

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
01/11/16

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Date: January 11, 2016

To: President & Trustees

From: Office Assistant Merry L. Morris

President T. Reynolds called the Trustee Meeting to order at 4:30 pm with the following persons in attendance:

T. Reynolds	J. Childress	M. Anderson	L. Engberg	B. Schopp
K. Callaghan	T. Haley	C. Hanson	M. Morris	R. Britz
L. Herra	L. Schopp	P. Malinowski	G. Algrim	M. Huneke
C. Mulvihill				

Chief K. Callaghan led the Board of Trustees in the Pledge of Allegiance.

Public Comment:

- No comment

Previous Meeting Minutes:

T. Reynolds called for any additions or correction of the minutes from the December 14th, 2015 meeting. M. Anderson made a motion to accept the minutes. J. Childress seconded the motion. It was voted on and approved with a copy placed on file.

Executive Session Minutes:

T. Reynolds called for any additions or correction of the minutes from the December 14th, 2015 meeting. B. Schopp made a motion to approve the Executive Session Minutes. L. Engberg seconded the motion. It was voted on and approved with a copy placed on file.

Treasurer's Report:

Office Assistant M. Morris presented the Treasurer's Report. J. Childress made a motion to approve the Treasurer's Report. M. Anderson seconded the motion. It was voted on and approved.

Approval of Bills:

The Purchase Journal was presented showing invoice expenses in the amount of \$237,286.83. T. Reynolds asked about Midwest Computer Products and what we need to spend to make it work. T. Haley said nothing, but need to work on cameras coming out of hibernation. Video conferencing works at all three stations now. Solution is to do a hard re-boot. J. Childress asked how we fixed the system, and T. Haley said we upped the internet speed at Station 2. M. Anderson made a motion to approve the bills. J. Childress seconded the motion. It was voted on and approved. T. Reynolds noted that the amount remaining in the budget is different from what remains in the bank.

Foreign Fire Insurance Board Comments:

- Chris Mulvihill said the next meeting is in February and were waiting on administration to supply the meeting dates for the next year. Chief Callaghan stated that he went over the meeting schedule with Dave Oliver and he had the dates. C. Mulvihill said they purchased a non-contact volt and two grills.

Fire Chief K. Callaghan Comments:

- 1) Statement of Economic Interest
 - Chief Callaghan told the Trustees that he put the information out and they should get something via email soon.
- 2) Employee Updates
 - a) Recruits went to shift. Will be looking at a new cycle soon.
 - b) Lieutenant Promotional Process: Candidates have been through all components. Preliminary list gets posted tomorrow.
 - c) Probation completion; Katherine Webster. Katie has completed all testing and is now off probation.

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3) Employee Appreciation Gifts

- Planning on doing one Employee Appreciation gift instead of two, with the amount not exceeding \$3,500.
- Chief Callaghan stated that the tax objection was worked on with the attorney and has been taken care of. Joe Schelstreet from St. Charles spoke with the new president of Fox River board to see where they are at. There is a meeting February 2. There was an article in the Chronicle that they are looking to replace Gaffney on the board.

Assistant Chief T. Haley Comments:

- Review Incident Report
- Assistant Chief C. Haley presented the Firehouse Incident Report for December 2015 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 December 2015, there were 28 incidents North, 54 incidents South, 52 incidents Center and 11 incidents Mutual Aid for a total of 145 incidents.
- Assistant Chief Haley noted that the total number of incidents year to date in 2014 was 1972 versus 1788 year to date for 2015. An 9.33% decrease year to date.

2) Vehicle Update

- A couple of vehicles went out of service this month. One Ambulance is still out, but everything else is running.

3) Station Maintenance

- a) Assistant Chief Haley noted that they were working on the tube heater issues at Station Two. Discussion ensued on the cause of the problem. T. Haley stated that the two heaters in the center of the building were installed improperly causing condensation that is dripping down. The options are to either fix the duct work or eliminate it by going through the building and going out the front. M. Anderson inquired whether condenser traps were installed when it was put in. T. Haley said they wouldn't need to fix it if it had been installed properly. It is cooling off too quickly for that short stretch. The estimates are approximately \$4,000 to go out the front, or \$2,700 to go out the top, wrap and insulate the duct work. M. Anderson said he would like us to investigate more before making a decision. More discussion ensued.
- B. Schopp made a motion not to exceed \$4,000 for option one to go out the front. M. Anderson seconded the motion. It was voted on and approved.
- b) Still working on the hot water heaters. Hope to have something at next month's meeting.
- c) Plumbing problems at station two - Still having issues with this. M. Huneke reported that they found a back-up after they started flushing water down it. T. Haley thinks it could be a pitch problem. T. Reynolds asked if it would help to clean it out more often. T. Haley said maybe. It was cleaned out Wednesday and was clear, then Thursday it started backing up. T. Haley stated he would like to get the system flushed and cleaned and back to like new condition. The estimate is around \$3,000 to do the entire building.

4) Station Construction Update

- Assistant Chief Haley informed the Board of Trustees that the building is finished, there are only miscellaneous issues remaining for the new Headquarters Station One.

5) Chicago Title construction payout.

- a) Payout requests for the month of December
- b) Flooring, Carpentry, Framing, Painting and Construction Manager
 - 1. Grand total \$376,915.07

6) Chicago Title Escrow account

- a) Motion to move \$377,000.00 to the escrow account

M. Anderson made a motion to approve transferring \$377,000.00 to the escrow account. J. Childress seconded the motion. It was voted on and approved.

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Assistant Chief T. Haley Comments continued:

- 7) FGM Architect cost
 - a) Architects fee \$7,667.92 for the Construction administration phase work
 - i. August invoice \$7,667.92
 - T. Reynolds asked where we stand on getting a check back from the Village. Assistant Chief Haley stated that he talked to Erin today. He is hoping before the week is out, but before the February meeting.
 - T. Reynolds asked where do we stand on the Opticom thing? Assistant Chief Haley stated that he didn't have an answer to that right now.
 - T. Reynolds asked how are the heating issues working out? Assistant Chief Haley stated that is our challenge right now. They are coming tomorrow to work on it. T. Reynolds stated that the sidewalk is not working either. A/C Haley stated that Brett is supposed to be here tomorrow a.m.
 - M. Anderson asked what did we decided to do with the push button? T. Reynolds said let's wait to see if the monitors are working first so they can see who they are opening the door for. M. Anderson stated he was concerned with leaving the door open. If no one is there, someone can come in and go downstairs and take whatever they want.
 - The Tricom hotline is not working. They are working on it. It is a problem with AT&T. T. Reynolds asked what is the problem with AT&T. Assistant Chief Haley explained all of the issues. B. Schopp asked if there is a phone jack in the vestibule. Assistant Chief Haley stated that there is. B. Schopp suggested putting a regular phone there for now with a sign that states to call 911 in an emergency. Assistant Chief Haley stated that we can do that, we will just have to get it re-programmed.
- 8) Problem with the wireless point -to-point connection between Station One and Station Two
 - a) The solution is to up the speed on the U-Verse at Station 2 for now until we get information and numbers.
- 9) Polycom Service Agreement
 - a) One year service support agreement for all of the Polycom equipment:
 1. Main training room \$4,340.00
 2. Two upstairs rooms \$1,780.00
 3. Two satellite stations \$660.00
 - i. Seeking motion to approve from Midwest Computer Products in the amount of \$6,780.00 for one year.
 - It was suggested to wait until the system was completely operational prior to purchasing a service agreement.
- 10) Infrared heating venting Station 2:
 - a) Option #1 - \$3,950.00
 - b) Option #2 - \$2,640.00
 1. Motion to approve from Jensen's Plumbing & Heating, Inc. Option #1 for \$3,950.00
 2. Motion to approve from Jensen's Plumbing & Heating, Inc. Option #2 for \$2,640.00
 - B. Schopp made a motion to approve Jensen's Plumbing & Heating in an amount not to exceed \$4,000.00. M. Anderson seconded the motion. It was voted on and approved.
- 11) Push button for the front door to remotely unlock the door.
 - a) Seeking motion to approve from Sound, Inc. in the amount of \$3,443.69.

This is for four wireless buttons. Discussion ensued with no definitive decision.
- 12) Add monitors at different locations for the cameras. Cost will be between \$4,000.00 and \$5,000.00 if we put a computer at every location. Assistant Chief Haley is working on a "Plan B", which is just a TV with a switch and cable. Not sure if this will work yet, waiting to hear back from IT company on this option.
 - Discussion ensued about just putting the monitors in Merry's office, Pam's office, the Shift office and upstairs. T. Reynolds stated that they should just be put in Merry and Pam's offices and the shift office, because they already have one upstairs.

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Assistant Chief C. Hanson Comments:

- 1) Review of Updated Personal Policies and SOG's
 - Assistant Chief Hanson passed out the latest version of the personnel policies and SOG's. He stated that it was 160 pages long. He would like the Trustees to go over it and provide feedback by the March meeting. The rollout date would be April 1, with an effective date of May 1, which coincides with the new fiscal year.
- 2) Arbitration Update
 - Thursday, January 14 is the hearing date. It will be held at Station 1.

Fire Marshal Comments:

- 1) Fire Prevention Bureau
 - a) Project Status (Plan Reviews, Inspections, Etc.)
 - Fire Marshal L. Schopp reviewed the Fire Prevention Bureau report. A copy has been placed on file.

Attorney Comments:

- None.

Office Assistant M. Morris Comments:

- None.

Other Concerns:

- Mike Huneke presented the Pension Report. He will give a copy to administration to review and place on file.
- He also passed out a Training Report and went over it with the Trustees.

Public Comment:

- No comment

At 5:55 pm, M. Anderson made a motion to adjourn. L. Engberg seconded the motion. It was voted on and approved.

Respectfully Submitted,
Merry Morris, Office Assistant
Elburn & Countryside Fire Protection District