

Elburn & Countryside Fire Protection District  
Board of Trustee's District Meeting  
11-14-11

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Date: November 14, 2011

To: President & Trustees

From: Administrative Assistant

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

R. Weber	T. Reynolds	B. Schopp	P. Hall	K. Callaghan
T. Haley	C. Hanson	R. Britz	W. Thomas	M. Huneke
A. Isberg	S. Siwy	M. Anderson	L. Schopp	J. McCafferty
T. Lange	M. Sheahan	J. Werner		

Public Comment:

No comment

Previous Meeting Minutes:

R. Weber called for any additions or correction of the minutes from the previous month's meeting. B. Schopp 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 called for any additions or correction of the minutes from the October 3, 2011 executive session. T. Reynolds made a motion to accept the minutes. B. Schopp 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. B. Schopp seconded the motion. It was voted on and approved.

Approval of Bills:

The Purchase Journal was presented showing invoice expenses from October 4, 2011 – November 14, 2011 in the amount of \$228,936.86.

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

Trustee Reynolds Comments:

1) Land Acquisition

- Assistant Chief Haley informed the Board of Trustees that the district has been in contact with the owner of the property behind Jewel. She has no interest in selling this property.
- Attorney R. Britz confirmed that letters have been sent to the property owners of the other potential sites that district has been looking at. Two land owners are willing to discuss land acquisition. He has not heard back from the land owners on Route 64 in Lily Lake. He will inform the Board of Trustees of any further correspondence at the next meeting.
- Trustee B. Schopp informed Assistant Chief Haley that he does not like the land option of the hayfield that was discussed at a previous meeting. He does not like the thought of entering & exiting into the subdivision and would prefer to exit & enter off of Anderson Rd or Route 38.

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Fire Chief K. Callaghan Comments:

- 1) Resolution #2011-109; Truth in Taxation Finding
  - a) Motion to approve Resolution #2011-109
    - Chief Callaghan presented Resolution #2011-109; Truth in Taxation Finding for approval and signatures.

T. Reynolds made a motion to approve Resolution #2011-109; Truth in Taxation Finding. B. Schopp seconded the motion. It was voted on and approved with a copy placed on file.

- 2) Wolfe & Company Audit ending on April 30, 2011
  - Chief Callaghan presented the Wolfe & Company Audit ending on April 30, 2011 for the Board of Trustees to review.

Assistant Chief T. Haley Comments:

- 1) Review Incident Report
  - Assistant Chief C. Haley presented the Firehouse Incident Report for October 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 October 2011, there were 22 incidents North, 31 incidents South, 49 incidents Center and 24 incidents Mutual Aid for a total of 106 incidents.
  - For the Fiscal Year 2011-2012, there were 1197 incidents versus 1157 for the fiscal year 2010-2011.
  - In October 2011, there were 713 EMS incidents versus 680 for the month of October 2010.
  - Assistant Chief Haley reviewed the incidents with extended times and noted that he did not receive as many responses from the Lieutenants as he had hoped in regards to why the response times were not in the acceptable range. This will be addressed at the officers meeting.
- 2) Station (s) Update
  - This agenda item was addressed under Trustee Reynold's comments.
- 3) Engine Committee
  - Assistant Chief Haley stated that the engine committee is finalizing specs and will present a report at the next meeting.
- 4) Staff Car Update
  - Assistant Chief Haley informed the Board of Trustees that the cost of the staff car previously approved is less than anticipated. The updated price is \$31,956.00. He also stated he is waiting on some electronics such as lights and radios. He is hopeful that the new staff car will be in service in January 2012.

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Assistant Chief Tate Haley Comments continued:

5) Training Prop

a) Motion to approve purchase of training prop in the amount of \$6,300.00

- Assistant Chief Haley sought approval to purchase a forceable entry prop for training in the amount of \$6,300.00. He stated that it was included in the budget.

T. Reynolds made a motion to approve the purchase of a forceable entry prop for training in the amount of \$6,300.00. B. Schopp seconded the motion. It was voted on and approved.

6) SCBA Rit Pack

a) Motion to approve sale of SCBA Rit Pack to Montgomery Fire Department

- Assistant Chief Haley informed the Board of Trustees that the district was awarded a grant which included RIT packs in 2008. The district already had RIT packs on vehicles so the RIT packs included in the grant were placed in storage and have not been used.
- Assistant Chief Haley sought approval to sell the RIT packs to Montgomery Fire Department. A new RIT pack costs \$3,275.00. The trustees agreed to sell the RIT packs from 2008 to Montgomery Fire Department for a minimum of \$2,800.00 each.

T. Reynolds made a motion to approve the sale of the RIT packs to Montgomery Fire Department. B. Schopp seconded the motion. It was voted on and approved.

7) Snow Blowers for Station One & Station Two

a) Motion to approve the purchase of two snow blowers

- Assistant Chief Haley informed the Board of Trustees that the district would like to purchase two snow blowers, one for each station. He provided information for two different brands; Cub Cadet and John Deere. Discussion was held in regards to each snow blower, features and prices. The Cub Cadet has a better warranty and features for the cost of \$799.00 ea.

R. Weber made a motion to approve the purchase of two Cub Cadet snow blowers. B. Schopp seconded the motion. It was voted on and approved.

Assistant Chief C. Hanson Comments:

1) Ambulance Service Billing Rates

- Assistant Chief Hanson presented a report reviewing the district rates and the rates of the surrounding communities. A copy of the report has been placed on file.
- Assistant Chief Hanson stated that the current district fees are lower than the surrounding communities and recommends that they be raised. He stated that it makes sense to match the tri city fees due to auto aid.

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Assistant Chief Hanson's comments continued:

- The Board of Trustees agreed that the rates need to be raised. Discussion was held in regards to Medicare. Assistant Chief Hanson stated that Medicare pays less than fees charged. He stated the district could consider a resolution adjusting for Medicare coverage or supplemental insurance. A resolution will be presented at the next trustees meeting seeking approval to amend the ambulance service fees.

2) Fire Prevention Bureau Update

- Assistant Chief Hanson updated the Board of Trustees on the Fire Prevention Bureau activities. He stated that the Fire Marshal is currently working with Rig Source on fully sprinkling their building, Mill Creek with two new apartment building plans and Radco Industries with their desire to expand. Radco Industries continues to have difficulty with their project due to water not being accessible.
- Assistant Chief Hanson informed the Board of Trustees that Broadview Academy is for sale. There is a group interested in purchasing the property and buildings. Fire Marshal A. Isberg has completed a special review and is working with the county due to vacant premises occupancy.
- Requirements for occupancy need to be addressed. The last class to graduate from Broadway Academy was in 2007. The owners are required to bring the property up to code due to deterioration then the district and county will meet with them again to re access the situation.
- Fire Marshal A. Isberg presented a report on his findings for the site review. A copy of the report has been placed on file. Fire Marshal Isberg will forward a packet to the trustees for review with further information.
- Discussion was held in regards to the gym being the primary change. The potential of going from an athletic facility to an assembly hall would require a full fire alarm system, additional egress and a complete review. The dorms are not an immediate concern. The dorms would not be used for a few more years.
- Fire Marshal Isberg informed the Board of Trustees that the district will be participating in the Christmas Stroll once again this year. There will be Christmas tree and sprinkler demonstrations. He noted that the demonstrations are a collaborated effort with the businesses and local tree farms. He presented a report on preventing Christmas tree fires. A copy has been placed on file.

Foreign Fire Insurance Board

- 1) Foreign Fire Insurance expenditure list
  - a) Motion to approve Foreign Fire Insurance Expenditures
    - No expenditures presented.

Attorney Comments:

- Attorney W. Thomas presented a Legislative Update for the Board of Trustees. A copy of the report has been placed on file.

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Administrative Assistant P. Hall Comments:

- 1) Appreciation Dinner
  - a) Motion to approve location for Appreciation dinner
    - Administrative Assistant P. Hall presented a report to the Board of Trustees in regards to different locations to choose from for the Employee Appreciation Dinner in January or February 2012. The report listed locations that could and could not accommodate the district according to the number of expected guests.
    - The four locations that are able to accommodate the district consist of one business that is out of district. Trustee Reynolds stated that if possible he would prefer to stay in the district. One of the other three locations is not able to seat all the employees in one area of the restaurant creating a separation of half and half for the guests. This option is not very desirable due to wanting all employees to be seated together. The remaining two locations that are able to meet the district's specifications are Mill Creek Golf Club and Elburn Lions Community Park.
    - Trustee Reynolds requested Administrative Assistant P. Hall research the menu and pricing of each location. Administrative Assistant P. Hall will create a report comparing each business and their menu & pricing for the Board of Trustees to review at the next meeting. The Board of Trustees will then choose a location for the employee appreciation dinner.

Other Concerns:

- Chief Callaghan informed the Board of Trustees of the NIAFPD Conference will be held February 9-11, 2011. He stated that the Fire Commissioners are planning on attending. The conference offers advanced trustee training. Administrative Assistant P. Hall requested the board members that are planning on attending complete the registration form and forward it to her at the next meeting.
- Chief Callaghan informed the Board of Trustees that the snowplow has been installed on the brush truck.
- Chief Callaghan informed the Board of Trustees that the district completed the joint agreement with Kaneville Fire Department and it went into effect on November 1, 2011.
- Trustee Reynolds inquired as to if the district has hired anyone to take care of Preplan Updates, RA, GIS and Tri Com updates. Assistant Chief Haley stated yes, this has been taken care of.
- Trustee Reynolds inquired as to if the district has looked any further into purchasing the automated scheduling system that Assistant Chief Haley previously discussed. Assistant Chief Haley stated that timecards and scheduling were discussed at a labor management meeting with the union representatives. Lt. Huneke agreed to chair the employee side of this issue. Assistant Chief Haley will update the Board of Trustees at the next meeting.

Executive Session:

- 1) Motion to go into executive session

Executive Session:

At 5:52 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 and/or Section (2)(c)(11) of the Act (pending probable or imminent litigation)

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At 6:05 pm, a motion to go into executive session was made by T. Reynolds. B. Schopp seconded the motion.

Roll Call Vote	3	Ayes
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	0	Nays
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	0	Absent
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In attendance:

K. Callaghan	C. Hanson	T. Haley	R. Weber	T. Reynolds
B. Schopp	R. Britz	W. Thomas	P. Hall	

At 6:21 pm, the executive session ended with a motion by T. Reynolds. B. Schopp seconded the motion

Roll Call Vote	3	Ayes
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	0	Nays
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	0	Absent
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No action was taken after executive session.

Public Comment:

No comment

At 6:22 pm, T. Reynolds made a motion to adjourn. B. Schopp seconded the motion. It was voted on and approved.

Respectfully Submitted,

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