

Elburn & Countryside Fire Protection District  
Board of Trustee's District Meeting  
09-13-10

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Date: September 13, 2010

To: President & Trustees

From: Administrative Assistant

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

J. Feece	T. Reynolds	R. Weber	P. Hall	K. Callaghan
T. Haley	R. Britz	B. Thomas	M. Huneke	A. Isberg

Public Comment:

No comment

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. 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 August 10, 2010 – September 13, 2010 in the amount of \$152,680.58.

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) Squad Price Adjustment

- Chief Callaghan informed the Board of Trustees that he spoke with BP Apparatus and several parties have shown interest in the Squad recently. He recommends leaving the asking price at \$29,150.00 until someone makes an offer. The price can be adjusted at that time if need be.
- Chief Callaghan informed the Board of Trustees that currently the old Squad is being stored outside due to no extra space in either station for inside storage. In the winter this will become an issue so hopefully it will be sold by then or he recommends that Board of Trustees consider donating the old Squad to the Fox Valley Career Center.

2) Parking Lot; Station One

- Chief Callaghan stated that the parking lot and storm sewer at Station One need to be replaced. This was budgeted for and approved in July for the 2010-2011 Fiscal Year Budget. Chief Callaghan has received a quote from Geneva Construction but is still waiting on two other quotes before determining who will complete the job.

T. Reynolds made a motion to approve spending up to \$75,000.00 on the parking lot and storm sewer at Station One. R. Weber seconded the motion. It was voted on and approved.

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Fire Chief K. Callaghan Comments continued:

3) Brush Truck Purchase

a) Motion to approve the purchase of a pick-up truck

- Chief Callaghan informed the Board of Trustees that he received three quotes for a new pick-up truck. He recommends purchasing the vehicle from Bob Jass Chevrolet; Elburn, IL.

T. Reynolds made a motion to purchase the pick-up truck from Bob Jass Chevrolet in the amount of \$29,610.00.

R. Weber seconded the motion. It was voted on and approved.

b) Motion to approve the purchase of a skid unit

- Chief Callaghan informed the Board of Trustees that he received two quotes for a skid unit for the brush truck. He recommends purchasing the skid unit from Welch Fire Equipment; Marian, WI.

T. Reynolds made a motion to purchase the skid unit from Welch Fire Equipment in the amount of \$25,890.00

R. Weber seconded the motion. It was voted on and approved.

- Chief Callaghan informed the Board of Trustees that the brush truck will also need to be lettered and have a radio installed. All extra items have been budgeted for.

4) Union Contract Update

- Chief Callaghan informed the Board of Trustees that the union representatives were supposed to provide the district with a tentatively agreed upon contract for review over a week ago. Chief Callaghan contacted the district attorney to obtain a copy of the tentative contract today since one had not been provided. The Chief and Assistant Chief have not had the opportunity to review it. Chief Callaghan advised the Trustees to keep in mind that the contract needs to be reviewed by Administration to make sure everything is accurate. He will advise the Trustees later if there are any revisions.
- Chief Callaghan presented copies of the tentative contract for the trustees to review. He requested they go through the contract thoroughly and contact him with any questions they may have.

Assistant Chief T. Haley of Fire Operations Comments:

1) Review Incident Report for District

- Assistant Chief T. Haley presented the Firehouse Incident Report for August 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 August 2010, there were 21 incidents North, 46 incidents South, 52 incidents Center and 13 incidents Mutual Aid for a total of 132 incidents.
- Year to date, 913 calls in 2010 versus 858 in 2009. There were 33 more incidents in the month of August this year than in August 2009. The district is up by 55 incidents compared to last year's total at this time.
- For the month of August 2010, Ambulance 351 responded to 52 incidents, Ambulance 352 responded to 21 incidents and Ambulance 353 responded to 1 incident. There have been 526 EMS incidents out of the 913 incidents. A copy of the report has been placed on file.

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Assistant Chief T. Haley of Fire Operations Comments continued:

- Trustee Weber requested Assistant Chief Haley review the incident with an excessive response time during the month of August. One incident was noted where an employee was disciplined for lack of urgency in their response creating a delay in the response time. Trustee Weber noted that the response times have improved this month. Assistant Chief Haley noted that the Lieutenants are addressing this daily with the duty crew as well as the Chief(s) continually address this at the weekly officer meeting.
- 2) Ambulance Update
- Assistant Chief Haley informed the Board of Trustees that he will be meeting this week with the salesperson to discuss revisions before the quote is completed. Trustee Reynolds inquired as to a time frame for completion. Assistant Chief Haley stated approximately 6 months. It may be sooner depending on if the district chooses to go with a chassis that has already been started at the factory.
- 3) New Hire Update
- Assistant Chief Haley informed the Board of Trustees that the final list was completed in August 2010. All candidates were subject to a background check to determine if they were eligible for a position. The #1 candidate was disqualified due not passing the background check.
  - Assistant Chief Haley stated that the #2 candidate, Joseph Homon, has been contacted and has accepted a conditional hire subject to passing the pre-employment physical. His tentative start date is October 4<sup>th</sup>, 2010. Due to the fact that he has been a paid on call employee since 2006, his orientation should not take as long as a candidate that is not familiar with the district and our policies and procedures.

Attorney B. Thomas Comments:

- No Comment

Attorney R. Britz Comments:

- Attorney R. Britz stated that he will be updating the Board of Trustees on current legislation as he deems necessary. He will also inform the trustees as to upcoming classes and conferences.

Administrative Assistant Comments:

- 1) Certificate of Deposit maturing in the amount of \$1,148,499.44
- Administrative Assistant P. Hall informed the Board of Trustees that a CDARS Certificate of Deposit is maturing on September 23, 2010. Discussion was held in regards to the rates offered at American Bank & Trust Co. The Trustees agreed to roll the interest back into the principal upon renewal.

T. Reynolds made a motion to renew the Certificate of Deposit in the amount of \$1,148,499.44 for 2 years at the rate of 2.13 % (APY 2.15%). R. Weber seconded the motion. It was voted on and approved.

- 2) Certificate of Deposit maturing in the amount of \$2,579,776.85
- Administrative Assistant P. Hall informed the Board of Trustees that a CDARS Certificate of Deposit is maturing on September 23, 2010. Discussion was held in regards to the rates offered at American Bank & Trust Co. The Trustees agreed to roll the interest back into the principal upon renewal.

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Administrative Assistant Comments continued:

T. Reynolds made a motion to renew the Certificate of Deposit in the amount of \$2,579,776.85 for 1 year at the rate of 1.39 % (APY 1.40%). R. Weber seconded the motion. It was voted on and approved.

Other Concerns:

- Chief Callaghan informed the Board of Trustees that the department will determine if they will continue with the pop machine rental at their October meeting.
- Chief Callaghan informed the Board of Trustees that he is meeting with VFIS and Corkill Insurance in regards to quotes for the vehicle and building insurance. He also is meeting with Corkill Insurance to go over the health insurance renewal.
- Chief Callaghan informed the trustees that the district will be receiving flu and pneumonia shots at the October department meeting if they are interested.
- Chief Callaghan advised the trustees that the Village of Elburn will be meeting this evening to finalize the tornado siren plan. At the last meeting, the Village tentatively decided to continue handling the siren and when it is activated for severe/tornado weather. They were also discussing educating the public through the village water bills and publications.
- Assistant Chief Haley informed the Board of Trustees that Engine 305 is currently being repainted as previously approved. He noted that there are issues with Engine 305 foam system. While Engine 305 is at the shop being repaired, he requested approval to upgrade the foam system. The upgraded foam system will cost \$7,800.00.
- Trustee Reynolds inquired as to the length of time before the Engine will be back in service. Assistant Chief Haley stated the addition of upgrading the foam system will add approximately two weeks to the time bringing the time frame up to approximately one month before the Engine is back in service.

T. Reynolds made a motion to upgrade the foam system on Engine 305 in the amount of \$7,800.00. R. Weber seconded the motion. It was voted on and approved.

- Fire Marshal A. Isberg reviewed the latest activity in the district with building and plan reviews. He presented the floor plans for all the upcoming projects for the trustees to review. He gave a brief description on each project.

Projects include:

- Prairie Valley Shopping Center - Two units removed, bakery added
- 108 Valley Drive - Two Units now; Edward Jones moving into one unit, the other unit available for lease.
- Herra Street – Buildout/Combination storage unit
- Prairie Valley Commercial Building B – Fitness Center
- Prairie Valley Commercial Building A – Final granted; Mattress/Furniture store opening soon
- 21 South Main St. – Came to an agreement, proceeding
- Greenfields of Geneva – Grading property currently; 18 month timeline to completion with 14 month for occupancy. 2, 3 & 4 story buildings of residential development for seniors with services and accommodations ranging from apartments to skill care.
- The Center at Elburn Station – Shodeen Project extending Anderson Rd. and building bridge  
Very large preliminary plans including commercial, residential and municipal sites.
- Settlements of LaFox – Project similar to Dell Webb in Huntley, IL. with an age dependant area

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Other Concerns continued:

- Trustee Weber inquired as to if ambulance coverage will be needed exclusively when Greenfields of Geneva reaches capacity. Fire Marshal Isberg stated that the district will be keeping an eye on this development and adjust the level of service as needed. This was taken into consideration years ago when the project was first introduced for consideration to the village and fire district. Once it reaches capacity, ambulance coverage will most likely be exclusive due to the size of the development and seniors residing there.
- Fire Marshal A. Isberg stated that the district has been commended for obtaining dry hydrants in the district. He explained that Chief Callaghan has been pro active on reducing the ISO rating of the district and dry hydrants are needed to do so since a large portion of our district is rural. Insurance companies are reducing rates for residents that live within a certain distance of a dry hydrant.
- Trustee Reynolds inquired as to if Fire Marshal A. Isberg has enough help to keep up with all the work in the Fire Prevention Bureau. Chief Callaghan stated at this time he has one employee, Greg Algrim, who assists the Fire Marshal and they are able to keep up with demand at this time. Chief Callaghan also stated that the district is ahead on training for preplans and inspections per the Lieutenants whom recently took classes.

At 5:54 pm, Chief Callaghan called an executive session for “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 “collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees” 5 ILCS 120/2 Open Meetings Sec. 2 (2)

At 5:55 pm, T. Reynolds made a motion to go into executive session. R. Weber seconded the motion

Roll Call Vote	<u>3</u>	Ayes
	<u>0</u>	Nays
	<u>0</u>	Absent

At 6:20 pm, the executive session ended with a motion by T. Reynolds. R. Weber seconded the motion. It was voted on and approved.

T. Reynolds made a motion to deny light duty to an employee due to the work transfer cannot be reasonably accommodated since no light duty is available. R. Weber seconded the motion. It was voted on and approved.

Public Comment:  
No comment

At 6:23 pm, J. Feece made a motion to adjourn the meeting. R. Weber seconded the motion. It was voted on and approved.

Respectfully Submitted,

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