

Elburn & Countryside Fire Protection District  
Board of Trustees Meeting  
10/12/15

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Date: October 12, 2015

To: President & Trustees

From: Administrative Assistant Pamela C. Hall

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

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

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 to the minutes from the September 14<sup>th</sup>, 2015 meeting. L. Engberg made a motion to accept the minutes as presented. 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 September 14<sup>th</sup>, 2015 meeting. M. Anderson made a motion to accept the minutes as presented. L. Engberg seconded the motion. It was voted on and approved with a copy placed on file.

Treasurer's Report:

President T. Reynolds presented the Treasurer's Report. B. Schopp made a motion to approve the Treasurer's Report. L. Engberg seconded the motion. It was voted on and approved.

Approval of Bills:

The Purchase Journal was presented showing invoice expenses in the amount of \$229,384.73. M. Anderson made a motion to approve the bills. B. Schopp seconded the motion. It was voted on and approved.

Foreign Fire Insurance Board Comments:

- No report.

Fire Chief K. Callaghan Comments:

1) 2016-2017 Levy Amount

- Chief Callaghan informed the Board of Trustees that there will be a public hearing at the December meeting. The amount being asked for is \$5,719,794.32.

2) November Trustee Meeting

- Chief Callaghan informed the Board of Trustees that the weekend of November 9<sup>th</sup> will be the weekend we move to the new station. Because of this, he is asking that the November meeting be moved from 11/09/15 to 11/16/15. A motion was made by L. Engberg to approve changing the November meeting to 11/16/15. M. Anderson seconded the motion. It was voted on and approved by T. Reynolds, L. Engberg, and M. Anderson. It was opposed by B. Schopp who has a conflict on that date. J. Childress was absent.

3) Fire Commissioner

- As a result of the passing of Robert Gurgos, Fire Commission, the Trustees need to appoint a new Fire Commissioner. Steve Herra had previously interviewed for a Trustee position when we were adding two Trustees to the Board. Chief Callaghan asked the Board of Trustees for a motion to appoint Steve Herra as the new Fire Commissioner. He also stated that we have 6 applicants for Lieutenant. Interviews will be Wednesday and Thursday, October 14 and 15, 2015. B. Schopp made a motion to appoint Steve Herra as Fire Commissioner. M. Anderson seconded the motion. It was voted on and approved.

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Fire Chief K. Callaghan Comments continued:

- 4) Flu Shots
  - Chief Callaghan informed the Board of Trustees that we will be giving flu shots on October 20, 2015. He asked the Trustees to please let us know if they were interested in getting one.
- 5) Sale of 2004 Expedition
  - The Pembroke Fire Department is interested in the 204 Expedition. They have offered \$4,000 for it. The asking price was \$4,500. Chief Callaghan is seeking a motion to approve the sale of the 2004 Expedition for \$4,000. L. Engberg made a motion to approve the sale of the 2004 Expedition for \$4,000. B. Schopp seconded the motion. It was voted on and approved.
- 6) Donation of old ambulance cots
  - Chief Callaghan would like to keep the newest two cots and get rid of the other two. He would like to donate them. He would like one to go to Fox Valley Career Center, and the other to Waubensee. He is seeking a motion to approve the donations. M. Anderson made a motion to approve the donation of one cot to Fox Valley Career Center and another to Waubensee. L. Engberg seconded the motion. It was voted on and approved.
- 7) Chief Callaghan stated that he had two other items that he would like to discuss in Executive Session.

Assistant Chief T. Haley Comments:

- 1) Review Incident Report
  - Assistant Chief C. Haley presented the Firehouse Incident Report for September 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 September 2015, there were 23 incidents North, 48 incidents South, 57 incidents Center and 13 incidents Mutual Aid for a total of 141 incidents.
  - Assistant Chief Haley noted that the call volume for EMS incident was 109 for the month of September. He also noted that the total incidents for the month were down versus September 2014. **In 2014, there were 198 incidents** versus 141 in September 2015.
- 2) Vehicle Update
  - a) Maintenance for the month of September
    - The newest engine had some paint flaws. It is at Alexis getting repainted.
- 3) Station Maintenance
  - a) Repairs for the month of September
    - Nothing major to report
- 4) Station Construction Update
  - Assistant Chief Haley informed the Board of Trustees that the new Headquarters Station One is tidying up quickly. It will be 99% done by this Friday. The walk through is next Wednesday, November 2 we will have an Occupancy Permit. The move is scheduled for November 6. The phones and computers are scheduled to be moved on Monday, November 9. We should be in 100% by November 10.
- 5) Construction Change Orders

Change orders in the month of September totaling \$9170

  - Assistant Chief Haley informed the Board of Trustees that the change orders for the month of September were to finish out a room under the stairs and to finish the center wall in stair C. He also noted that there is a remaining balance in the contingency fund of \$250,466.92. One big remaining change order will be for the re-engineering by the state for the approach on Route 38 to fix the asphalt. It may not be a big dollar amount.
- 6) Chicago Title construction payout.
  - a) Payout requests for the month of September
    - i. Mason, Concrete, Windows, Plumbing/HVAC, Electrical, Carpentry, Framing, Drywall, Painting, Roofing and Construction Manager.

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Assistant Chief T. Haley Comments continued:

ii. Grand total \$1,047,975.12

7) Chicago Title Escrow account

a) Motion to move \$\$1,050,000.00 to the escrow account.

M. Anderson made a motion to approve transferring \$1,050,000.00 to the escrow account. L. Engberg seconded the motion. It was voted on and approved.

8) FGM Architect cost

9) Moving

Assistant Chief Haley informed the Board of Trustees that he would like to hire a moving company to move the large office items. He has one bid for \$9279.70, and is waiting on another. He is seeking a motion that we not spend more than \$9500 on a moving company.

B. Schopp made a motion to approve spending no more than \$9500.00 on a moving company. M. Anderson seconded the motion. It was voted on and approved.

10) Project Cost Update

Assistant Chief Haley informed the Board of Trustees that the new Headquarters Station One is still on budget so far.

11) Open House December 5<sup>th</sup> or 6<sup>th</sup>, 2015

Assistant Chief Haley stated that he was looking to have an open house at the new station. There was discussion on doing it in December during the Christmas Stroll or in April when the weather breaks. It was decided to do a small one in December, and a larger one in April. He asked the Trustees to give him a list of who they wanted to invite to the small one in December.

Assistant Chief C. Hanson Comments:

1) Assistant Chief Hanson stated that there are four issues at Station #3: Septic, storm water, well water, heating system service repairs and maintenance.

a) He is seeking a motion to approve the quote from Abrahamson's, Inc. in the amount of \$5,700.

L. Engberg made a motion to approve the quote from Abrahamson's in the amount of \$5,700. M. Anderson seconded the motion. It was voted on and approved.

2) Assistant Chief Hanson presented the Cardiac Monitor/Defibrillators Annual Maintenance Contract in the amount of \$6,183.

a) He is seeking a motion to approve a one (1) year Zoll extended warranty for six (6) Cardiac Monitor/Defibrillators.

B. Schopp made a motion to approve the annual maintenance contract in the amount of \$6,183. M. Anderson seconded the motion. It was voted on and approved.

3) Annual Open Enrollment of Insurance Benefits

Assistant Chief Hanson reported that the representative from Corkhill came in and had four meetings to cover the open enrollment for insurance. We are still waiting for some of the POC forms, although none of the POCs have elected to take the insurance at this point. The new ACA laws require us to offer it to anyone who works over 20 hours per week.

4) Southern Fox Valley EMS Paramedic Program.

Assistant Chief Hanson stated that we currently have two students finishing the program. Both have put in over 100 hours required, but ride time is not yet completed. We have six POCs that have been accepted into the new program. There are logistic concerns regarding having that many in the program at once. We used to pay for them to attend the Southern Fox Valley EMS program. We no longer do that. He wanted to bring that to the Board's attention. B. Schopp asked if we will pay them back. Assistant Chief Hanson stated that

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Assistant Chief Hanson Comments continued:

if the Board wanted to discuss it, they can. With 90 EMS calls, it will be tough to get them all ride time. B. Schopp stated that he could not remember if we had a plan for that. Assistant Chief Hanson said there was a proposal, but it has not been implemented. Most of them are planning to proceed whether we support them or not.

5) Updated Personal Policies and SOG's.

Assistant Chief Hanson stated that this is done. It is 152 pages. He asked the Trustees if they wanted a hard copy or if they would prefer to have it electronically. He also asked if they wanted to discuss it. There was a delay, so he didn't receive it until this morning. T. Reynolds wants a hard copy. M. Anderson would like an electronic copy. Assistant Chief Hanson asked that once they have their copy, he would like them to mark up or highlight any big changes. He would like to have it in place by the first of the year.

6) Arbitration Update (executive session)

Assistant Chief Hanson noted that Bill Thomas will be handling this for the District. He also stated that Attorney Marzullo requested a change from November 5<sup>th</sup> or January 14, 2016.

7) Minimum Manning (executive session)

Assistant Chief Hanson reiterated that this would need to be discussed in Executive Session.

Fire Marshal Comments:

1) Fire Prevention Bureau

a) Project Status (Plan Reviews, Inspections, Etc.)

Fire Marshal Schopp stated that she received the shop drawings for the new Reams store today.

b) Public Education (Classes, Special Events, Etc.)

- Chief Callaghan reviewed the Fire Prevention Bureau report submitted by Fire Marshal L. Schopp. A copy has been placed on file.

Attorney Comments:

- Attorney Bill Thomas stated that Senate Bill 318 had a final action deadline of September 30. It was extended one month to October 31. This is the Bill that would freeze taxes. He will continue to keep the Board of Trustees updated.

Office Assistant M. Morris Comments:

- None.

Executive Session:

At 5:11 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)(11) of the Act (pending probable or imminent litigation).

At 5:11 pm, a motion to go into executive session was made by B. Schopp. M. Anderson seconded the motion.

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

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In attendance:

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

At 6:34 pm, the executive session ended with a motion by B. Schopp. M. Anderson seconded the motion.

Roll Call Vote	4	Ayes
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	0	Nays
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	1	Absent
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Action taken after executive session:

- No action taken

Public Comment:

- None

At 6:35 pm, M. Anderson made a motion to adjourn. B. Schopp seconded the motion. It was voted on and approved.

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