

Elburn & Countryside Fire Protection District
Trustee's District Meeting & Public Hearing

Date: September 10th, 2007

To: President & Trustees

From: Administrative Assistant

J. Feece called the Trustee Meeting to order at 5:07 pm with the following persons in attendance:

J. Feece	T. Reynolds	P. Hall
B. Britz	W. Stevens	T. Haley
R. Dukes	A. Isberg	

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 as presented. J. Feece seconded the motion. It was voted on and approved with a copy placed on file.

Public Comment:

None

Treasurer's Report:

Administrative Assistant Pamela Hall presented the Treasurer's report. T. Reynolds made a motion to approve the Treasurer's Report. J. Feece seconded the motion. It was voted on and approved.

Approval of Bills:

The Purchase Journal was presented showing monthly invoice expenses. T. Reynolds made a motion to approve the bills. J. Feece seconded the motion. It was voted on and approved.

Fire Chief K. Callaghan Comments:

Chief K. Callaghan was not present at the meeting. Assistant Chief W. Stevens presented the following agenda items.

1) VFIS Insurance Review

- VFIS representative Ron Dukes informed the trustees of the districts renewal date of 10/17/07. He presented a proposal on the Property and Casualty Summary of Coverage. He reviewed the coverage for all properties, fidelity bonds, portable equipment, automobile, general liability, management liability and umbrella/excess liability.
- The estimated annual premium for the above policies is \$28,481.00.
- VFIS representative Ron Dukes also presented an Accident and Sickness Proposal. He reviewed the benefits of this policy.
- The estimated annual premium for the above policy is \$6,133.00
- Assistant Chief T. Haley requested that Ron Dukes attend the ECFPD Pension Board meeting in October to discuss bonding for ECFPD Pension Board members.

Fire Chief K. Callaghan Comments continued:

Chief K. Callaghan was not present at the meeting. Assistant Chief W. Stevens presented the following agenda items.

- Trustee T. Reynolds requested Ron Dukes inform Chief K. Callaghan as to the price difference for increasing the umbrella/excess liability insurance from \$5,000,000.00 for each occurrence and \$10,000,000.00 annual aggregate to \$10,000,000.00 for each occurrence and \$20,000,000.00 annual aggregate.
 - Copies of the proposals for the Property and Casualty Summary of Coverage as well as the Accident and Sickness Policy have been placed on file.
- 2) Flag raising – 09/11/07
- Assistant Chief W. Stevens informed the trustees of the flag raising ceremony at 10:00 am on September 11th, 2007. A retired firefighter constructed a memorial garden for fallen firefighters on his property and the ceremony will be held at 405 N. Second St. Elburn, IL. ECFPD Pastor John Dumke will speak at the ceremony.
- 3) 125th Celebration – Lions Park
- Assistant Chief W. Stevens reminded the trustees of the upcoming 125th Celebration. On Saturday, September 15th, 2007, the 125th Celebration will start at John Stewart School with a parade at 9:00 am. The emergency vehicle parade will proceed through town past Station One & end at Elburn Lions Park. The rest of the days activities will be held at Elburn Lions Park. There will be EMS/Fire demonstrations and events throughout the day.
 - The Reunion Picnic will be held at Station One on Sunday, September 16th, 2007. The event will be catered by Ream’s Elburn Market. This event is for past & current members of the fire and ambulance department.
- 4) Water Agreement – Kane County
- Assistant Chief W. Stevens informed the trustees that the Kane County Highway Department Barn at Burlington and Empire Roads is a water supply location. Recently, there was a water main collapse and the St. Charles Fire Department was liable for repairs at their expense.
 - The Highway Department is requesting an intergovernmental agreement in order for the district to use the water supply location.
- 5) Bushes – EMS Building
- Robert Houtz from Houtz & Sons contacted Chief K. Callaghan in regards to the bushes on the ambulance station property that border his property. He would like to put up a fence and requested permission to remove the bushes on the districts property at his expense.
 - Trustee J. Feece will come in to discuss with Chief K. Callaghan. He would like to be assured that the fence is a full privacy fence not a cyclone fence. He also would like to confirm that Robert Houtz will be responsible for all labor, removal of brush and improvements to the area as well as all expenses associated with the removal of the bushes.
 - Once the above terms are confirmed, Trustee J. Feece & Trustee T. Reynolds have given permission for the removal of the bushes.

Assistant Chief W. Stevens of EMS:

1) Firehouse Program

- Assistant Chief W. Stevens informed the trustees that the CAD changes at Tri Com are working well with dispatching. CAD is connected to Tri Com by a computer line that provides information from calls such as the vehicle assigned to the call, times, address and homeowner information. The information can be uploaded to the district and put into Firehouse. This information is essential for providing the firefighters with up to date information. The information that will be uploaded will also cut down on Firefighters and Medics time for completing reports.
- A CAD interface is needed to transfer the information at a cost of \$2,510.00.

A motion was made by T. Reynolds to purchase the CAD interface for \$2,510.00. J. Feece seconded the motion. It was voted on and approved.

2) Medic Engine Equipment

- Assistant Chief W. Stevens informed the trustees that the cost to convert Engine 305 into a Medic Engine will be \$19,970.00. The equipment needed would consist of a defibrillator, drug box and paramedic equipment.

A motion was made by T. Reynolds to approve \$19,970.00 to purchase the equipment to convert Engine 305 into a Medic Engine. J. Feece seconded the motion. It was voted on and approved.

Assistant Chief T. Haley of Fire Operation Comments:

1) FBI Trailer

- Assistant Chief T. Haley informed the trustees that the FBI is looking for a location to store a truck and trailer. The truck and trailer are 38 ft. long. The FBI would inform the district two to three hours ahead of time when they will need to have access to the trailer and/or move it.
- Station Two is 80 ft. long door to door. Station Two could accommodate their request with equipment and trucks being moved. It will be a tight fit but it is possible. There is also room to store the trailer outside if the FBI would consider this option.
- Trustee J. Feece & Trustee T. Reynolds have approved the storage of an FBI trailer at Station Two. Trustee T. Reynolds requested that the FBI provide a certificate of insurance to the district.

Attorney R. Britz Comments:

No Comment

Administrative Assistant Comments:

1) CD maturing

- Administrative Assistance P. Hall informed the trustees that the \$1,025,243.09 CD is maturing on September 21, 2007. The CD can be renewed for 6 months at 5.05% & APY of 5.19% at American Bank & Trust.

A motion was made by T. Reynolds to renew the CD at American Bank & Trust for 6 months. J. Feece seconded the motion. It was voted on and approved.

Other concerns:

- Trustee J. Feece met with a resident in Lily Lake that owns the property that the district is interested in for a future station site. The resident currently has a contract on this property. In the event that the contract falls through, she will contact the district to continue discussions in regards to a future station site. Trustee J. Feece gave the resident Chief K. Callaghan's contact information. He requested that she pass on the information to the realtor or the person that holds the current contract.
- Trustee T. Reynolds requested an update on the progress of the shift office remodel, ambulance station upgrades and the video monitoring system. Assistant Chief T. Haley informed the trustees that a bid is being acquired for the furnace replacements, an alarm drawing has been obtained for the ambulance station, and plumbing and electrical bids have been obtained. The video conferencing system has been started at both stations. The video conferencing system should be complete and tested on Wednesday, September 12, 2007.
- Fire Marshall A. Isberg presented a quarterly report outlining the fire prevention bureau. He reviewed the progress of the fire prevention schedule, new subdivisions under the review process, water use agreements, preplans, commercial developments, the "Remembering When" educational program for senior citizens, juvenile firesetters and training of firefighters. Fire Marshall A. Isberg explained that a study was done with children in regards to their response to a fire in their home and the escape plan. All the children failed so this area will be emphasized in the educational programs offered to children. The Fire Prevention Theme is "Practice your Escape Plan."

At 6:14 pm, J. Feece made a motion to adjourn the meeting. T. Reynolds seconded the motion. It was voted on and approved.

Respectfully Submitted,

Pamela C. Hall
Administrative Assistant