

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
11/10/14

Date: November 10, 2014

To: President & Trustees

From: Administrative Assistant Pamela C. Hall

President T. Reynolds called the Trustee Meeting to order at 4:03 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	J. McCafferty
A. Isberg	M. Anderson	L. Schopp	D. Oliver	N. Callaghan
D. Czaruk	C. Surber	S. Coomes	M. Huneke	G. Algrim

Chief Callaghan led the Board of Trustees in the pledge of allegiance.

Public Comment:

Pension Board President M. Huneke presented the 3rd Quarter ECFPD Pension Fund Performance report to the Board of Trustees for review. A copy has been placed on file.

Previous Meeting Minutes:

T. Reynolds called for any additions or correction of the minutes from the October 15th, 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 October 15th, 2014 meeting. J. Childress made a motion to accept the minutes. B. Schopp seconded the motion. It was voted on and approved with a copy placed on file.

T. Reynolds called for any additions or correction of the minutes from the October 20th, 2014 special 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 October 20th, 2014 special meeting. J. Childress made a motion to accept the minutes. B. Schopp 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. J. Childress seconded the motion. It was voted on and approved.

Approval of Bills:

The Purchase Journal was presented showing invoice expenses in the amount of \$2,924,026.74. Administrative Assistant P. Hall noted that the total amount for invoice expenses includes the transfer of capital funds in the amount of \$2,675,000,000.00 as authorized last month by the Board of Trustees.

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

Foreign Fire Insurance Board Comments:

- D. Oliver presented a list of foreign fire insurance expenditures for approval by the Board of Trustees.
 1. Matching funds for Station Three purchases (Furniture, kitchen, bunk & living room essentials, etc...) in the amount of \$4,092.22. Pay to the district as reimbursement for half of total expenses.
 2. Grill for Station Three with the amount not to exceed \$800.00
 3. TV/Cable/Dish Satellite annual package for Station Three with the amount not to exceed \$1,000.00
 4. IAM Responding program three year contract in the amount of \$2,175.00

T. Reynolds made a motion to approve all the foreign fire insurance expenditures as proposed. B. Schopp seconded the motion. It was voted on and approved.

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Fire Chief K. Callaghan Comments:

1) Fox River & Countryside Fire/Rescue District Discussion

- Chief Callaghan informed the Board of Trustees that the referendum to disconnect from Elburn & Countryside Fire Protection District and transfer to the Fox River & Countryside Fire/Rescue District was denied. 75% of the voters were in favor of staying with ECFPD.
- Discussion was held in regards to Chief Benson of the Fox River & Countryside Fire/Rescue District using district letterhead for letters and district vehicles while out encouraging voters to support their district which is against the law.
- It was also noted that Fox River & Countryside Fire/Rescue District President of the Board of Trustees, J. Gaffney, personally circulated six pages of the petition to disconnect. This should have been done by an individual, not an employee.
- Attorney R. Britz noted that the district &/or Elburn Fire Department Association members also received intimidating letters from Fox River & Countryside Fire/Rescue District Chief Benson &/or their attorney. The association did nothing wrong so there was no issue to address. The Elburn Fire Department Association is planning on holding a follow up meeting in the near future.
- Chief Callaghan acknowledged the hard work and dedication of the members that helped the district and thanked them for their assistance. Trustee Reynolds also thanked the membership for their hard work and dedication.

2) Levy Schedule & Amount

a) Motion to approve estimated levy and schedule

- Chief Callaghan informed the Board of Trustees that the district is seeking approval for a tentative levy amount. The budget will include the EMS revenue.
- Chief Callaghan informed the Board of Trustees that the district requested \$5,822,395.00 last year from Kane County. Chief Callaghan explained that the district will be including the EMS revenue this fiscal year which will lower the amount of levy funds requested to \$5,447,395.00.
- Chief Callaghan also informed the Board of Trustees that the pension board has requested the district contribute \$616,264.00 to the pension fund for the fiscal year 2015-2016.

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

3) Full time Firefighter/Paramedic

a) Motion to approve hiring a full time firefighter/paramedic

- Chief Callaghan informed the Board of Trustees that the district has the need to hire a new full time firefighter/paramedic to replace one that resigned recently. He noted that there are five people on the List of Eligible Candidates. The proposed start date for the new employee is January 5th, 2015. The employee would attend the NPSTA Fire Academy before starting full time with the district.

B. Schopp made a motion to approve hiring a full time firefighter/paramedic. J. Childress 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 October 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 October 2014, there were 19 incidents North, 8 incidents Northeast, 63 incidents South, 53 incidents Center and 28 incidents Mutual Aid for a total of 169 incidents.
- For the Year 2014, year to date, there have been 1630 incidents versus 1355 year to date for the Year 2013.
- There have been 1020 ambulance calls this year, compared to 911 last year.
- Assistant Chief C. Haley noted that the opening of Station Three has created a savings of three minutes and one second on response times. A copy of the response time report has been placed on file.

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Assistant Chief T. Haley Comments continued:

- 2) Vehicle Update
 - a) Maintenance for the month of October
 - Annual pump testing of Engines – All passed, no issues.
- 3) Station Maintenance
 - a) Repairs for the month of October
 - None
- 4) Station Construction Update
 - Assistant Chief Haley informed the Board of Trustees that the footings and walls were poured for outside structures, plumbing continues in apparatus bay, water and sewer completed outside the building, rough grading is complete and masons started laying out the brick walls in the basement and will be working on the apparatus walls.
 - Assistant Chief Haley noted that the State of Illinois is requesting a bond. The construction manager and architect will determine who is responsible for obtaining the bond. He also noted that the district received state approval for the driveway.
- 5) Construction Change Orders \$6,959.00
 - Assistant Chief Haley noted that the construction change orders were grading changes for the driveway as required by the State of Illinois plus an additional beam in the building.
- 6) Chicago Title construction payout
 - a) Payout requests for the month of October
 - i. Earthwork, Utilities, Concrete, Iron work, Plumbing, Electrical and Construction Manager
 - ii. Grand total \$315,696.75
 - Assistant Chief Haley informed the Board of Trustees that there were seven payout requests for the month of October. Earthwork, Utilities, Concrete, Iron work, Plumbing, Electrical and Construction Manager in the total amount of \$315,696.75.

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

- 7) Chicago Title Escrow account
 - Assistant Chief Haley request approval to move \$316,000.00 to the escrow account to cover expenses.

J. Childress made a motion to approve moving \$316,000.00 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. \$17,643.80
 - Assistant Chief Haley informed the Board of Trustees that he received the September invoice in the amount of \$17,643.80 from FGM Architect.

Assistant Chief C. Hanson Comments:

- 1) Fire Prevention Bureau
 - a) Project Status (Plan Reviews, Inspections, Etc.)
 - Fire Marshal A. Isberg informed the Board of Trustees that the district will be participating in Solar Victolic Panel training on November 21st, 2014. He also noted that there will be new tracking/programming software implemented when the new headquarters station opens in the Fall of 2015 for new construction.
 - b) Public Education (Fire Prevention Week, Classes, Special Events, Etc.)

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Assistant Chief C. Hanson Comments continued:

- Assistant Chief Hanson informed the Board of Trustees that the date for the Elburn Chamber of Commerce Christmas Stroll has been moved to the Saturday after Thanksgiving, November 29th, 2014. The district will be participating once again this year with food, hot chocolate, Christmas tree burn demonstrations for sprinklered and non-sprinklered homes, etc...
- 2) Update on Retroactive Pay, Holiday Pay, and Pension Contributions
 - Assistant Chief Hanson informed the Board of Trustees that the retroactive holiday pay has been completed. He presented a report listing the retroactive earnings for holidays to the Board of Trustees for their review. A copy of the report has been placed on file.
 - Assistant Chief Hanson also noted that the pension contributions for holiday pay are still outstanding. The pension board is seeking written authorization from the employees for the one time pension contribution payroll deductions on the retroactive earnings for holiday pay. Without authorization, the district cannot deduct the pension contributions due.
 - He also noted that two past employees, M. Sheahan and C. Huneke, were overpaid on their holiday earnings. The district has sent them letters explaining the situation and requested reimbursement for the overpayment.
 - 3) Land Acquisitions for future stations (executive session)
 - Discussion was held in executive session.
 - 4) Station #3 update and open house
 - Assistant Chief Hanson informed the Board of Trustees that the open house for Station Three will take place on Sunday, November 16th, 2014 from 11:00 am – 2:00 pm. Discussion was held in regards to Station Three being 99% complete and the wind destroying the flag so a new flag needs to be put up.
 - 5) Fox Creek Dry Hydrant
 - Assistant Chief Hanson informed the Board of Trustees that the water tower in Wasco will be taken down which will impact water suppression. The tower will be out of service for approximately three months. The district has consulted with Resource Consulting and certified Blue Lake in the Fox Creek Subdivision for fire flow capabilities. A dry hydrant is needed to be proactive since the water tower will not be available for an extended period of time.
 - Discussion was held in regards to the expenses associated with a dry hydrant in an area where the residents have tried to transfer out of the district. The recent referendum for disconnection was primarily driven by Fox Creek residents. The cost of a dry hydrant is approximately \$12,000.00.
 - Trustee Schopp inquired as to if a road can be placed at the lake instead of a dry hydrant to decrease the cost. The administration does not know the difference in cost and would need to research that as a possible alternative.
 - Further discussion was held in regards to the homeowners association being notified for further discussion and to seek a resolution in regards to the expense and the future use of the dry hydrant.

Attorney Comments:

- 1) Appeal Process Update
 - Attorney R. Britz informed the Board of Trustees that Attorney E. Thomas filed the notice of appeal and a motion to dismiss the circuit court order. He also noted that Attorney Griffen is requesting to dismiss proceedings, this is just a formality.
 - Discussion was held in regards to the possibility of future disconnection referendums and nothing stopping Fox River & Countryside Fire/Rescue District from petitioning again. There are rumors that they will be seeking a referendum to transfer property from South Elgin &/or Pingree Grove's district.

Administrative Assistant P. Hall Comments:

- 1) Appreciation Dinner & Awards Ceremony
 - a) Motion to approve location for appreciation dinner & awards ceremony

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Administrative Assistant P. Hall Comments continued:

- Administrative Assistant P. Hall informed the Board of Trustees that the district has researched three different venues for the Employee Appreciation Dinner & Awards Ceremony; The Gatherings at Fishermen’s Inn, Elburn Lions Park & Mill Creek Golf Club. Last year, the event was held at Elburn Lions Park. The cost to host the event at The Gatherings at Fishermen’s Inn is much greater than the Mill Creek Golf Club. She recommended the district consider hosting the event at Mill Creek Golf Club.

T. Reynolds made a motion to approve Mill Creek Golf Club for the Employee Appreciation Dinner & Awards Ceremony. J. Childress seconded the motion. It was voted on and approved.

Executive Session:

At 5:05 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) 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 5:05 pm, a motion to go into executive session was made by J. Childress. T. Reynolds seconded the motion.

Roll Call Vote	3	Ayes
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	0	Nays
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	0	Absent
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In attendance:

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

At 5:30 pm, the executive session ended with a motion by J. Childress. B. Schopp seconded the motion.

Action taken after executive session:

No action taken

Other Concerns:

- Trustee T. Reynolds thanked the ECFPD Honor Guard and members who participated at the funeral of retired Lieutenant Richard Herra, Sr.

Public Comment:

- No comment

At 5:33 pm, B. Schopp 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