



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 June 20th, 2009

1. Call to Order

The regular meeting of the St. Charles Countryside Fire Protection District was called to order at 8:00A.M. on the 20th of June, 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 Terry Jeglum, Trustee Bob Handley, Trustee Chuck Dunham, Administrator Julia Glas, Accountant Mary Slade, Attorney Kenneth Shepro, Citizen Advisory Committee Members; Brad Jones, Greg Benson, Chris Baldwin and Steve Catlin. St. Charles Fire Department Chief Mullen, Assistant Chief Schelstreet Absent: Trustee John Gamboa

4. Approval of Minutes of May 18th, 2009

Trustee Terry Jeglum moved to approve the minutes of the May 18th, 2009 regular board meeting. Trustee Chuck Dunham seconded the motion. Discussion was held about the motion to fill the swimming pool was not listed. Attorney Kenneth Shepro reviewed his notes and the motions will be added to the minutes. Motion as amended passed unanimously by voice vote.

5. Reports

A. Treasurer's Report

Mary Slade reviewed the financial highlights which she renamed to reflect all the data on the report. Kane County deposits were received but DuPage County will be later in June. Mary will send out the confirmations from the Auditor and continues to look at the rates for the short term investments. The Board thanked Mary for her work, nice job.

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

B. St. Charles Fire Department Report

Assistant Chief Joe Schelstreet gave the incident report for the period of May 16 to June 20th receiving 89 calls for the District of which 70% were in 9 minutes or less, 40% were in 6 minutes or less and 92% were in 10 minutes or less. During this time period call breakdown; 2% Fire, 19% false alarms and 60% EMS calls.

Fire Station 1 is on schedule with everyone moved into the new offices. The equipment should be moved in around July 27th and the street should be finished with all the sewer and infrastructure improvements. The grand opening will be in September after the phase 2 intersection improvements are finished.

Tri-City Ambulance is preparing an RFP for collection agencies.

Discussion was held about false alarms and what is proposed for commercial buildings. The intention of escalating fees is to encourage the owner to get alarm fixed. The Fire Department will propose that the City adopt the 2009 fire codes which will have sprinkler systems, effective 2011. The department does not have any

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authority over residential alarms for permitting so there is no fee on false alarms. President Malek asked about a financial study of the cost if we could eliminate false alarms. The benefit would be to keep units available for response and reduce fuel cost. The Board requested that the Fire Department go over the major changes of the 2009 fire code for consideration at the next meeting.

C. Administrator's Report

Administrator Julia Glas talked about the contractors that have looked at the water damage and magazines that have come to the office for the Board to review. The move went well into the new office and Administrator Glas thanked the Fire Department Staff for helping get the desk put together. A training manual for Fire District Trustees were shown to everyone and new additions will be ordered for the Board and Attorney.

D. Citizen Advisory Committee

Greg Benson has set up a few dates for the Fire Extinguisher training beginning on June 23rd at the Burlington House and then September and October. The idea of providing T-shirts for the residents that complete their training was given by Administrator Glas and ideas are being formed to present to the Board so that the first group can be given out in September.

Steve Catlin will schedule a meeting with the communication subcommittee to brainstorm on seasonal ideas to share with the community.

E. Attorney Report

Attorney Kenneth Shepro talked about the proposed changes to the Freedom of Information Act and the new requirements. He and Mary are working on the Ethics Ordinance, whistle blower alert that is recommended to be adopted by all government entities.

Ken went over the tax objections and the very low dollar amount which would be required to settle. The Board would like it brought back at the next meeting.

A motion was made to keep the existing officers; President - Edward Malek, Secretary – John Gamboa and Treasurer – Robert Handley by Trustee Terry Jeglum. The motion was seconded by Chuck Dunham. Roll call; Ayes – Trustees Terry Jeglum, Chuck Dunham, Robert Handley and President Edward Malek - 4 ; Nays; none; Motion passed.

F. President Report

President Edward Malek asked Sue Behrens to give an update on the grant application process. Sue thanked Joe Schelstreet and Ken Shepro for all their assistance pulling the data together for the pumper tank application. It has been difficult to put into words how to ask for funding as we only have 5% coverage of hydrants in the District. President Malek thanked Sue and everyone involved for a great effort putting this grant together. Additionally, it would be great to update the data yearly and try to get information about statics specifically related to the District. We need equipment as well as faster response time in the District.

Mary Slade talked about the Duns number and the challenging time to register it with CCR as required by the grant.

President Malek has been working with Ron D'Versa on pursuing the property in the Wasco area as directed by the Board. The first step is to confirm the availability of PE in the built out as proposed. The letter of intent expires in July 2009.

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A motion was made by Trustee Chuck Dunham to take item 7c Discussion and Possible Action on Grant Application for Fire Station. Motion seconded by Trustee Terry Jeglum. Motion passed unanimously by voice vote.

7c Discussion and Possible Action on Grant Application for Fire Station

Sue Behrens joined the meeting via conference call on the speaker phone. Sue reported that the grant application closes on July 10th so the Board needs to give some direction. Some grants look favorable when it is a joint application but binds the two government entities as well as timing of the project. Any funds spent before the grant is approved would not be reimbursed such as architectural fees. Sue asked for a committee to help put the grant together with one board member and one person with knowledge of construction issues. A budget is needed to submit with the grant. Trustee Robert Handley asked if Sue recommends doing a joint application with the St. Charles Fire Department. The response was multiple layers of questions to be answered by the Department and if the City would be willing to apply for the grant with us. Discussion was held around the room asking each person their thoughts on applying for the grant to build the new fire station. The location of the fire station is a determining factor for some present in the room as well as timing with the joint effort.

A motion was made by Trustee Chuck Dunham to apply for the grant to construct a new fire station in the District that the committee puts together. The motion was seconded by Terry Jeglum. Roll call; Ayes – Trustees Terry Jeglum, Chuck Dunham, Robert Handley and President Edward Malek - 4 ; Nays; none; Motion passed.

Sue asked for any other members that would be interested in volunteering to sit on the committee such as Greg Benson with Fire Fighter experience.

6. **Old Business**

A. Review and Act Upon Old Executive Session Minutes

The Board needs to review the closed session minutes for a list of minutes to be released. Trustee Chuck Dunham moved to table until next meeting. Trustee Terry Jeglum seconded the motion. Motion passed unanimously by voice vote.

B. Update on Quotes for Repair to Burlington Property

Administrator Glas discussed some of the quotes to repair the water damage in the basement and informed the Board that the insurance company was notified recently. It was suggested that the Board hold off until we find out how much the insurance will cover.

The fire extinguisher class is scheduled in the building for Tuesday so a suggestion was made to have a service come in and clean before the class. A motion was made by Trustee Chuck Dunham to clean the house not to exceed \$150.00. Motion seconded by Terry Jeglum. Roll call; Ayes – Trustees Terry Jeglum, Chuck Dunham, Robert Handley and President Edward Malek - 4 ; Nays; none; Motion passed.

Discussion was held concerning the swimming pool and the motion to remove it and fill the area. Trustee Chuck Dunham moved to have AE Fraz complete the work as provided in the estimate but add the seeding will not be done until after August 15th. Motion seconded by Trustee Robert Handley. Discussion was held about the work. Roll call; Ayes – Trustees Terry Jeglum, Chuck Dunham, Robert Handley and President Edward Malek - 4 ; Nays; none; Motion passed.

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7. New Business

A. Review and Act Upon Invoices for May 2009

A motion was made to pay the May invoices as presented by Chuck Dunham. Motion seconded by Robert Handley. Roll call; Ayes – Trustees Terry Jeglum, Chuck Dunham, Robert Handley and President Edward Malek - 4 ; Nays; none; Motion passed.

B. Act Upon Warfel's Multi-flo Service Contract Burlington Property

Trustee Terry Jeglum moved to enter into the service contract with Warfel Multi-flo for the septic system at the Burlington Property. Motion seconded by Chuck Dunham. Roll call; Ayes – Trustees Terry Jeglum, Chuck Dunham, Robert Handley and President Edward Malek - 4 ; Nays; none; Motion passed.

C. Discussion and Possible Action on Grant Application for Fire Station

Taken out of order

D. Discuss Suggested Fire Station Locations

Discussion was held concerning the joint effort of one larger station with the City of St. Charles to the east of the City. Greg Benson talked about recommendations of analysis, trends, distribution and utilization of the insurance standards the fire accreditation has established. The Red gate location would be first bridge or not. Chief Mullen discussed the kind of service that Board wants to deliver and the 6.3 minute response is an urban standard. The geography is the largest obstacle to increase the response time. Trustee Chuck Dunham asked about where property on the west side? Bolcum Road was discussed. Greg will provide the report that was done and will facilitate a meeting to go over report.

E. Update on Freedom of Information Act – Shepro

Kenneth Shepro gave a brief overview of the changes to the FOIA which should be signed by the Governor soon. He will provide the document as soon as it becomes official.

F. Review and Act Upon Prevailing Wage Ordinance

Discussion was held concerning the need to pass a prevailing wage ordinance every June for all government entities. Trustee Chuck Dunham moved to adopt the Prevailing Wage Ordinance FY09-10 as presented. Motion seconded by Trustee Robert Handley. Roll call; Ayes – Trustees Terry Jeglum, Chuck Dunham, Robert Handley and President Edward Malek - 4 ; Nays; none; Motion passed. Mary Slade asked about monitoring the contractors and who will verify they are paying prevailing wage. Discussion was held to have a sheet that informs the contractor that we require prevailing wage and it is up to them to comply with the ordinance.

G. Act Upon Tentative Budget & Appropriation Ordinance FY 09-10

Mary Slade discussed the two options that have been considered, first to pay off the loan on the Burlington Property and second is to leave the loan the same. Discussion was held as Mary went down each of the line items with the Board.

Trustee Terry Jeglum moved to approve the Tentative Budget with the changes proposed by the Board to include the loan payoff. Motion seconded by Chuck Dunham. Roll call; Ayes – Trustees Terry Jeglum, Chuck Dunham, Robert Handley and President Edward Malek - 4 ; Nays; none; Motion passed.

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H. Set Public Hearing for Tentative Budget & Appropriation Ordinance FY09-10

Discussion was held by the Board to conduct a public hearing to hear comments on the proposed budget. Everyone check their calendar and it was agreed upon to move the normal meeting date to July 30th to accommodate schedules.

Motion was made by Trustee Terry Jeglum to hold the public hearing at 7:15 p.m. on Thursday, July 30th at the Burlington Property. Motion seconded by Chuck Dunham. Motion passed unanimously by voice vote. Trustee Chuck Dunham moved to change regular meeting to July 30th at 7:30 p.m... Motion seconded by Trustee Terry Jeglum. Motion passed unanimously by voice vote.

8. **Executive Session for Real Estate**

No executive session

9. **Discussion and Possible Action from Executive Session**

No action

10. **Adjournment**

Trustee Chuck Dunham moved to adjourn the regular meeting. Trustee Robert Handley seconded the motion. Motion passed unanimously by voice vote. The regular meeting was adjourned at 10:02 a.m.

Respectfully submitted,

Julia Glas
Administrator

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