

Elburn & Countryside Fire Protection District  
Board of Trustees Meeting  
07/13/15

Date: July 13, 2015

To: President & Trustees

From: Administrative Assistant Pamela C. Hall

President T. Reynolds called the Trustee Meeting to order at 4:31 pm with the following persons in attendance:

T. Reynolds	B. Schopp	M. Anderson	L. Engberg	K. Callaghan
C. Hanson	T. Haley	P. Hall	R. Britz	W. Thomas
A. Isberg	N. Sharp	J. Miller	S. Coomes	L. Schopp
G. Algrim	T. Hall	M. Linden	B. Reese	K. McCullough
L. Herra				

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 June 3<sup>rd</sup>, 2015 meeting. M. Anderson made a motion to accept the minutes. L. Engberg 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 June 3<sup>rd</sup>, 2015 meeting. T. Reynolds and B. Schopp abstained from voting on the meeting minutes due to not being present at the meeting. J. Childress was not present at today's meeting so it was decided that this agenda item will be listed on the next meeting agenda. No approval sought at this time.

T. Reynolds called for any additions or correction of the minutes from the June 8<sup>th</sup>, 2015 meeting. M. Anderson made a motion to accept the minutes. L. Engberg 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 June 8<sup>th</sup>, 2015 meeting. B. Schopp made a motion to accept the minutes. L. Engberg seconded the motion. It was voted on and approved with a copy placed on file.

No approval needed for June 25<sup>th</sup>, 2015 bid opening minutes.

T. Reynolds called for any additions or correction of the minutes from the July 6<sup>th</sup>, 2015 meeting. L. Engberg made a motion to accept the minutes. M. Anderson 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 July 6<sup>th</sup>, 2015 meeting. B. Schopp made a motion to accept the minutes. M. Anderson 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.

B. Schopp 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 \$250,208.57.

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

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Foreign Fire Insurance Board Comments:

- No Comment

Fire Chief K. Callaghan Comments:

- 1) TSI Porta-Count Mask Fit Testing purchase
  - a) Motion to approve the TSI Porta-Count Mask Fit Testing System in the amount of \$12,810.00
- Chief Callaghan informed the Board of Trustees that the current fit testing system is over 10 years old. The SCBA masks need to be tested annually and the old system is no longer supported.

M. Anderson made a motion to approve the purchase of the TSI Porta-Count Mask Fit Testing System in the amount of \$12,810.00. B. Schopp seconded the motion. It was voted on and approved.

- 2) New staff vehicle update
  - Chief Callaghan informed the Board of Trustees that the new staff vehicle is here. He noted that Radco will be begin installing the radios this week. He also noted that he will provide information next month on the 2004 Expedition and seek approval for its sale next month.
- 3) Wooley Road property closing date
  - Chief Callaghan informed the Board of Trustees that the closing date for the Wooley Road property will take place on September 21<sup>st</sup>, 2015 at 9:00 am.
- 4) Training Program
  - a) Motion to approve Training Solutions program in the amount of \$7,203.80
  - Chief Callaghan informed the Board of Trustees that a new training program with record tracking would simplify training records/files. There is a set-up fee of \$1,500.00 for the first year only plus the regular fees equating to a total cost of \$7,203.80. After the initial cost, the fees will be based on number of users and maintenance needs.

B. Schopp made a motion to approve the purchase of the Training Solutions program in the amount of \$7,203.80. M. Anderson seconded the motion. It was voted on and approved.

Assistant Chief T. Haley Comments:

- 1) Review Incident Report
  - Assistant Chief C. Haley presented the Firehouse Incident Report for June 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 June 2015, there were 31 incidents North, 60 incidents South, 45 incidents Center and 26 incidents Mutual Aid for a total of 161 incidents.
- 2) Vehicle Update
  - a) Maintenance for the month of June
    - Nothing major to report.
- 3) Station Maintenance
  - a) Repairs for the month of June
    - Nothing major to report
- 4) Station Construction Update
  - a) Masons laying brick on the outside walls and apparatus walls along with miscellaneous fill-in work.
  - b) HVAC and Plumbing work
  - c) Framing of second floor house side, dry wall work on the basement, 1<sup>st</sup> and 2<sup>nd</sup> floor in process 1st floor office area painted
  - d) Electrical work and IT work
  - e) Sprinkler work
  - f) Apparatus concrete floor poured

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Assistant Chief T. Haley Comments continued:

- Assistant Chief Haley updated the Board of Trustees on the construction. He noted that the masons will be done within the next three weeks, taping and drywall of the second floor will be completed soon and they are hanging lights on the apparatus floor at this time.

5) Construction Change Orders

a. Change orders in the month of June totaling \$3,804.02

i. Drywall removal basement

- Assistant Chief Haley informed the Board of Trustees that there were change orders totaling \$3,804.02 for the removal and replacement of drywall due to flooding.
- Discussion was held in regards to if this change order is a district expense or a construction expense for which they should utilize their insurance to cover these type of incidents. Attorney R. Britz stated that he will look into it and report back to the board.

6) Chicago Title construction payout.

a) Payout requests for the month of June

i. Mason, Concrete, Windows, Plumbing/HVAC, Electrical, Framing, drywall, roofing and Construction Manager

1. Grand total \$594,099.42

- Assistant Chief Haley informed the Board of Trustees that there were payout requests for the month of June. Mason, Concrete, Windows, Plumbing/HVAC, Electrical, Framing, drywall, roofing and Construction Manager in the total amount of \$594,099.42.

7) Chicago Title Escrow account

a) Motion to move \$600,000.00 to the escrow account

B. Schopp made a motion to approve transferring \$600,000.00 to the escrow account. L. Engberg seconded the motion. It was voted on and approved.

8) Project Cost Update

a) FGM Architect May cost

i. Architects fee \$10,512.68 final payout of the bid phase work

- Assistant Chief Haley informed the Board of Trustees that the May invoices from FGM Architect total \$10,512.68

9) Move Station One phone system to the new Headquarters Station along with adding equipment.

a) Remove the existing phone system, reinstall and program the phone system in the new building \$24,000.00

i. Motion to approve hiring Sound Incorporated to install the phone system and new equipment in the amount of \$24,000.00

- Assistant Chief Haley informed the Board of Trustees that the phone system is three years old and there is nothing wrong with it so it will be repurposed at the new headquarters station. There will be expenses to remove the existing phone system and reinstall it at the new headquarters station.

M. Anderson made a motion to approve hiring Sound Incorporated to install the phone system and new equipment in the amount of \$24,000.00. B. Schopp seconded the motion. It was voted on and approved.

b) Move the base radio from Station One to the new Headquarters Station

i. Motion to approve hiring Radco to move the base radio in the amount of \$9,000.00

- Assistant Chief Haley informed the Board of Trustees that the base radio is not very old either and there is nothing wrong with it so it will be repurposed at the new headquarters station. There will be expenses to remove the base radio and reinstall it at the new headquarters station.

L. Engberg made a motion to approve hiring Radco to move the base radio in the amount of \$9,000.00. B. Schopp seconded the motion. It was voted on and approved.

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Assistant Chief T. Haley Comments continued:

11) Update Video Conference System for the new Headquarters Station and Station Two along with adding a system at Station Three

- a) SKC Communications \$126,000.00
- b) Exotech, Inc. \$103,000.00
- c) Midwest Computer Product \$97,000.00

i. Motion to approve hiring Midwest Computer Product for installation of the Video Conference in the amount of \$97,000.00

- Assistant Chief Haley informed the Board of Trustees that the video conferencing system needs to be installed at the new headquarters station, updates at Station Two and added at Station Three. He received three bids and recommended Midwest Computer Product.

M. Anderson made a motion to approve hiring Midwest Computer Product for installation of the Video Conference in the amount of \$97,000.00. L. Engberg seconded the motion. It was voted on and approved.

12) Purchase kitchen appliances for the new Headquarters Station

- a) Paulsen \$6,394.00
- b) Sears \$6,779.95
- c) ABT \$5,886.01
- d) Young's \$7,768.00

i. Motion to approve the purchase of kitchen appliances from ABT with the amount not to exceed \$5,900.00

- Assistant Chief Haley informed the Board of Trustees that the kitchen appliances need to be ordered for the new headquarters station. He received three bids and recommended ABT.
- He noted that the Foreign Fire Insurance Fund will pay half of the total expense. The quote is for three refrigerators, one microwave and one dishwasher.

L. Engberg made a motion to approve the purchase of kitchen appliances from ABT with the amount not to exceed \$5,900.00. B. Schopp seconded the motion. It was voted on and approved.

- a) Young's \$12,629.00
- b) Restaurant Equippers \$9,160.00
- c) Kitchen All \$6,770.00

ii. Motion to approve the purchase of commercial appliances from Kitchen All Restaurant Equipment with the amount not to exceed \$6,800.00

- Assistant Chief Haley informed the Board of Trustees that the commercial appliances need to be ordered for the new headquarters station. He received three bids and recommended Kitchen All.
- He noted that the Foreign Fire Insurance Fund will pay half of the total expense. The quote is for a pilotless, electronic ignition stove. The gas will automatically shut off if there is a call.
- He also noted that the contractor installs everything after the district makes the purchases.

B. Schopp made a motion to approve the purchase of commercial appliances from Kitchen All Restaurant Equipment with the amount not to exceed \$6,800.00. L. Engberg seconded the motion. It was voted on and approved.

13) Purchase bunk room furniture

- a. University Loft \$7,423.70
- b. All A Board \$5,940.00

i. Motion to approve the purchase of bunk room furniture from All A Board with the amount not to exceed \$6,000.00

- Assistant Chief Haley informed the Board of Trustees that the bunk room furniture needs to be ordered for the new headquarters station. He received two bids and recommended All A Board.

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Assistant Chief T. Haley Comments continued:

- Assistant Chief Haley noted that the quotes are for ten of the fifteen bunks at the new headquarters station. The quotes are for bed frames with storage drawers underneath. The district currently owns nine mattresses that will be moved from the old Station One to the new headquarters Station One.
- He also noted that the Foreign Fire Insurance Fund purchased the Sleep Number mattresses for the nine bunks currently in use at Station One. Discussion will be needed at the Foreign Fire Board meeting to determine if they will be purchasing the tenth mattress needed for the new headquarters station.

Assistant Chief C. Hanson Comments:

- 1) Fire Prevention Bureau
  - a) Project Status (Plan Reviews, Inspections, Etc.)
  - b) Public Education (Classes, Special Events, Etc.)
- Assistant Chief Hanson informed the Board of Trustees that the Fire Marshal is on vacation currently and he is also down to only working three days a week (Tuesday-Thursday) so there is no report again from the Fire Prevention Bureau.
- Assistant Chief Hanson noted that there are a lot of public education activities coming up.
- 2) Continuance of Step 2 Grievance by Michael Huneke initiated June 1, 2015.
  - Discussion was held in executive session.
  - Grievance denied.
- 3) Continuance of Step 2 Grievance #1-061215 by Trevor Hall initiated June 12, 2015.
  - Discussion was held in executive session.
  - T. Reynolds stated that for Grievance #1-061215 by Trevor Hall initiated June 12, 2015, the discipline remains intact and the employee has the right to arbitration. Attorney R. Britz stated that the suspension dates will extend out.
- 4) Continuance of Proposed Side Letter of Agreement from Local 4749 regarding Minimum Manning.
  - Discussion was held in executive session.
- 5) Employee Hiring Status
  - a) Full time firefighter/paramedic status
  - b) Part time firefighter/EMT status
  - c) Fire Marshal Position status
  - Assistant Chief Hanson informed the Board of Trustees that full time Firefighter/Paramedic Kristina Muench will begin her employment with the district on July 20<sup>th</sup>, 2015. She will go through orientation for approximately two weeks and is tentatively scheduled to go to shift on August 3<sup>rd</sup> or 10<sup>th</sup>, 2015.
  - Assistant Chief Hanson informed the Board of Trustees that five part time employees will begin training at the fire academy, four chose Romeoville and one chose Pingree Grove's fire academy.
  - Assistant Chief Hanson noted that the bid process on Lt. Schopp's slot has begun. Once it is determined who will take that Lieutenant position, shift changes will be based on that.
  - Assistant Chief Hanson informed the Board of Trustees that Lt. Schopp will transition to days on August 1<sup>st</sup>, 2015. 40 hour work week for final two weeks with the Fire Marshal. Fire Marshal Isberg's last day is August 14<sup>th</sup> and L. Schopp will be sworn in as the Fire Marshal on August 17<sup>th</sup>.
- 6) SAFER Grant status
  - Assistant Chief Hanson informed the Board of Trustees that we have not heard yet if the district was awarded the SAFER Grant.
- 7) Ambulance update
  - a) IDPH Inspection and License Renewal
  - b) ALS Ambulance Upgrade

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Assistant Chief C. Hanson Comments continued:

- Assistant Chief Hanson informed the Board of Trustees that after filing the paperwork for the ambulance, the district was notified that the district will need to adopt rules and regulations to run a BLS ambulance. Discussion was held in regard to keeping the ambulance ALS and the approximate \$45,000.00 cost for monitors and additional equipment associated with such. M. Anderson inquired as to the recommendation from administration. Assistant Chief Hanson stated keep as an ALS ambulance.

Attorney Comments:

- 1) Station One, 210 E North St., Elburn, IL
  - a) Motion to approve Agreement between ECFPD and Brian Herra for the sale of 210 E. North Street, Elburn, IL and directing District President to sign and District Secretary to attest to same
- Attorney R. Britz reviewed the contract with the Board of Trustees. He presented the contract for final approval and signatures.

L. Engberg made a motion to the agreement between ECFPD and Brian Herra for the sale of 210 E. North Street, Elburn, IL and directing District President to sign and District Secretary to attest to same. M. Anderson seconded the motion. It was voted on and approved.

- 2) Ambulance Station; 1 So. First St., Elburn, IL
  - a) Motion to approve Agreement between ECFPD and Burt and Heather Veldhuizen for the sale 1 So. First St., Elburn, IL and directing District President to sign and District Secretary to attest to same
- Attorney R. Britz reviewed the contract with the Board of Trustees. He presented the contract for final approval and signatures.

M. Anderson made a motion to the agreement between ECFPD and Burt and Heather Veldhuizen for the sale 1 So. First St., Elburn, IL and directing District President to sign and District Secretary to attest to same. L. Engberg seconded the motion. It was voted on and approved.

Administrative Assistant P. Hall Comments:

- 1) Executive Session Minutes
  - a) Motion to approve or deny the release of executive session minutes
- Administrative Assistant P. Hall informed the Board of Trustees that they are required to review and then either release or deny the release of executive session minutes. S

B. Schopp made a motion to deny the release of executive session minutes. M. Anderson seconded the motion. It was voted on and approved.

Other Concerns:

- Chief Callaghan reminded the Board of Trustees that the luncheon on Fire Marshal Isberg's' last day will be at Station One on Friday, August 14<sup>th</sup>, 2015 from 10:00 am – 2:00 pm. Lunch will be served from approximately 11:30 am – 1:00 pm. He also noted that Fire Marshal Isberg has been employed with the EMS/Fire department for 42 years total, 35 years with the district after it was combined with the Ambulance Service.

Executive Session:

At 5:30 pm, Chief Callaghan 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), Section (2)(c)(3) (3) (the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance) and/or Section (2)(c)(11) of the Act (pending probable or imminent litigation).

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At 5:30 pm, a motion to go into executive session was made by M. Anderson. L. Engberg seconded the motion.

Roll Call Vote	<u>4</u>	Ayes
	<u>0</u>	Nays
	<u>1</u>	Absent

In attendance:

T. Reynolds	B. Schopp	M. Anderson	L. Engberg	K. Callaghan	C. Hanson	T. Haley
P. Hall	R. Britz	W. Thomas				

At 6:24 pm, the executive session ended with a motion by L. Engberg. B. Schopp seconded the motion.

Roll Call Vote	<u>4</u>	Ayes
	<u>0</u>	Nays
	<u>1</u>	Absent

Action taken after executive session:

M. Anderson made a motion to deny the Grievance by Michael Huneke initiated June 1, 2015. L. Schopp seconded the motion. It was voted on and approved.

T. Reynolds stated that for Grievance #1-061215 by Trevor Hall initiated June 12, 2015, the discipline remains intact and the employee has the right to arbitration. Attorney R. Britz stated that the suspension dates will extend out.

Public Comment:

- None

At 6:27 pm, B. Schopp made a motion to adjourn. L. Engberg seconded the motion. It was voted on and approved.

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