

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

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Date: September 10, 2009

To: President & Trustees

From: Administrative Assistant

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

T. Reynolds	J. Feece	R. Weber	P. Hall	T. Haley
W. Stevens	R. Britz	J. Kelly	K. Callaghan	A. Isberg
M. Huneke	J. McCafferty	M. Sheahan	B. Schopp	K. Schramm
W. Brauer	J. Schmidt	B. Blaze		

Public Comment:

No comment

President J. Feece requested that "Public Comment" also be added to the end of the Trustee meeting agenda giving the public the opportunity to address the board on two separate occasions at meetings in the future.

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

T. Reynolds made a motion to accept the executive session minutes as presented. 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 4, 2009 – September 10, 2009 in the amount of \$413,443.08. 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) Investment Options

- Chief Callaghan requested Attorney R. Britz address the board in regards to the Public Investment Act and his advice to American Bank & Trust. Attorney R. Britz explained that the Public Investment Act does not allow Federal Securities. He then requested American Bank & Trust elaborate on the options that are available to the district for capital fund investments.
- American Bank & Trust Vice President William Brauer introduced American Bank & Trust Vice President of Trust & Investment Services Jeffrey Schmidt and American Bank & Trust Vice President, Trust Officer Bob Blaze to the Elburn & Countryside Fire Protection District Board of Trustees.

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Fire Chief K. Callaghan Comments continued:

- American Bank & Trust Vice President, Trust Officer Bob Blaze addressed the board in regards to the investment options for the two Certificates of Deposit that have matured. As previously discussed at the last trustees meeting, certificates of deposit interest rates are very low at this time and a request was made for other options. B. Blaze suggested the district consider large deposit such as Certificates of Deposit plus a laddered bond.
- J. Schmidt presented information in regards a Laddered Bond Strategy. He explained that this option is FDIC insured. He also explained that as money matures, the district would capture higher rates through ladder maturity. This is a proven and effective way to take advantage of interest rates. The portfolio platform created shows flexibility and district needs.
- Attorney R. Britz stated that the Laddered Bond Strategy satisfies the requirements per the Public Investment Act.
- Trustee J. Feece inquired as to the risk of a laddered bond. B. Blaze explained that all rates are subject to market fluctuation and bonds are subject to interest rate risk. When interest rates rise, bond prices fall; generally the longer a bond's maturity, the more sensitive it is to this risk. He also stated that American Bank & Trust Co. has a large group of municipalities investing at their bank.
- B. Blaze stated that the investment requires basis points with the management fees included. Due to the basis points, the trust department wants your funds to increase also so they gain too.
- Trustee T. Reynolds stated that he does not foresee interest rates dropping so he feels considering CDARS only is the better plan for a one year investment.

A motion was made by T. Reynolds to reinvest the Certificates of Deposit that have matured in the CDARS program. R. Weber seconded the motion. It was voted on and approved.

A motion was made by T. Reynolds to renew Certificate of Deposit #1 in the amount of \$2,576,439.61 plus interest and Certificate of Deposit #2 in the amount of \$1,147,013.73 plus interest for one year @ 1.40%. R. Weber seconded the motion. It was voted on and approved.

2) Station Three; Investment Update

- Chief Callaghan requested Attorney R. Britz address the board on the previous request by the trustees for information in regards to purchasing the Campbell farm & many acres of property. Attorney R. Britz stated that this is not an option. The district can not purchase more property than as needed.
- Chief Callaghan requested the trustees advise him on if he should pursue meeting with the Village of Lily Lake as previously discussed. The board agreed that that they would like to meet at the proposed site with the Village of Lily Lake. Chief Callaghan will contact the Village of Lily Lake President to set up a date and time to meet.

3) Letter of Appreciation

- Chief Callaghan read a Letter of Appreciation from a resident. The resident had been on vacation when a micro burst/tornado touched down in the district specifically in the area of his residence. He stated that he contacted the district to request a check on his home. Lt. Lloyd and the duty crew were very receptive and accommodating to the residents needs. Lt. Lloyd did check on the home and called the resident back to advise him as to the status of his home. The resident wanted to express his satisfaction with the response from the district and their professionalism.

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Fire Chief K. Callaghan Comments continued:

4) Station Two; Bike Path Extension

- Chief Callaghan explained that the sidewalk to the east of Station Two is used quite often by bicyclists and Mill Creek residents. The bicyclists/residents then proceed to cross the grass leading to Station Two to continue with their bike ride/walk. Chief Callaghan requested approval to extend the sidewalk on the east edge of the property so it would be a continual trail. The cost of this project would be \$1,900.00.

A motion was made by R. Weber to approve the extension of the sidewalk. T. Reynolds seconded the motion. It was voted on and approved.

5) Pump Test Quote

- Chief Callaghan stated that in the past, pump testing has been performed by the district on the rigs. He requested the district hire a company, Emergency Apparatus Maintenance, to perform pump testing this year. The cost would be \$265.00 per rig. The district would pump test six rigs equating to an expense of \$1,600.00 plus travel time. The company is also capable of doing repairs if needed. Chief Callaghan and the mechanics would observe to be assured that the district has been also pump testing correctly.

A motion was made by R. Weber to approve hiring Emergency Apparatus Maintenance to pump test the rigs. T. Reynolds seconded the motion. It was voted on and approved.

Assistant Chief W. Stevens of Emergency Medical Services Comments:

1) IPRF Update; Workers Compensation Insurance

- Assistant Chief W. Stevens informed the Board of Trustees that a broker is needed for the workers compensation insurance. At the previous trustees meeting, Corkill Insurance was recommended. Trustee T. Reynolds requested the district inquire with Mesirow Financial as to their desire to be the district's broker and compare services.
- Assistant Chief Stevens explained that the district is missing the opportunity to negotiate due to late notice of broker choice. Negotiations are done after a broker has been chosen. He feels the broker needs to have the best interest of the district in mind, review coverage, help with loss control, overpayments on claims as well as assist with discounts.
- After researching both companies, Assistant Chief Stevens recommends Corkill Insurance as the broker for the district. They currently represent the district with their health insurance needs. Corkill Insurance has done an exceptional job for the district over the years with any concerns we have had as well as works hard to provide the district with the lowest rates for the best coverage.

A motion was made by R. Weber to hire Corkill Insurance as the broker for workers compensation insurance. T. Reynolds seconded the motion. It was voted on and approved.

2) VFIS/Ideal Insurance Agency; District annual insurance renewal

- Assistant Chief Stevens informed the trustees that the annual renewal of liability insurance coverage is due. The pension bond renewal premium remained the same as last year. The liability insurance premium increased from \$30,923.00 to \$ 32,910.00 for an increase of \$1,987.00.

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Assistant Chief W. Stevens of Emergency Medical Services Comments continued:

A motion was made by J. Feece to approve VFIS/Ideal Insurance for the districts annual liability insurance renewal. T. Reynolds 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 2009 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 2009, there were 16 incidents North, 25 incidents South, 47 incidents Center and 12 incidents Mutual Aid for a total of 100 incidents.
- The district was down 18 calls for the month of August compared to last year. Year to date, the district is down by 48 calls. A copy of the report has been placed on file. In the month of August 2009, Ambulance 351 responded to 39 incidents vs. Ambulance 352 responding to 18 calls.

2) Squad Update

- Assistant Chief Haley informed the board of trustees that he contacted Alexis to check on the status of the squad. He was informed that everything is on schedule. The chassis is set for delivery on 10/21/09. The squad is scheduled for completion in March 2010.

Attorney R. Britz Comments:

- Attorney R. Britz stated that he would like to have a brief presentation reviewing fire district laws next month. Chief Callaghan stated that this topic will be added to the agenda.

Administrative Assistant Comments:

No Comment

Other Concerns:

- Assistant Chief Stevens informed the board of trustees that the Kane County Public Health Department will be administering Tetanus and Pneumonia shots on 10/06/09 to the district employees, trustees and fire commissioners.
- Trustee J. Feece addressed meeting date changes and how he does not feel this is appropriate. The meeting dates are set annually & he feels the board should keep to the regular schedule as much as possible.

Executive Session:

At 6:03 pm, Chief K. Callaghan called an executive session for "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)

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

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Executive Session continued:

Before going into the executive session, Chief Callaghan requested permission to release Administrative Assistant P. Hall from attending the executive session due to a prior commitment. The meeting will be taped & she will create the notes from the tape recorded session. The Board of Trustees agreed that Administrative Assistant P. Hall could be excused.

At 6:04 pm, a motion to go into executive session was made by T. Reynolds. R. Weber seconded the motion.

The following persons were in attendance during the executive session:

R. Britz	J. Kelly	K. Callaghan	T. Haley	W. Stevens
R. Weber	T. Reynolds	J. Feece		

At 7:00 pm, the executive session ended with a motion by T. Reynolds. R. Weber seconded the motion.

A motion was made by T. Reynolds that no action was required from the executive session. R. Weber seconded the motion. It was voted on and approved.

At 7:02 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