

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

Date: September 8<sup>th</sup>, 2008

To: President & Trustees

From: Administrative Assistant

R. Weber called the Trustee Meeting to order at 5:03 pm with the following persons in attendance:

T. Reynolds	R. Weber	P. Hall	K. Callaghan
T. Haley	W. Stevens	R. Britz	

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

Public Comment:

None presented

Trustee J. Feece arrived at 5:06 pm & took over the meeting proceedings.

Treasurer's Report:

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 12, 2008 – September 8, 2008 in the amount of \$385,834.17. 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) Revised 2008-2009 Budget

- Chief Callaghan presented the trustees with a tentative amended 2008-2009 budget for their review. He explained the need to revise the budget due to Accountant & Auditor recommendations.
- Administrative Assistant P. Hall reviewed the areas in the budget that had been changed.
  - a) Fire Equipment-Air Bags was revised from \$1,500.00 to \$15,000.00
  - b) Administrative Expenses; Ambulance Billing was added in the amount of \$19,500.00
  - c) The income for Ambulance Service Contracts and other sources was increased from \$110,000.00 to \$140,000.00
- Chief Callaghan stated that a Notice of a Public Hearing would be placed in the *Elburn Herald*. The public hearing to approve the Amended Budget would take place at the Elburn & Countryside Fire Protection District Trustees Meeting on October 13, 2008.

A motion was made by T. Reynolds to accept the tentative amended budget for review and publicize a public hearing on October 13, 2008. R. Weber seconded the motion. It was voted on and approved with a copy placed on file.

Fire Chief K. Callaghan Comments continued:

2) Meeting Room Furniture

- Chief Callaghan stated that the district would like to purchase 100 chairs and 25 tables for the meeting & training rooms at Station One and Station Two. The existing chairs and tables are in need of repair as well as more chairs are needed to accommodate the number of employees. The quote for the chairs is \$7,446.00 and the quote for the tables is \$2,200.00. Neither quote includes shipping.

A motion was made by T. Reynolds to approve \$10,000.00 for the purchase of the new tables and chairs. R. Weber seconded the motion. It was voted on and approved.

3) Snow Plow; Brush 308

- Chief Callaghan informed the trustees the district would like to equip Brush 308 with a snow plow. The quote for a Boss Super Duty 7 foot 6 inch snow plow is \$4,430.00.
- Trustee Feece recommended that the district consider purchasing an 8 foot plow instead. Chief Callaghan informed the trustees that he has no objections to purchasing an 8 foot plow. Chief Callaghan did not have a quote for an 8 foot plow, only the 7 foot 6 inch plow.

A motion was made by T. Reynolds to approve the purchase of a snow plow not to exceed \$5,000.00. R. Weber seconded the motion. It was voted on and approved.

4) Work Out Equipment

- Chief Callaghan informed the trustees that Delnor Health & Wellness Center is giving away old equipment. The district has obtained 3 Stair Steppers and 2 Weight Machines for the employees to utilize in the fitness rooms at Station One and Station Two.

5) Mutual Aid Agreements

- Chief Callaghan informed the trustees that the Automatic Mutual Aid Agreements for the surrounding districts were updated and ready for approval. Signatures were obtained from President Trustee J. Feece for each Mutual Aid Agreements.

A motion was made by T. Reynolds to approve the Mutual Aid Agreements. R. Weber seconded the motion. It was voted on and approved with a copy placed on file.

Assistant Chief W. Stevens of EMS:

1) Reimbursement from Medicare

- Assistant Chief Stevens informed the trustees that Medicare approved charge increases for ambulance billing. Assistant Chief Stevens requested the district increase their billing to reflect the approved Medicare increases.
  - a) ALS1; \$400.00 increased to \$412.15
  - b) ALS2; \$575.00 increased to \$596.54
  - c) Mileage; \$6.05 increased to \$6.55 per mile

A motion was made by T. Reynolds to approve the increase in ambulance billing. R. Weber seconded the motion. It was voted on and approved.

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 2008 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 2008, there were 23 incidents North, 34 incidents South, 47 incidents Center and 14 incidents Mutual Aid for a total of 118 incidents. Year to date comparison of 885 incidents in 2007 versus 907 in 2008. A copy of the report has been placed on file.

2) Base Station Upgrade

- Assistant Chief T. Haley informed the trustees that the district needs to upgrade the base station radio. The base station radio is not narrow band compliant. A quote in the amount of \$8,524.04 was obtained to upgrade the base station radio as well as inspect, fix and paint the radio tower. The specific amount of the bill will depend on the tower and any repairs it may need before painting.

A motion was made by T. Reynolds to approve up to \$8,524.04 for the base station upgrades. R. Weber seconded the motion. It was voted on and approved.

3) Computer upgrade for vehicles

- Assistant Chief T. Haley requested the district upgrade computers in vehicles; Engine 302, Engine 305, Ambulance 351, Ambulance 352 and Ambulance 353. The computers will be Panasonic tough books including new docking stations and installation. Trustee R. Weber stated that the front line vehicles should also be updated. Assistant Chief Haley agreed and will add three more computers to the order. Chief Callaghan, Assistant Chief Haley and the Officer on Duty car will also be equipped with new computers.

A motion was made by T. Reynolds to approve the purchase of the 8 computers for Engine 302, Engine 305, Expedition 311, Expedition 312, Expedition 300, Ambulance 351, Ambulance 352 and Ambulance 353. R. Weber seconded the motion. It was voted on and approved.

4) Portable Radio Upgrades

- Assistant Chief T. Haley informed the trustees that the district would like to purchase 17 new portable radios. Each radio including a shoulder strap and pouch will cost \$885.00.

A motion was made by T. Reynolds to purchase 17 portable radios. R. Weber seconded the motion. It was voted on and approved.

5) Traffic Safety

- Assistant Chief T. Haley informed the trustees that a federal law has passed that requires all fire districts to follow new safety standards. The law was created to reduce injuries and death of emergency personnel. The district is required to have all personnel on the scene of an incident wear vests as well as set up cones and signage for the public to read before each emergency situation. Studies show that injuries and death of emergency personnel can be reduced if the public is aware of emergency situations sooner. The public will proceed with caution by the scene of the incident as well as be more aware of emergency personnel since they will be more visible during inclement weather and after dark.

Assistant Chief T. Haley of Fire Operations Comments continued:

- Trustee T. Reynolds expressed concern with response time if personnel were delayed due to putting up cones and signage en route to an incident. Assistant Chief Haley explained that the district will not delay care to any patient. The immediate emergency situation and the patients will be accessed before personnel are sent back to put up signage and cones before the scene of an incident.
- Assistant Chief T. Haley requested \$3,000.00 for the purchase of reflective vests for all personnel, cones and signage. Trustee Weber made a motion to purchase all the traffic safety equipment requested. Trustee J. Feece called for a second to the motion, Trustee T. Reynolds refused to second the motion.
- Trustee T. Reynolds expressed concern due to the financial burden this new law will have on all fire districts. Trustee T. Reynolds expressed concern over the legal ramifications of the cones and signage at the scene of an incident. Trustee T. Reynolds is opposed to the federal law mandating the new safety standards. Trustee T. Reynolds would like the district to write a letter to R. Durbin expressing concern for funding and request the reason behind the bill.
- Assistant Chief T. Haley explained that the district is required to be compliant by November 1, 2008. Assistant Chief T. Haley requested the district purchase only the reflective vests and cones at this time and table the signage until the next meeting. This will allow Assistant Chief T. Haley time to compile information to pass on to Trustee T. Reynolds in regards to the new safety standards and federal law.

A motion was made by R. Weber to purchase vests and cones only to be compliant with the new federal safety standards. T. Reynolds seconded the motion. It was voted on and approved.

Attorney R. Britz Comments:

Attorney R. Britz stated that he is willing to have a monthly presentation in regards to pending bills and legislation. If the trustees would like him to provide this service, all they have to do is let him know so he can be prepared for meetings.

Administrative Assistant Comments:

1) Certificate of Deposit

- Administrative Assistant P. Hall informed the trustees that a Capital Reserve Fund Certificate of Deposit for \$1,078,300.18 is maturing on September 25, 2008. If they choose to renew the Certificate of Deposit, there are three options; six months @ 3.00%, one year @ 3.25% or eighteen months @ 3.50%

T. Reynolds made a motion to renew the Certificate of Deposit for six months at 3%. R. Weber seconded the motion. It was voted on and approved.

Other concerns:

- Chief Callaghan informed the trustees that he received a letter from Kane County Board Member Drew Franz. Drew Franz was responding to the districts letter expressing concern over the Anderson Road Bridge. The letter stated that Kane County is ready to proceed and funding is in place for the Anderson Road Bridge. The Village of Elburn and the developer need to proceed with land acquisition before the bridge can be built.
- Chief Callaghan informed the trustees that four new full time firefighter/paramedics are starting on September 15, 2008. Three personnel were hired for the SAFER Grant and one person was hired to replace an employee who resigned. They will be working days during the four week academy. The swearing in ceremony will be after the next trustees meeting on October 13, 2008.

Other concerns continued:

- Chief Callaghan informed the trustees that the Fire Department will be purchasing a thermal Imaging camera for \$12,000.00. The funds to purchase this equipment were raised by the fire department through their annual dance.
- Chief Callaghan informed the trustees that the district had a deployment request for a Squad and one Chief Officer for relief efforts for Hurricane Gustav. The deployment request was cancelled. Chief Callaghan requested the trustees set a policy on how employees will be paid if deployed. Discussion was held in regards to salaried employees, hourly employees and officer rates. In the past, employees were paid from portal to portal. Trustee Weber feels salaried employees should be converted to shift employees during deployment. Trustee Weber also feels that Chief Officers should not be deployed due to the district's needs in the event of a large incident or natural disaster.
- Chief Callaghan informed the trustees that Illinois Association of Fire Protection Districts will be hosting the annual Fire District Trustee Program. It will be held at the Sugar Grove Fire Station on Saturday, November 8, 2008 from 9:00 am – 2:00 pm.

Executive Session:

At 6:05 pm, Chief K. 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.”

A motion to go into executive session was made by T. Reynolds. R. Weber seconded the motion.

At 6:09 pm, the executive session ended with a motion by T. Reynolds. R. Weber seconded the motion.

At 6:13 pm, T. Reynolds 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