

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
10/15/14

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Date: October 15, 2014

To: President & Trustees

From: Administrative Assistant Pamela C. Hall

President T. Reynolds called the Trustee Meeting to order at 4:00 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	P. Malinowski
G. Algrim	J. McCafferty	M. Huneke	A. Isberg	J. Horn

Chief Callaghan 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 September 8th, 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 September 8th, 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 \$254,513.86.

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:

- No comments or requests

Fire Chief K. Callaghan Comments:

1) Fox River & Countryside Fire/Rescue District Update

- Chief Callaghan informed the Board of Trustees that the Elburn Fire Department Association has been very active placing signs opposing the disconnection and educating the public on the services that the district has to offer, public safety facts and the finances of the district.
- Attorney R. Britz stated that he has received two letters from the Fox River & Countryside Fire/Rescue District in regards to information distributed to residents.

2) Levy Schedule & Amount

a) Motion to approve estimated levy and schedule

- Chief Callaghan informed the Board of Trustees that the district will be seeking approval for a tentative levy amount and schedule. The budget will include the EMS revenue. No motion needed at this time.

3) 2014-2015 Ideal Insurance Renewal

a) Motion to approve 2014-2015 insurance renewal

- Chief Callaghan informed the Board of Trustees that there were no changes to the policies and a quote was provided from VFIS/Ideal Insurance in the amount of \$41,088.00 for the annual liability coverage.

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Fire Chief K. Callaghan Comments continued:

J. Childress made a motion to approve the 2014-2015 insurance renewal with VFIS/Ideal Insurance in the amount of \$41,088.00. B. Schopp seconded the motion. It was voted on and approved.

- 4) Ordinance #2014-105; Authorizing an addendum to Mutual Aid Alarm System Agreement
 - a) Motion to approve Ordinance #2014-105; Authorizing an addendum to Mutual Aid Alarm System Agreement
 - Chief Callaghan informed the Board of Trustees that an addendum is needed for the Mutual Aid Alarm System Agreement. He presented Ordinance #2014-105; Authorizing an addendum to Mutual Aid Alarm System Agreement for signatures and approval.

B. Schopp made a motion to approve Ordinance #2014-105; Authorizing an addendum to Mutual Aid Alarm System Agreement. J. Childress seconded the motion. It was voted on and approved.

Roll Call Vote	3	Ayes
	<hr/>	
	0	Nays
	<hr/>	
	0	Absent
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- 5) Concrete apron repairs; Station One & Two
 - a) Motion to approve concrete apron repairs
 - Chief Callaghan informed the Board of Trustees that concrete repairs are needed for the aprons at Station One & Station Two. Quotes were sought from several local contractors. A-1 Concrete Leveling & Repair was the only contractor that provided a quote. Concrete repairs total \$5,160.00 for Station One and \$600.00 for Station Two.

B. Schopp made a motion to approve concrete apron repairs for Station One and Station Two with the amount not to exceed \$6,000.00. J. Childress seconded the motion. It was voted on and approved.

- 6) Land Acquisition (Executive Session - Section (2)(c)(5) of the Act
 - a) Lily Lake site
 - Discussion was held during executive session.

Assistant Chief T. Haley Comments:

- 1) Review Incident Report
 - Assistant Chief C. Haley presented the Firehouse Incident Report for September 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 September 2014, there were 16 incidents North, 8 incidents Northeast, 42 incidents South, 46 incidents Center and 29 incidents Mutual Aid for a total of 141 incidents.
 - For the Year 2014, year to date, there have been 1461 incidents versus 1236 year to date for the Year 2013.
 - There have been 902 ambulance calls this year, compared to 758 last year.
 - Discussion was held in regards to Station Three opening on October 1st and the quicker response times for that area.
- 2) Vehicle Update
 - Maintenance for the month
 - Medic body damage. Foster Coach will be repairing the medic.
 - Medic; charging issue to be looked at by Zimmerman Ford. Issue with service turn around. Seeking new service center for apparatus.
- 3) Station Maintenance
 - a) Repairs from the last month
 - Station Two; Dishwasher, refrigerator, dryer and hot water heater all repaired.

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Assistant Chief T. Haley Comments continued:

- 5) Station Construction Update
 - a) Multivista program (Ryan O'Donnell)
 - A presentation took place on the Multivista program that the district is utilizing to document the construction and progress of the new headquarters station one.
 - Assistant Chief Haley informed the Board of Trustees that the last of the concrete work (walls, footing and basement) is almost complete. Waterproofing and backfilling is taking place. Plumbing and underground water has been tied into the Village of Elburn system for domestic and sprinkler use.
 - Assistant Chief Haley also noted that huge strides have been made with the State of Illinois this past week. They are hoping for a verbal approval soon so construction can move forward.
- 6) Construction Change Orders
 - a) Three in the amount of \$20,050.00
 - Assistant Chief Haley noted that the contractors ran into a few surprises so changes were needed.
- 7) Chicago Title construction payout
 - a) Payout requests for the month of September
 - i. Earthwork, Utilities, Concrete, Iron work, Plumbing, Electrical and Construction Manager
 - ii. Grand total \$259,823.80
 - Assistant Chief Haley informed the Board of Trustees that there were seven payout requests for the month of September. Earthwork, Utilities, Concrete, Iron work, Plumbing, Electrical and Construction Manager in the total amount of \$259,823.80.
- 7) Chicago Title Escrow account
 - Assistant Chief Haley request approval to move \$260,000 to the escrow account to cover expenses.

J. Childress made a motion to approve moving \$260,000 to the escrow account. B. Schopp seconded the motion. It was voted on and approved.

- 8) Project Cost Update
 - a) FGM Architect
 - i. August expenses
 - ii. \$10,809.06
 - Assistant Chief Haley informed the Board of Trustees that he received the August invoice in the amount of \$10,809.06 from FGM Architect.

Assistant Chief C. Hanson Comments:

- 1) Fire Prevention Bureau
 - a) Project Status (Plan Reviews, Inspections, Etc.)
 - Fire Marshal A. Isberg updated the Board of Trustees on projects in the district. A copy of the 3rd quarter Fire Prevention Report 2014 has been placed on file.
 - b) Public Education (Classes, Special Events, Etc.)
- 2) Zoll Cardiac Monitor One (1) Year Extended Warranty for \$1,087.75 each.
 - a) Motion to approve Zoll Extended Warranty for five (5) monitors at \$5,438.75
 - Assistant Chief Hanson informed the Board of Trustees that the one year extended warranty for the Zoll cardiac monitors is due. He presented a contract for review. A copy has been placed on file.

B. Schopp made a motion to approve the Zoll Extended Warranty for five (5) monitors at \$5,438.75. J. Childress seconded the motion. It was voted on and approved.

- 3) Fulltime Insurance Benefits for November 1, 2014 to October 31, 2015
 - a) Executive Session - Section (2)(c)(1) of the Open Meetings Act

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Assistant Chief C. Hanson Comments continued:

- b) Motion to approve Fulltime Insurance Benefits through Corkill Insurance Agency
- Assistant Chief Hanson informed the Board of Trustees that full time insurance benefits were compared between Corkill Insurance Agency, Inc. and Linden Group. The pricing is the same. Blue Cross Blue Shield rates remain the same regardless as to the broker. No changes were proposed and the policy remains grandfathered.

B. Schopp made a motion to approve Fulltime Insurance Benefits through Corkill Insurance Agency. J. Childress seconded the motion. It was voted on and approved.

- 4) Fire Station #3 Update
 - a) Approved Special Use Permit by the Village of Lily Lake
 - b) Resolution of Support by the Village of Lily Lake
 - c) Executive Session - Section (2)(c)(5) of the Open Meetings Act
 - d) Motion to approve Amendment to Lease/Rental Agreement
- Assistant Chief Hanson informed the Board of Trustees that the special use permit from the Village of Lily Lake was unanimously approved by the Village of Lily Lake. Fox River & Countryside Fire/Rescue District had representatives present at the meeting to continue to oppose the special use permit and opening of Station Three.
- Assistant Chief Hanson also noted that Fox River & Countryside Fire/Rescue District had representatives present at the meeting to oppose the resolution of support by the Village of Lily Lake in regards to the disconnection. The resolution was tabled until the October 20th, 2014 meeting.
- Assistant Chief Hanson informed the Board of Trustees that the lease/rental agreement with Abrahamson's Inc. was amended due to the Abrahamson's changing their incorporation to Wooley Road Properties, LLC.
- Assistant Chief Hanson also noted that Station Three has been active since opening on October 1st, 2014. The district is receiving good feedback on response times and service.

J. Childress made a motion to approve Amendment to Lease/Rental Agreement. B. Schopp seconded the motion. It was voted on and approved.

- 5) Request to approve grammatical errors noted in Collective Bargaining Agreement.
 - a) Executive Session - Section (2)(c)(2) of the Open Meetings Act
 - b) Motion to approve grammatically corrected Collective Bargaining Agreement.
- Assistant Chief Hanson informed the Board of Trustees that the union requested to correct the grammatical errors in the Collective Bargaining Agreement including amending the Table of Contents and a few incidentals. Assistant Chief Hanson presented the corrected collective bargaining agreement for the Board of Trustees to review.
- Trustee B. Schopp requested time to compare the new agreement with the old one before approval. The agenda item was tabled until next month.
- 6) Review Chief Officer's Salary Schedule
 - a) Executive Session - Section (2)(c)(1) of the Open Meetings Act
 - b) Motion to approve Chief Officer's Salary Schedule and Retroactive Pay
- Assistant Chief Hanson informed the Board of Trustees that during the May 13, 2013 executive session, the Board of Trustees reviewed employee salaries. Not all salaries were approved at that time.
- Further discussion was held in executive session.

B. Schopp made a motion to approve Chief Officer's Salary Schedule and Retroactive Pay. J. Childress seconded the motion. It was voted on and approved.

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

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Attorney Comments:

- 1) Appeal Process Update
 - Attorney R. Britz informed the Board of Trustees that Attorney E. Thomas has filed the notice of appeal and a motion to stay the referendum. He also noted that the ballot question has been changed from the original court documents. Further action can be taken after the election to file a petition to review if necessary.
 - Chief Callaghan informed the Board of Trustees that the Village of Elburn will be seeking approval on a resolution to oppose the disconnection at their meeting.

Administrative Assistant P. Hall Comments:

- 1) Authorized Signers; American Bank & Trust Co.
 - a) Motion to approve authorized signers on accounts at American Bank & Trust Co.
- Administrative Assistant P. Hall presented cards for signatures as requested by American Bank & Trust. She also inquired as to if the Board of Trustees would like to add her as an authorized signor on all the district accounts so she is better able to communicate with the bank in regards to the district's finances. It was agreed to add Administrative Assistant Pamela C. Hall to all accounts.

B. Schopp made a motion to approve the authorized signers on accounts at American Bank & Trust Co. J. Childress seconded the motion. It was voted on and approved.

- 2) Capital Funds transfer to National Bank & Trust
 - b) Motion to transfer capital funds in the amount of \$2,675,000.00 from American Bank & Trust to National Bank & Trust
- Administrative Assistant P. Hall reminded the Board of Trustees that upon the maturity of a capital CD in the amount of \$2,670,278.76 in April 2014, the Board of Trustees did not open a new CD. Instead they agreed to place the funds in the district savings account in hopes of interest rates increasing.
- Administrative Assistant P. Hall requested approval from the Board of Trustees to transfer the capital funds from American Bank & Trust Co. to National Bank & Trust Co. After adding interest paid, the amount is equivalent to \$2,675,000.00.

J. Childress made a motion to transfer capital funds in the amount of \$2,675,000.00 from American Bank & Trust to National Bank & Trust. B. Schopp seconded the motion. It was voted on and approved.

Executive Session:

At 5:17 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 5:17 pm, a motion to go into executive session was made by B. Schopp. J. Childress seconded the motion.

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

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At 6:27 pm, the executive session ended with a motion by B. Schopp. J. Childress seconded the motion.

Action taken after executive session:

No action taken

Other Concerns:

- Assistant Chief Hanson informed the Board of Trustees that Fire Chief Greg Benson from Fox River & Countryside Fire/Rescue District has been taking photos of his home /property and the sign he has placed on his property. He is also taking photos of the ECFPD Command car in Assistant Chief Hanson's driveway. This harassing behavior is disruptive to his personal life and not appreciated.
- Assistant Chief Hanson stated that he approached FRCFRD Chief Benson in regards to this and Chief Benson stated that he feels it is a conflict of interest for Assistant Chief Hanson to have a district vehicle on his property as well as a campaign sign. He explained to FRCFRD Chief Benson that the campaign sign is in his personal yard and it is his first amendment right to do so.
- Assistant Chief Hanson also noted that Fire Chief Benson was driving a FRCFRD vehicle and in uniform at the times he has been questioning Assistant Chief Hanson as well as photographing his property.
- Further discussion was held in regards to profanity being written on EFD campaign signs, signs being taken down without permission as well as Fox River placing signs in public ways without permission as well as on government property, etc...

Public Comment:

- No comment

At 6:31 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