

Elburn & Countryside Fire Protection District  
Board of Trustee's District Meeting  
10-03-11

1

Date: October 3, 2011

To: President & Trustees

From: Administrative Assistant

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

Trustee T. Reynolds called the Trustee Meeting to order at 5:02 pm with the following persons in attendance:

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

Public Comment:

No comment

Previous Meeting Minutes:

T. Reynolds 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.

T. Reynolds called for any additions or correction of the minutes from the August 22<sup>nd</sup>, 2011 executive session. 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.

T. Reynolds called for any additions or correction of the minutes from the September 12<sup>th</sup>, 2011 executive session. 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.

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 September 13, 2011 – October 3, 2011 in the amount of \$99,991.03.

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

Elburn & Countryside Fire Protection District  
Board of Trustee's District Meeting  
10-03-11

Trustee Reynolds Comments:

1) Land Acquisition

- Assistant Chief Haley informed the Board of Trustees that after meeting with FGM Architect, it was determined that a minimum of 5 acres will be needed for a station site to replace Station One and the Administrative offices. The property that is located next to Walgreens is not large enough so that site has been dismissed as an option. The hayfield on Rt. 38 is still a viable option.
- Trustee Reynolds inquired as to if Assistant Chief Haley has been in contact with Village President Dave Anderson in regards to the property behind Jewel. Assistant Chief Haley stated that he had & has not heard back from Village President D. Anderson.
- Assistant Chief Haley stated that the district is also researching a site location of approximately 3 acres in Lily Lake on Rt. 64 for a potential satellite station site. The property is within a 1 mile radius of the other sites that district has been looking at.
- Trustee Reynolds stated that he feels the district is not ready to build a Station Three but if the property fits the district's needs, it could be a good idea to acquire the land and hold onto it for future use. Assistant Chief Haley stated that this was the district's intentions. He will update the Board of Trustees at the next meeting after obtaining more information on the property.

Fire Chief K. Callaghan Comments:

1) 2012-2013 Levy request

a) Motion to approve 2012-2013 Levy request

- Chief Callaghan stated that the district would like to approve the Truth in Taxation Finding at the trustees meeting on November 14<sup>th</sup>, 2011. Chief Callaghan stated the district is seeking approval for a 1.5% increase which equates to approximately \$87,000.00 over the current budget.
- Trustee Reynolds stated that he has concerns with raising taxes due to the district's surplus of funds at this time. Chief Callaghan explained that the "surplus" of funds Trustee Reynolds is referring to is for future stations and once construction starts, the district will no longer have a surplus.
- Chief Callaghan also stated that the Equalized Assessed Value (EAV) has dropped considerably over the past three years by over \$53,000,000.00. The EAV is what will cause an increase in taxes, not a small increase of 1.5%. He also stated that the district is currently at \$0.681 and the maximum is \$0.705. The district will most likely max out in the next fiscal year even with this small increase.
- Attorney explained the impact of the EAV on tax computation and how it controls the increases in taxes. Even if the district did not request any increase, taxes could still go up due to the EAV dropping. He also stated that by not making a request for an increase of 1.5%, the district will lose those funds forever and it will affect future funds due to being compounded.
- Assistant Chief Hanson stated that the district has been following the Board of Trustees recommendations for the future of the district. By doing so, their recommendation of a 1.5 % is in the best interest of the district. The increase is a very small request considering it is only \$87,000.00 over this year's budget. He also stated that a 1.5% increase is less than the union contract salaries that were approved of 2%. If the increase is not requested and approved, the district will start going backwards and this will have a negative effect on the future of the district.
- Trustee Schopp inquired as to how many full time employees have maxed out on their salary step increases. Assistant Chief Haley stated that half have maxed out leaving 13 employees that will be getting a combined salary increase of 7% in the next fiscal year.

Elburn & Countryside Fire Protection District  
Board of Trustee's District Meeting  
10-03-11

Fire Chief K. Callaghan Comments continued:

- Trustee Schopp stated that he feels the district should stay ahead since it will be difficult to play catch up. He agrees with the district and recommends the approval of a 1.5% request.

B. Schopp made a motion to approve an increase of 1.5% for the 2012-2013 levy request. T. Reynolds seconded the motion. It was voted on and approved.

1) ECFPD Policy Manual Approval

a) Motion to approve Elburn & Countryside Fire Protection District Policy Manual

- Chief Callaghan stated that the district met again with SIKICH and has some revisions. He would like to hold off until next month before seeking approval to adopt the policy manual.

2) Snow Plow; Brush 303

a) Motion to approve the purchase of a snow plow

- Chief Callaghan stated that the district is in need of a new snow plow for Brush 303.

T. Reynolds made a motion to approve the purchase of a snow plow with the amount not to exceed \$6,200.00.

B. Schopp seconded the motion. It was voted on and approved.

3) 2011-2012 Insurance Renewal

a) Motion to approve 2011-2012 insurance renewal with Ideal Insurance Agency

- Chief Callaghan informed the Board of Trustees that the district's property & casualty insurance is up for renewal on October 17<sup>th</sup>, 2011. Chief Callaghan recommends staying with VFIS due to their service and a decrease of \$2500.00 in premiums.

T. Reynolds made a motion to approve the annual renewal of the district's property & casualty insurance with VFIS. B. Schopp seconded the motion. It was voted on and approved.

4) Appreciation Dinner

a) Motion to approve Appreciation Dinner

- Chief Callaghan informed the Board of Trustees that the district budgeted for and is planning an Employee Appreciation event in January or February 2012.

T. Reynolds made a motion to approve an employee appreciation event. B. Schopp seconded the motion. It was voted on and approved.

Assistant Chief T. Haley Comments:

1) Review Incident Report

- Assistant Chief C. Haley presented the Firehouse Incident Report for September 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.

Elburn & Countryside Fire Protection District  
Board of Trustee's District Meeting  
10-03-11

Assistant Chief Tate Haley Comments continued:

- In September 2011, there were 29 incidents North, 23 incidents South, 56 incidents Center and 19 incidents Mutual Aid for a total of 124 incidents.
- For the Fiscal Year 2011-2012, there were 1065 incidents versus 1006 for the fiscal year 2010-2011.
- In September 2011, there were 635 EMS incidents versus 558 for the month of September 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 met to discuss the chassis and engine. The committee will meet with Alexis and Pierce next to review options.

4) Telestaff scheduling software program

a) Motion to approve the purchase of Telestaff Scheduling Software

- Assistant Chief Haley informed the Board of Trustees that the district is researching an automated scheduling system. It is a custom designed program set up for your organization. It is computer generated and the employees would log in to request sick, personal or vacation. The system would track and seek approval for time off requests, notify employees of the need for overtime and coverage, etc... The cost is approximately \$40,000.00. Assistant Chief Haley will provide more information at the next meeting.

5) Preplan Updates, RA, GIS and Tri Com updates

- Assistant Chief Haley explained that the district had a part time employee that took care of Preplan Updates, RA, GIS and Tri Com updates. He resigned and the district is getting behind on updates. He would like to stay in house with this but until someone can be trained, he is seeking approval to hire another individual to take care of Preplan Updates, RA, GIS and Tri Com updates.
- The Board of Trustees agreed to proceed with hiring someone until it can be handled in house.

Assistant Chief C. Hanson Comments:

1) Ambulance Service Billing Rates

- Assistant Chief Hanson stated that he has reviewed the district rates and would like to prepare a proposal for the next meeting on the possibility of raising our rates for ambulance service. He noted that our rates are lower than the surrounding communities and feels this needs to be reevaluated.
- Trustee Reynolds agreed and stated he should proceed with a proposal.

Elburn & Countryside Fire Protection District  
Board of Trustee's District Meeting  
10-03-11

Assistant Chief Hanson's comments continued:

2) Paramedic Class Sponsorship

- Assistant Chief Hanson informed the Board of Trustees that the district is moving forward with the sponsorship of three employees, Justin Titre, Amelia Hurst and Travis McKelvie, for paramedic class.

**FOREIGN FIRE INSURANCE BOARD**

1) Foreign Fire Insurance expenditure list

a) Motion to approve Foreign Fire Insurance Expenditures

- No expenditures presented.

Attorney Comments:

- Attorney R. Britz noted that he was prepared to present a Legislative Update but due to time restraints for a Trustee, he can present the update at the next meeting. Chief Callaghan stated that would be best.

Administrative Assistant P. Hall Comments:

1) Certificate of Deposit; Capital Reserves

a) Motion to approve Certificate of Deposit in the amount of \$2,652,297.07

- Administrative Assistant P. Hall presented documentation listing the CD's the district holds, amounts and maturity dates. She explained that one of the CDARS matured on 09/22/11 and, upon approval from Chief Callaghan, was placed in a 4 week CD at 0.02% until approval could be sought from the Board of Trustees on how to proceed on investing these funds.
- Administrative Assistant P. Hall stated that she is seeking approval to renew the Certificate of Deposit upon the maturity on 10/20/11 in the amount of \$2,652,297.07. She presented the CDARS rates and terms available for consideration.

B. Schopp made a motion to approve the renewal of the CDARS in the amount of \$2,652,297.07 for 24 months at 0.30%. T. Reynolds seconded the motion. It was voted on and approved.

2) Certificate of Deposit

a) Motion to approve Certificate of Deposit

- Administrative Assistant P. Hall reviewed the current CD's the district holds, amounts and maturity dates as well as the balance of the savings account. She also reviewed the Kane County Tax disbursements. She explained that one of the issues the district is having is collateral and when we receive the last installment from Kane County, this may create a collateral issue once again.
- Administrative Assistant P. Hall requested approval to transfer \$1,000,000.00 from the saving account to an Operating Expense CDARS. She presented the CDARS rates and terms available for consideration.

T. Reynolds made a motion to approve a new Operating Expense CDARS in the amount of \$1,000,000.00 for 6 months at 0.07%. B. Schopp seconded the motion. It was voted on and approved.

Elburn & Countryside Fire Protection District  
Board of Trustee's District Meeting  
10-03-11

Administrative Assistant P. Hall's comments continued:

3) Checking Account

a) Motion to approve new checking account

- Administrative Assistant P. Hall explained that laws are in effect that place restrictions on the number of transactions that an account holder is allowed per month on a savings account. She stated that the transfer of funds to cover bi-weekly payroll and weekly accounts payable places the district above the number of allowed transactions. This creates a problem since the law gives the government the right to place restrictions on the district funds including, but not limited, to closing the account.
- Administrative Assistant P. Hall is requesting approval to open a new NOW checking account that will be interest bearing and has no transaction restrictions to alleviate this problem. This new account will allow for the necessary transfer of funds and regular transactions to take place as usual for daily operations. To open the NOW checking account, funds will be transferred from the district saving account.

T. Reynolds made a motion to approve opening a new NOW checking account. B. Schopp seconded the motion. It was voted on and approved.

Other Concerns:

- Chief Callaghan informed the Board of Trustees that the district is in the process of creating a joint agreement with Kaneville Fire Department. The joint agreement would be to allow the district to provide service to some properties that are in Kaneville's district due to their location. It would be in the property owner's best interest for our district to provide service. The properties are located in the back of Saddlewood Drive, one structure on Railroad Ave and a section of homes on Harter Rd. with joint response.
- Assistant Chief Haley informed the Board of Trustees that the command vehicle that was approved and ordered will cost approximately \$5,000.00 less than anticipated. This change brings the bids closer with a difference of approximately \$2,000.00.
- Trustee Schopp inquired as to if all the radios, lights and extra equipment have been ordered for the command vehicle so the district can proceed with equipping the vehicle upon delivery. Assistant Chief Haley stated that he is working on getting quotes on all the extra equipment. Trustee Schopp stated that he would like him to place the orders and have everything here so everything can be installed and the vehicle is put into service as soon as possible after delivery.
- Assistant Chief Hanson stated that Fire Marshal Isberg has been working diligently on plan reviews. He also noted that the opening of Greenfields has been pushed back due to issues on Greenfield's part.
- Fire Marshal Isberg presented a FEMA report on Residential Building Fires (2007-2009). A copy has been placed on file. He briefly reviewed the statistics and noted the senior citizen related incidents. Fire Marshal Isberg reminded the Board of Trustees that the Fire Prevention Bureau currently provides the "Remembering When" program for senior citizens that reside in the Meadows Apartments as well as to the Sunset Swingers senior group that meets at Elburn Lions Community Park, Inc. He would like to extend the program to Greenfields of Geneva. Fire Marshal Isberg will have a presentation at the next trustees meeting.

Elburn & Countryside Fire Protection District  
Board of Trustee's District Meeting  
10-03-11

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)

At 5:52 pm, a motion to go into executive session was made by T. Reynolds. B. Schopp seconded the motion.

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

In attendance:

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

At 5:57 pm, the executive session ended with a motion by T. Reynolds. B. Schopp seconded the motion

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

No action was taken after executive session.

Public Comment:

No comment

At 5:59 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