



St. Charles Countryside Fire Protection District

112 North First Avenue
P.O. Box 4132
St. Charles, Illinois 60174
(630) 762-3900
www.sccfpd.org

MINUTES Regular Meeting April 25th, 2009

1. Call to Order

The regular meeting of the St. Charles Countryside Fire Protection District was called to order at 8:00 A.M. on the 25th of April, 2009 at the Burlington Road Meeting Room 40W387 Burlington Road, St. Charles, IL by President Edward Malek.

2. Pledge of Allegiance

All rose for the Pledge of Allegiance.

3. Roll Call

Present at the Regular meeting were; President Edward Malek, Trustee Bob Handley, Trustee John Gamboa, Trustee Chuck Dunham, Administrator Julia Glas, Accountant Mary Slade, Attorney Kenneth Shepro
Absent: Trustee Terry Jeglum. Citizen Advisory Committee Members; Brad Jones, Greg Benson, Daniel Callahan, and Steve Catlin. St. Charles Fire Department Chief Mullen, Assistant Chief Schelstreet and guest Mary Tetslaff

4. Approval of Minutes of March 23, 2009

Trustee Chuck Dunham moved to approve the minutes of the March 23rd, 2009 board meeting. Trustee John Gamboa seconded the motion. Motion passed unanimously by voice vote.

5. Reports

A. Treasurer's Report

Treasurer Robert Handley asked Mary Slade to present the reports sent to the Board for the month of March. The year to date report indicates two outstanding invoices. The CT Creative spreadsheet was created to reconcile the first contract with the second to the outstanding balance. President Malek asked the Board how to handle the questions on the outstanding invoice; direction was given to have Mary meet with CT Creative. The investment report was discussed and it was pointed out that the interest rate remains very low in the Money Market. In the overall summary Mary went over the fund balances and the year to date amount recovered.

Trustee John Gamboa asked that the invoice for Codorgan Architect be held over pending review of the contract for the drawing of the proposed fire station to determine what should be paid.

Sue Behrens discussed the different grant opportunities for funding an environmental friendly fire station or pieces of equipment. Sue talked about the small grants from USDA and State Fire Marshall office.

Joe Schelstreet asked the board to set priorities for the District's needs so that we can go after the grants that are either from private foundations or government agencies. We can use some of the reports to focus on medical needs President Malek noted.

Joe Schelstreet commented on the ISO rating of the district and the water hauling exercise that is planned for August 2009 to improve our rating. Currently the district has a rating of 9 which is used in determining the cost of homeowners insurance.

Edward Malek
President

Robert Handley
Treasurer

John Gamboa
Secretary

Chuck Dunham
Trustee

Terry Jeglum
Trustee

Julia Glas
Administrator



St. Charles Countryside Fire Protection District

112 North First Avenue
P.O. Box 4132
St. Charles, Illinois 60174
(630) 762-3900
www.sccfpd.org

Trustee Chuck Dunham moved to approve the Treasurer's Report as presented. Motion was seconded by Trustee John Gamboa. Motion passed unanimously by voice vote.

B. St. Charles Fire Department Report

Assistant Chief Joe Schelstreet gave the incident report for the period of April 25 to May 25 he reported receiving 87 calls of which 40% were responded to in 6 minutes or less and 93% were in 10 minutes or less. There was a call for a fire at Corron Road and Silver Glen which the department responded to. The address of the property was 40W808 Silver Glen and it turned out to be within in the limits of the City of Elgin. MABAS was used on the call as the property had 2 large barns and an old abandoned farm house that was slated for demolition. City of Elgin did respond once the address was verified. Attorney Ken Shepro spoke about the annexation agreement and the provision that did not guarantee fire protection. President Malek asked Joe about breaking out the number of EMS calls from the list of incidents and TCA will be working on those queries. Assistant Chief Joe Schelstreet talked about the small brush fires this spring. Greg Benson is continuing to work on the map and the data to put in the proper format for analysis for the district.

C. Administrator's Report

Administrator Julia Glas passed out a letter from the River Bend Community Group out of the Valley View area and encouraged that the Board try to connect with this group. The more information we can get out to the public and educate the Home Owners Groups the better the community will be. The conferences in Peoria and Chicago were discussed and if anyone wants to register contact Julia with the information.

D. Citizen Advisory Committee

Greg Benson is working the on the map and will discuss the education element in the update section of the agenda.

E. Attorney Report

Attorney Kenneth Shepro gave an overview of the last 2 months which has been primarily referendum related and meetings with the Village and the engineers on capacity with the Wasco Sanitary District.

F. President Report

President Edward Malek reported that in the month of March he attended several Home Owners Association meetings to educate the residents within the District. Discussions with Ron D'Aversa have continued and he is still interested in the station which is still subject to a 6 month agreement. President Malek was disappointed in what appeared to be a low turnout for voters. Ed talked about the need to continue to work on fire prevention and education.

6. Old Business

a. Review Management Letter from Auditor

Mary Slade discussed the management letter from the previous audit and identified the problems when the district only has 2 employees. The separation of duties is difficult but we can implement a few changes that would be beneficial. Once Mary gets the checks signed at the meeting, she will then have Julia mail them. Additionally, Treasurer Robert Handley will go online and check the bank balances to compare to the

Edward Malek
President

Robert Handley
Treasurer

John Gamboa
Secretary

Chuck Dunham
Trustee

Terry Jeglum
Trustee

Julia Glas
Administrator



St. Charles Countryside Fire Protection District

112 North First Avenue
P.O. Box 4132
St. Charles, Illinois 60174
(630) 762-3900
www.sccfpd.org

statements Mary presents. It was indicated that the District should adopt a fraud policy as well. Mary suggested that we reply to the letter with the changes proposed.

Trustee Robert Handley moved to have Mary write a reply letter including the monthly checking of balances with the separation of duties. Trustee John Gamboa seconded the motion. Motion passed unanimously by a voice vote.

b. Review and Act Upon CT Creative Invoice

President Malek discussed the detail presented by CT Creative for the month of March and April. Trustee Chuck Dunham moved to pay CT Creative \$20,000 per invoice. Trustee Robert Handley seconded the motion. Roll call; Ayes – Trustees Bob Handley, Chuck Dunham, John Gamboa and President Edward Malek - 4 ; Nays; none; Motion passed.

c. Amendment to the Budget and Appropriation Ordinance

Mary Slade discussed the proposed line item changes to reflect the actual money spent from the line items for the fiscal year ending April 30, 2009. The net budget change was less than \$2000. Line item appropriations were modified to reflect actual expenditures. Attorney Kenneth Shepro will work with Mary on the correct format that needs to be presented for the line item adjustments under the 10% of the total budget. Trustee Robert Handley moved to make the line item adjustments as presented by Accountant Mary Slade. Trustee John Gamboa seconded the motion. Roll call; Ayes – Trustees Bob Handley, Chuck Dunham, John Gamboa and President Edward Malek - 4 ; Nays; none; Motion passed.

7. **New Business**

A. Review and Act Upon Invoices for March 2009

Trustee Chuck Dunham moved to pay the March invoices as presented. Trustee Robert Handley seconded the motion. Roll call; Ayes – Trustees Bob Handley, Chuck Dunham, John Gamboa and President Edward Malek - 4 ; Nays; none; Motion passed.

B. Reschedule May Board Meeting

Trustee John Gamboa moved to reschedule the May Board Meeting to May 18th at 7:30 p.m. Trustee Chuck Dunham seconded the motion. Motion passed unanimously by voice vote. Proper legal notice will be sent as well as email reminder to the board members.

President Edward Malek asked for a motion to take item 7.d out of order. Trustee Chuck Dunham moved to take Furniture Proposal out of order. Trustee John Gamboa seconded the motion. Motion passed unanimously by voice vote.

E. Review and Act Upon Office Furniture Quote

Administrator Glas presented the quote for new office furniture from the same vendor that the St. Charles Fire Department utilized. Discussion was held concerning the cost of new furniture, and where the district could obtain used furniture for the office at the Fire Department. Trustee Chuck Dunham moved to authorize Administrator Glas and President Malek to purchase used furniture not to exceed \$750.00. Trustee Robert Handley seconded the motion. Roll call; Ayes – Trustees Bob Handley, Chuck Dunham, John Gamboa and President Edward Malek - 4 ; Nays; none; Motion passed.

Edward Malek
President

Robert Handley
Treasurer

John Gamboa
Secretary

Chuck Dunham
Trustee

Terry Jeglum
Trustee

Julia Glas
Administrator



St. Charles Countryside Fire Protection District

112 North First Avenue
P.O. Box 4132
St. Charles, Illinois 60174
(630) 762-3900
www.sccfpd.org

C. Review and Act Upon District Property on Burlington Road

President Malek asked the Board members for ideas on what to do with the property at 40W387 Burlington Road, St. Charles. Discussion was held concerning the market and what the value of the house would be versus what the mortgage balance remains. Also reviewed was what the district could lease the property for in the current market and liability issues.

Trustee Chuck Dunham moved to have staff investigate the current market evaluation and what dollar amount of rent could be charge for the Burlington property and to check into the price of fixing the liner and cover of the in-ground pool or the cost of filling it in. Trustee John Gamboa seconded the motion. Motion passed unanimously by voice vote.

8. **Citizen Advisory Committee Update**

a. Fire Prevention and Education Subcommittee

Greg Benson encouraged the District to continue to offer free CPR classes to the residents as part of the ongoing education program. Dan Callahan talked to Greg about joining him to educate Home Owners Groups in Wayne. The idea of teaching the proper method of using a household fire extinguisher and seasonal hazards will encourage the residents to get involved. The hands on training for fire extinguishers are presently used at the Open House in October but could be taught year round and updates put on the website. Seasonal hazards such as fireworks, grilling and open water in the pool should be highlighted as summer appreciates. Greg talked about the idea of getting more of the AED units in the community and place them in weather proof containers with blue lights for location. Dan asked the Board to work with him to obtain demonstration units to use in the training of the Home Owners Associations. He would indicate in the letter that the District is coordinating efforts to obtain donations. Trustee Robert Handley moved to have Dan Callahan include the St. Charles Countryside Fire Protection District in the correspondence to obtain donated units for training. Trustee Chuck Dunham seconded the motion. Motion passed unanimously by voice vote.

b. Communication Committee

Steve Catlin met with the subcommittee on Friday to discuss the results of the referendum and the communication strategy. Several points were brought up by the members that went well; survey, targeted message, post cards, and website. Unfortunately, a few weaknesses were noted; inconsistency of the press covering the issue, no high profile endorsement, no grass roots citizen group and needs to be more personalized to residents. The subcommittee felt the Board should continue to communicate with the residents with the post cards and keep the education program in the forefront. The Board should revisit the goals and revitalize the Citizen Advisory Committee. Learning from the opposition will bring new insight for future planning.

c. Discussion and Questions Regarding Voting Results

Attorney Kenneth Shepro discussed the election results and passed out colored maps of the precincts showing the voting patterns. Discussion was held concerning the impact of the economic times and voters understanding of the issue presented concerning the operating budget. President Malek noted that Kenneth Shepro as our attorney also has a handle on the political pulse of the area which is a bonus for the Board. Discussion was held concerning the direction that the Board should consider as they move forward. Ideas were

Edward Malek
President

Robert Handley
Treasurer

John Gamboa
Secretary

Chuck Dunham
Trustee

Terry Jeglum
Trustee

Julia Glas
Administrator



St. Charles Countryside Fire Protection District

112 North First Avenue
P.O. Box 4132
St. Charles, Illinois 60174
(630) 762-3900
www.sccfpd.org

brought up concerning the TSA contract, working with the City of St. Charles on the service contract, and how to provide services to the residents within our budget.

President Malek asked each person in the room their thoughts on going out for another referendum and when. The majority agreed that there is a need to go back to the voters for additional funds to operate the District but feel waiting for the economy would be prudent. Thoughts were shared about residents liking the existing services but are tired of government. Also discussed was educating the residents about the possibility of splitting up the District to be absorbed into the outlying districts if we cannot afford to continue with the City of St. Charles.

9. Adjournment

Trustee Robert Handley moved to adjourn the regular meeting. Trustee Chuck Dunham seconded the motion. Motion passed unanimously by voice vote. The regular meeting was adjourned at 11:15 a.m.

Respectfully submitted,

Julia Glas
Administrator

John Gamboa
Secretary

Edward Malek
President

Robert Handley
Treasurer

John Gamboa
Secretary

Chuck Dunham
Trustee

Terry Jeglum
Trustee

Julia Glas
Administrator