

Elburn & Countryside Fire Protection District
Board of Trustees Meeting
04/11/16

Date: April 11, 2016

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	B. Schopp	L. Engberg	M. Anderson	T. Haley
C. Hanson	P. Hall	R. Britz	W. Thomas	P. Malinowski
N. Oates	A. Poynor	S. Nielsen	T. Lange	T. Hall

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

Public Comment:

- Union President Paul Malinowski informed the Board of Trustees of the change of officers for the union. The new officers are Vice President Michael Didenko and Secretary Katherine Webster. He presented a letter notifying the district of the union stewards. A copy has been placed on file.
- Union President P. Malinowski informed the Board of Trustees that the district has requested an extension on grievance #030316-2. The union has denied the request.

Previous Meeting Minutes:

T. Reynolds called for any additions or correction of the minutes from the March 14, 2016 meeting.

M. Anderson 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 April 4, 2016 special 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.

Executive Session Meeting Minutes:

T. Reynolds called for any additions or correction of the executive session minutes from the March 14, 2016 meeting. B. Schopp made a motion to accept the executive session 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. M. Anderson 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 \$191,348.32. B. Schopp made a motion to approve the bills. M. Anderson seconded the motion. It was voted on and approved.

Foreign Fire Insurance Board Comments:

- No comment

Fire Chief K. Callaghan Comments:

- Not present

Assistant Chief T. Haley Comments:

1) Review Incident Report

- Assistant Chief C. Haley presented the Firehouse Incident Report for March 2016 listing the incidents that the district has been dispatched for. The report is broken down into mutual aid incidents as well as incidents per

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quadrant of the district. In March 2016, there were 21 incidents North, 42 incidents South, 57 incidents Center and 13 incidents Mutual Aid for a total of 133 incidents.

- 2) Vehicle Update
 - Assistant Chief Haley informed the Board of Trustees that the newest medic had a cellanoid issue.
- 3) Station Maintenance
 - a) Repairs for the month of March
 - Nothing to report.
- 4) Station Construction Update
 - Assistant Chief Haley informed the Board of Trustees that the final invoice for the furniture has been submitted for payment in the amount of \$23,611.84.
- 5) Construction Change Orders
 - a) Change orders in the month of February totaling \$0.00
 - Nothing to report.
- 6) Chicago Title Escrow account
 - a) Motion to move \$537,841.70 to the escrow account
 - Assistant Chief Haley informed the Board of Trustees that the amount requested is for the final payment on the construction cost from the Prairie Forge contract. Assistant Chief Haley noted that the amount requested has been revised to \$285,000.00 due to a balance in the escrow account at Chicago Title and contingency. He also noted that there will be a credit coming from McHenry Glass for approximately \$6,000.00.

B. Schopp made a motion to move \$285,000.00 to the escrow account. M. Anderson seconded the motion. It was voted on and approved.

- 7) Pension Board Member
 - a) Motion to appoint a pension board trustee
 - Assistant Chief Haley informed the Board of Trustees that pension board President M. Huneke did not make a recommendation for a pension trustee. Assistant Chief Haley also noted that retired member S. Hanson is stepping down and since there is no other retired member, the open position falls to an active member.
 - Discussion was held in regards to employees not willing to commit due to concerns with not knowing what is all involved and time restraints.
 - N. Oates expressed interest and stated that he will research more as well as attend the next meeting to see if he can make the commitment.
 - Assistant Chief C. Hanson stated that he will commit to the open appointed position for pension board trustee.

B. Schopp made a motion to appoint Craig Hanson as a pension board trustee. M. Anderson seconded the motion. It was voted on and approved.

- 8) Tentative approval of preliminary 2016-2017 ECFPD budget
 - a) Motion to approve the preliminary 2016-2017 ECFPD budget
 - Assistant Chief Haley noted that the preliminary 2016-2017 ECFPD budget reflects a negative balance. It was noted that the salary numbers are correct. There was an error in a previous draft, not on the current budget presented. He also noted that the budget will be finalized closer to the end of the fiscal year, April 30th, due to the need to include cash on hand.
- 9) Command Car Coverage (executive session)
 - Assistant Chief Haley informed the Board of Trustees that the command car coverage previously approved by the trustees has been changed.
 - Assistant Chief Hanson stated that the union filed a grievance claiming that Fire Marshal Schopp should not be handling command car coverage. He noted that four hours into her first shift, she chose to take herself off the duty car. Assistant Chief Hanson took over the responsibility of red shift as well as black shift until Captain B. Schopp took over her role.

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Captain Schopp is working the duty car on black shift and Assistant Chief Hanson is now running the duty car on red shift until Chief Callaghan returns to duty.

- 10) Houston Galveston area Council purchasing Cooperative
 - i. Bob look into this
- Attorney R. Britz noted that he has been researching the purchasing process of the Houston Galveston Area Council. Based on Texas statues, it looks like the district may be able to utilize this service. He should have an answer by the end of the week.

Assistant Chief C. Hanson Comments:

- 1) Proposal from Alexis Fire Equipment for HME Demo Mini EVO
 - a) Motion to approve HME Demo Mini EVO recommendation
 - Assistant Chief Hanson presented a proposal from Alexis Fire Equipment for HME Demo Mini EVO for informational purposes only. A copy has been placed on file.
 - Assistant Chief Hanson noted that the apparatus is basically a mini squad with the following features/capabilities:
 - i. Rapid Intervention (RIC Crew)
 - ii. Immediate pumping capabilities (500 gls. tank water/foam w/1500 GPM pump rating)
 - iii. 22' ladder (Rescue/access to a second floor)
 - iv. EMS compartment
 - v. 2 man squad (Meets current staffing structure)
 - vi. Half the weight of an engine (Meets the Station Three parking lot restrictions)
 - vii. Less than half the cost of an Engine (\$210,000.00)
 - Assistant Chief Hanson noted that this apparatus is an alternative for Station Three allowing for life safety and fire suppression with a two man crew in the northern section of the district. This alternative allows for rapid intervention and life safety in the event of a structure fire in that area. This will benefit residents immediately until further units arrive, within 3-4 minutes of the initial call. The apparatus is not designed to put out a structure fire. However, it can knock it down enough to allow for a rescue of persons trapped in the structure.
 - Further discussion was held in regards to the current staffing at Station Three with an ambulance only and how personnel's hands are tied since they cannot enter until an engine arrives. Union President P. Malinowski noted that this is a reasonable, positive compromise.
- 2) Minimum Manning (executive session)
 - Discussion held in executive session.
 - 3) Illinois Children Burn Camp Fill The Boot Friday, May 6, 2016
 - Assistant Chief Hanson informed the Board of Trustees that the district will be participating in Fill the Boot again this year. The funds raised will be donated to the Illinois Children's Burn Camp. He noted that the duty crew will be soliciting donations outside the Elburn Jewel food store from 1:00-3:00 pm on May 6th, 2016. All other volunteers will be collecting donations at the intersection of IL Route 47 and IL Route 38 in Elburn with 2 shifts, 3:00-5:00 pm and 5:00-7:00 pm.
 - 4) "Breakfast with the Docs" at Station #1 Tuesday, April 19, 2016
 - Assistant Chief Hanson presented a flier in regards to the "Breakfast with the Docs" at Station One scheduled for Tuesday, April 19, 2016. A copy has been placed on file. He noted that this is an opportunity for individuals to ask questions of the doctors and expand their education.
 - 5) Tri-Com 40 year Anniversary Open House Thursday, April 14, 2016
 - Assistant Chief Hanson presented a flier in regards to the Tri-Com 40 year Anniversary Open House scheduled for Thursday, April 14, 2016. A copy has been placed on file. He noted that Tri-Com Dispatch is located on Karl Madsen Drive in honor of the founder Karl Madsen. Mr. Karl "Kully" Madsen recently passed away at the age of 94.
 - 6) Employee Website Portal

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- Assistant Chief Hanson informed the Board of Trustees that an employee portal has been created and will be up and running on May 1st, 2016. He noted that the portal will give employees better access to HR services such as payroll and tax information, emergency contact forms, insurance information and forms, etc....

Fire Marshal Comments:

- 1) Fire Prevention Bureau
 - a) Project Status (Plan Reviews, Inspections, Etc.)
 - b) Public Education (Classes, Special Events, Etc.)
- Fire Marshal L. Schopp was not present. The Fire Prevention Bureau report was presented for review. A copy has been placed on file.
- The Board of Trustees inquired as to how to proceed with the property located at 108 So. Main St., Elburn , IL due to certified mail being refused. It was noted that the administration will check with the Fire Marshal and request she follow up and report to the board the alternatives that can be pursued.

Attorney Comments:

- 1) Grievance #030316-1 (executive session)
 - Discussion held in executive session.
- 2) Grievance #030316-2 (executive session)
 - Discussion held in executive session.
- 3) Arbitration Update (executive session)
 - Discussion held in executive session.

Administrative Assistant P. Hall Comments:

- 1) 2016-2017 ECFPD Board of Trustees Meeting Dates
 - a) Motion to approve the 2016-2017 ECFPD Board of Trustees Meeting Dates
- Administrative Assistant P. Hall presented the 2016-2017 Elburn & Countryside Fire Protection District Board of Trustees Meeting Notice for approval and signature.

M. Anderson made a motion to approve the 2016-2017 Elburn & Countryside Fire Protection District Board of Trustees Meeting Dates. L. Engberg seconded the motion. It was voted on and approved with a copy placed on file.

Other Concerns:

- None

Executive Session:

At 5:32 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) (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).

At 5:32 pm, a motion to go into executive session was made by M. Anderson. L. Engberg seconded the motion.

Roll Call Vote	4	Ayes
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	0	Nays
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	1	Absent

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In attendance:

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

At 5:56 pm, the executive session ended with a motion by B. Schopp. M. Anderson seconded the motion.

Roll Call Vote	4	Ayes
	0	Nays
	1	Absent

Action taken after executive session:

M. Anderson made a motion to deny Step Two of Grievance #030316-1 with further direction that Assistant Chief Hanson in conjunction with the law office of Ottosen, Britz, Kelly, Cooper , Gilbert & DiNolfo, Ltd. will put together a formal written answer denying that grievance. B. Schopp seconded the motion. It was voted on and approved.

M. Anderson made a motion to deny Step Two of Grievance #030316-2 with further direction that Assistant Chief Hanson in conjunction with the law office of Ottosen, Britz, Kelly, Cooper , Gilbert & DiNolfo, Ltd. will put together a formal written answer denying that grievance. L. Engberg seconded the motion. It was voted on and approved.

Public Comment:

- Union President P. Malinowski informed the Board of Trustees that he had a conversation with Attorney W. Thomas and noted that he did not want the union attorney involved in these grievances and didn't appreciate Attorney W. Thomas contacting their attorney.
- Attorney R. Britz informed P. Malinowski that they are required by law that once they are aware that a party has an attorney, which we are aware of in this case, they are obligated to communicate and so are they. If the attorney states that he/she does not need to be involved, that's fine.
- Union President P. Malinowski stated that Attorney W. Thomas also stated the same. He then stated that the reason the union said no on the extending the grievance is that a grievance was filed about segregation and was answered stating sexual harassment at Station Three with an inquiry to follow. He then stated that he had contacted the membership and told them that he would monitor the investigation and as long as the interview questions were in regards to sexual harassment and they stick within the realm of possible sexual harassment at Station Three, he doesn't want to know the questions but the minute they step out of that area and start venturing out into other areas, that's when he wants to know.
- Union President P. Malinowski stated the email from Attorney W. Thomas to Attorney J. Marzulo had the word investigation listed several times and that clearly is different than the inquiry or interview process he was told would happen. He then stated that everyone kept coming back and telling him about their interviews and some stated that questions were asked about Paul and past behavior. He feels that the union should not work with the district and grant an extension because he feels they are working outside the agreed upon inquiry/interview topic.
- Attorney R. Britz stated that the district is required to investigate any and all sexual harassment complaints. A full blown investigation is needed to address that type of situation. He also noted that the district is not prepared to give a full answer on the grievance since they continue to investigate the complaint. Attorney R. Britz clarified sexual harassment includes hostile environment, sexual overtones, inappropriate comments, etc... and the board is required to investigate and take it very, very seriously. Further discussion was held in regards to different types of complaints and the need to take all complaints very seriously.

At 6:11 pm, M. Anderson 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