

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
12/08/14

Date: December 8, 2014

To: President & Trustees

From: Administrative Assistant Pamela C. Hall

President T. Reynolds called the Trustee Meeting to order at 4:04 pm with the following persons in attendance:

T. Reynolds	J. Childress	B. Schopp	K. Callaghan	T. Haley
C. Hanson	P. Hall	R. Britz	W. Thomas	A. Isberg
R. King				

Assistant Chief Hanson led the Board of Trustees in the pledge of allegiance.

Public Comment:

None

Previous Meeting Minutes:

T. Reynolds called for any additions or correction of the minutes from the November 10th, 2014 meeting. B. Schopp made a motion to accept the minutes. J. Childress seconded the motion. It was voted on and approved with a copy placed on file.

T. Reynolds called for any additions or correction to the executive session minutes from the November 10th, 2014 meeting. B. Schopp made a motion to accept the minutes. J. Childress 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.

J. Childress 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 in the amount of \$172,666.01.

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

Foreign Fire Insurance Board Comments:

None

Fire Chief K. Callaghan Comments:

1) Ordinance #2014-106; Levying & Assessing Taxes

a) Motion to approve Ordinance # 2014-106; Levying & Assessing Taxes

- Chief Callaghan presented Ordinance #2014-106; Levying and Assessing Taxes for review, signatures and approval by the Board of Trustees.

J. Childress made a motion to approve Ordinance # 2014-106; Levying & Assessing Taxes. B. Schopp seconded the motion. It was voted on and approved.

Roll Call Vote	3	Ayes
	<hr/>	
	0	Nays
	<hr/>	
	0	Absent
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Fire Chief K. Callaghan Comments continued:

b) Motion to approve Resolution #2014-R-107; Truth in Taxation Finding

- Chief Callaghan presented Ordinance #2014-R-107; Truth in Taxation Finding for review, signatures and approval by the Board of Trustees.

B. Schopp made a motion to approve Resolution # 2014-R-107; Truth in Taxation Finding. J. Childress seconded the motion. It was voted on and approved.

c) Truth in Taxation Certificate of Compliance

d) Certification of Tax Levy

- Chief Callaghan presented the Truth in Taxation Certificate of Compliance and Certification of Tax Levy for review and signatures by the Board of Trustees.

2) Holiday Gift Certificates

a) Motion to approve gift certificates

- Chief Callaghan sought approval from the Board of Trustees to purchase gift certificates for all employees for the holidays. He noted that the district has purchased \$20.00 gift certificates from The Elburn Market in the past and stated that he'd like to do the same this year.
- Trustee Reynolds stated that \$20.00 won't buy much and recommended increasing the gift certificates to \$25.00 per employee.

T. Reynolds made a motion to approve the purchase of gift certificates for the employees in the amount of \$25.00 each for a total of \$1,750.00. J. Childress seconded the motion. It was voted on and approved.

3) NIAFPD Conference

- Chief Callaghan informed the Board of Trustees that the NIAFPD Conference will be held on February 5th – 8th, 2015 in Lombard, IL. He requested the trustees notify the district if they plan on attending so registrations can be submitted.
- Chief Callaghan also noted that IAFPD is hosting Administration Training Sessions in January, February and March 2015. The closest one will be on March 21st, 2015 at the Cherry Valley Fire Department.

4) District Trustee Nominating Petitions

a) Motion to approve Administrative Assistant Pamela Hall to receive nominating petitions

- Chief Callaghan informed the Board of Trustees that for the trustee election in April 2015, nominating petitions will be dropped off at the station and sought approval for Administrative Assistant Pamela to be the recipient.

B. Schopp made a motion to approve Administrative Assistant Pamela Hall to receive nominating petitions. J. Childress seconded the motion. It was voted on and approved.

5) Appraisal for Station One & Ambulance Station

a) Motion to approve an appraisal for Station One & Ambulance Station

- Chief Callaghan informed the Board of Trustees that the cost of an appraisal for the Ambulance Station and Station One will be \$1,200.00 for each building for a total of \$2,400.00. Appraisals will be needed to begin discussions on the sale of both buildings in the near future.

B. Schopp made a motion to approve appraisals for Station One & Ambulance Station. J. Childress seconded the motion. It was voted on and approved.

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Assistant Chief T. Haley Comments:

1) Review Incident Report

- Assistant Chief C. Haley presented the Firehouse Incident Report for November 2014 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 November 2014, there were 15 incidents North, 21 incidents Northeast, 51 incidents South, 53 incidents Center and 33 incidents Mutual Aid for a total of 173 incidents.
- For the Year 2014, year to date, there have been 1803 incidents versus 1494 year to date for the Year 2013.
- There have been 1138 ambulance calls this year, compared to 993 last year.

2) Vehicle Update

a) Maintenance for the month of November

- None

3) Station Maintenance

a) Repairs for the month of November

- None

4) Station Construction Update

- Assistant Chief Haley informed the Board of Trustees that the masons are still laying brick on the outside walls. The basement walls by the mechanical room in the stairway have been completed along with the elevator walls. He also noted that the steel framing went up in the basement for the first floor along with some steel framing for the second floor. Precast decking has been completed between the first floor in the basement and carpentry work has begun in the basement for temporary stairs and walls for heating the basement this winter.
- Assistant Chief Haley also noted that the State of Illinois has approved the driveway/access onto IL Route 38.

5) Construction Change Orders

- None presented

6) Chicago Title construction payout

a. Payout requests for the month of October

- i. Earthwork, Utilities, Pre-cast, Mason, Steel, Plumbing/HVAC, Electrical and Construction Manager
- ii. Grand total \$428,908.45

- Assistant Chief Haley informed the Board of Trustees that there were payout requests for the month of November. Earthwork, Utilities, Pre-cast, Mason, Steel, Plumbing/HVAC, Electrical and Construction Manager in the total amount of \$428,908.45.

B. Schopp made a motion to approve the payout requests for the month of November. J. Childress seconded the motion. It was voted on and approved.

7) Chicago Title Escrow account

- Assistant Chief Haley request approval to move \$430,000.00 to the escrow account to cover expenses.

J. Childress made a motion to approve moving \$430,000.00 to the escrow account. B. Schopp seconded the motion. It was voted on and approved.

8) Project Cost Update

a) FGM Architect

- i. September expenses
- ii. \$9,592.11

- Assistant Chief Haley informed the Board of Trustees that he received the October invoice in the amount of \$9,592.11 from FGM Architect.

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Assistant Chief T. Haley Comments continued:

- 9) Station three Vehicle exhaust removal system
 - a. Air Hawk air purification system
 - b. Motion to approve installation of air purification system plus electrical work not to exceed \$13,000
- Assistant Chief Haley informed the Board of Trustees that an air purification system is needed for Station Three. Discussion was held on the system and a quote was presented. A copy has been placed on file.

B. Schopp made a motion to approve the Station Three vehicle exhaust removal/air purification system. J. Childress seconded the motion. It was voted on and approved.

Assistant Chief C. Hanson Comments:

- 1) Fire Prevention Bureau
 - a) Project Status (Plan Reviews, Inspections, Etc.)
 - i. MA Center
 - Assistant Chief Hanson informed the Board of Trustees that the district will be meeting with the representatives of the MA Center to outline additional buildings and structures.
 - b) Public Education (Classes, Special Events, Etc.)
 - i. Christmas Stroll
 - Assistant Chief Hanson informed the Board of Trustees that the district participated in the annual Christmas Stroll which had less of a turnout than previous years but was still very successful with good weather.
 - Fire Marshal Isberg also noted that the Solar Victolic Panel training on November 21st, 2014 was a great class.
- 2) Land Acquisitions for future stations (executive session)
 - a) Motion to approve Resolution No. 2014-R-108
 - Discussion was held in executive session.
- 3) Concept Design Plan for Station #3
 - a) Motion to approve hiring FGM Architects for Station #3 plan
 - Assistant Chief Hanson informed the Board of Trustees that he is seeking approval to hire FGM Architects to design a concept plan for Station Three.

B. Schopp made a motion to approve hiring FGM Architects for Station Three plan. J. Childress seconded the motion. It was voted on and approved.

- 4) Zoll Medical Quote for Refurbished X Series Monitor/Defibrillator
 - a) Motion to approve Zoll Medical Quote for \$24,500.00
 - Assistant Chief Hanson informed the Board of Trustees that Tender 309 (T309) was designed to be an Advanced Life Support Engine (ALS). He is seeking approval to purchase a refurbished X Series Monitor/Defibrillator that is identical to the monitors the district currently uses. The refurbished monitor/defibrillator is discounted from \$35,000.00 to \$24,500.00 and includes batteries, cables and the warranty is the same. He noted that the other ALS supplies for T309 have been purchased for a total of \$3,642.00.

B. Schopp made a motion to approve purchasing the Zoll X Series Monitor/Defibrillator in the amount of \$24,500.00. J. Childress seconded the motion. It was voted on and approved.

- 5) Fox Creek Dry Hydrant
- Assistant Chief Hanson informed the Board of Trustees that the district needs to meet with the homeowners association to discuss the Fox Creek dry hydrant, ownership and recapturing costs. He also noted that the Wasco Sanitary Station will meet Wednesday, December 10th, 2014 to discuss how long the water system will be down.

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Assistant Chief C. Hanson Comments continued:

- 6) Fulltime Hiring Process to replace Michael Sheahan (executive session)
 - a) Scott Sulak
 - Assistant Chief Hanson informed the Board of Trustees that Scott Sulak declined the position. He has taken a pass on his first offer.
 - b) Katherine Dye
 - Assistant Chief Hanson informed the Board of Trustees that Katherine Dye has accepted the position. She currently lives in Coal City, IL and is aware of the residency requirement. She has begun the process of a physical, drug testing, background test and psychological evaluation.
- 7) Pensionable Holiday Pay (executive session)
 - Discussion was held in executive session.
- 8) Incentives for Specialized Team Members
 - Assistant Chief Hanson informed the Board of Trustees that the continuing education hours for specialized teams were due the last Thursday in November. The district then grants the incentive pay to those that meet the requirements and qualify on the first paycheck in December. He noted that not all specialized team members met the requirements.
 - Discussion was held in regards to non-unionized personnel incentives being extended. The Board of Trustees agreed that this is a good idea.
- 9) Labor Management Meeting Items (executive session)
 - Assistant Chief Hanson noted that a Labor Management Meeting is tentatively scheduled in January.

Attorney Comments:

- 1) Appeal Process Update
 - Attorney R. Britz informed the Board of Trustees that Attorney E. Thomas will be in court this week for the circuit court dismissal. He also noted that a dismissal appeal can take place 30 days later.

Administrative Assistant P. Hall Comments:

- 1) CDARS account for capital funds
 - a) Motion to approve capital fund CDARS account(s)
 - Administrative Assistant P. Hall informed the Board of Trustees that the capital funds at NB & T are not all collateralized and an option is to move the funds to CDARS accounts. Discussion was held in regards to the length of time to place funds in a CDARS account. It was determined that one three month CDARS and one six month CDARS for \$2,000,000.00 each would be the best option for the district.

B. Schopp made a motion to open two CDARS accounts for \$2,000,000.00 each. J. Childress seconded the motion. It was voted on and approved.

Executive Session:

At 4:53 pm, Assistant Chief Hanson 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), Section (2)(c)(2) of the Act (to discuss collective negotiating matters between the public body and its employees) and/or Section (2)(c)(5) of the Act (the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.) and/or Section (2)(c)(11) of the Act (pending probable or imminent litigation)

At 4:55 pm, a motion to go into executive session was made by J. Childress. B. Schopp seconded the motion.

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

In attendance:

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

At 5:55 pm, the executive session ended with a motion by J. Childress. B. Schopp seconded the motion.

Action taken after executive session:

T. Reynolds made a motion to tentatively approve Resolution No. 2014-R-108 subject to attorney approval. J. Childress seconded the motion. It was voted on and approved.

T. Reynolds made a motion to direct Attorney R. Britz to draw up a contract for land acquisition and a future station site. B. Schopp seconded the motion. It was voted on and approved.

Other Concerns:

- Trustee Schopp inquired as to the number of candidates remaining on the list of eligible candidates after Scott Sulak and Katherine Dye. Assistant Chief Hanson stated three.
- Trustee Schopp inquired as to if there is a strategic plan to begin a new list. Assistant Chief Hanson stated yes, this agenda item will be addressed at the Board of Fire Commissioner's meeting on January 14th, 2015.
- Trustee Schopp expressed concern with the number of candidates applying for a position with the district. Assistant Chief Hanson stated that all the surrounding fire departments are having the same issue and explained that the law requires the mean scoring which has created less candidates that qualify.
- Discussion was held in regards to staffing and that there is no need for additional hires to staff Station Three.

Public Comment:

- No comment

At 5:57 pm, T. Reynolds made a motion to adjourn. J. Childress seconded the motion. It was voted on and approved.

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