to amend bid procedures and requirements before the bid deadline. The accuracy and completeness of the information contained herein cannot be guaranteed and bidders are advised to independently verify any information deemed important. All information contained herein is subject to corrections, errors, and omissions; all bids must be based on the bidder's own investigation and not on any representation made by the Board of Trustees or the agents or employees of the District, or any other party. No representation or warranty, express or implied, is made with respect to the property.

A motion was made by T. Reynolds to approve the donation of Squad 301 to the Fox Valley Career Center in the event that there are no sealed bids received &/or the district chooses to reject any or all bids. R. Weber seconded the motion. It was voted on and approved.

This agenda item was then tabled for further discussion at the sealed bid opening on November 9<sup>th</sup>, 2010 at 0900 hours.

4) Village of Elburn Impact Fee Approval

- Chief K. Callaghan presented the Village of Elburn Resolution #07; Resolution to provide for development contributions for the Elburn and Countryside Fire Protection District. The Board of Trustees reviewed and signed the resolution.

A motion was made by R. Weber to approve Village of Elburn Resolution #07; Resolution to provide for development contributions for the Elburn and Countryside Fire Protection District. T. Reynolds seconded the motion. It was voted on and approved.

5) International Fire Chiefs; Asst. Chief Haley

- Chief Callaghan informed the Board of Trustees that Assistant Chief Haley would like to attend the Chief's Symposium and Labor Management held in Pheonix, AZ on January 18<sup>th</sup> – 21<sup>st</sup>, 2011. The approximate traveling and lodging expenses will be \$2,300.00.

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Fire Chief K. Callaghan Comments continued:

A motion was made by T. Reynolds to approve the expenses for Assistant Chief Haley to attend the Chief's Symposium and Labor Management held in Pheonix, AZ on January 18<sup>th</sup> – 21<sup>st</sup>, 2011. R. Weber.

6) Assistant Chief hiring process

- Chief Callaghan informed the Board of Trustees that fourteen applications were handed out for the Assistant Chief position. One application has been turned in so far. The applications are due by no later than November 12, 2010.
- Chief Callaghan stated that a five member board of local Fire Chiefs will conduct the interviews. The interviews will be scheduled for the end of November and the tentative start date will be in January 2011.

Assistant Chief T. Haley of Fire Operations Comments:

1) Review Incident Report for District

- Assistant Chief T. Haley presented the Firehouse Incident Report for October 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 October 2010, there were 23 incidents North, 36 incidents South, 68 incidents Center and 24 incidents Mutual Aid for a total of 151 incidents.
- YTD, the district has responded to 1157 incidents compared to 1164 in 2009. The district is up by 93 incidents compared to last year's total at this time.
- Assistant Chief Haley reported to the Board of Trustees a comparison of surrounding districts.
  - a) Batavia; 2760 incidents YTD with 50% being EMS incidents.
  - b) Geneva; 2159 incidents YTD
  - c) North Aurora; 1683 incidents YTD of which 1129 were EMS incidents.
  - d) Sugar Grove; 775 incidents YTD of which 516 were EMS incidents.

2) Ambulance Bid

- Assistant Chief Haley stated that he has two bids for the new ambulance.
  - a) MedTech; \$176,828.00 including the discount for 50% prepayment
  - b) AEV; \$191,822.55
- Assistant Chief Haley clarified that the discount offered from MedTech for prepayment is as follows.
  - a) \$5,413.00 discount if 100% is prepaid.
  - b) \$2,706.50 discount if 50% is prepaid.
- Assistant Chief Haley stated that the district has purchased from MedTech in the past and is happy with their service and equipment. He recommends the district purchase the new ambulance from MedTech.
- Assistant Chief Haley stated that MedTech has a chassis in stock and the tentative finish time will be in 6 months or approximately May 2011. Trustee Reynolds requested Assistant Chief Haley inquire as to negotiating a earlier delivery date.

A motion was made by T. Reynolds to purchase the ambulance from MedTech in the amount of \$179,534.50 minus the discount for 50% prepaid equating to \$176,828.00. R. Weber seconded the motion. It was voted on and approved.

Executive Session:

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At 5:25 pm, Chief Callaghan called an executive session pursuant to Section (2)(c)(1) of the Open meetings Act (to discuss 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);

Section (2)(c)(2) of the Act (to discuss collective negotiating matters between the public body and its employees);

and/or Section (2)(c)(11) of the Act (pending probable or imminent litigation)

Roll Call Vote	<u>2</u>	Ayes
	<u>0</u>	Nays
	<u>1</u>	Absent

At 5:26 pm, a motion to go into executive session was made by T. Reynolds. R. Weber seconded the motion.

In attendance:

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

At 5:45 pm, the executive session ended with a motion by T. Reynolds. R. Weber seconded the motion

No action was taken during the executive session.

Attorney R. Britz Comments:

No Comment

Administrative Assistant Comments:

No Comment

Other Concerns:

- Chief Callaghan stated that the new brush truck is in at Bob Jass Chevrolet.
- Assistant Chief Weber inquired as to the progress in hiring an assistant to assist Administrative Assistant P. Hall. Chief Callaghan stated that he is working on figuring out the office space at this time.

Public Comment:

No comment

At 5:47 pm, R. Weber made a motion to reconvene this meeting to November 9<sup>th</sup>, 2010 at 9:00 am. T. Reynolds seconded the motion. It was voted on and approved.

Respectfully Submitted,

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