

**SUGAR GROVE FIRE PROTECTION DISTRICT
TRUSTEE'S MEETING
OPEN MINUTES**

DATE: September 17, 2012
TIME: 7:00 pm
PLACE: Sugar Grove Fire Station

Board of Trustees: Christopher Ruchaj, President
John Lehman, Secretary
David Linden, Treasurer
Scott Stalcup, Trustee
Mike Fagel, Trustee

GUESTS: Attorney Tim Hoppa

The Pledge of Allegiance was recited.

Roll Call – Fagel absent – on deployment

Approval of Minutes-

It was motioned by Lehman and seconded by Stalcup to:
'Approve August 20, 2012 open session meeting minutes'

Roll Call vote – Motion carried

It was motioned by Linden and seconded by Ruchaj to:
'Approve August 20, 2012 closed session meeting minutes and open them'

Roll call vote – Motion carried

Treasurers Report –

Operations acct balance – \$2,054,271.62, Construction acct balance – \$525,123.10 – total balance on hand \$2,579,394.72. Should be at 33% of expenditures we are at 29%, just under 4%. At 69% of revenue. Ambulance fees are ahead of schedule. Stalcup stated 29% is against budget not actual revenue, Chief stated that was correct, but we are pretty close to being right on budget.

It was motioned by Lehman and seconded by Stalcup to:
"Accept Budget Percentage Report date ending 08/31/2012 as submitted"

Roll call vote – Motion carried

It was motioned by Lehman and seconded by Stalcup to:
'Approve the August Account Balance Report in the amount of \$2,579,384.72, dated 08/31/2012'

Roll call vote – Motion carried

Disbursements for normal operations in the amount of \$210,405.32, HRA account \$10,273.62 for a total of \$220,678.94.

Lehman questioned check written to WilCo Fools – this was for a VMO class.

It was motioned by Linden and seconded by Stalcup to:
'Approve the expenditures of August 2012 of \$220,678.94'

Roll call vote – Motion carried

Fire Recovery – to date we have submitted nine claims and have to date received payment on four of them. The only time out of district people are being billed is for services rendered by Engine Company, Squad Company or when on the scene assisting a medic.

Trustees report – Trustee Ruchaj stated that Trustee Fagel would like to change the meeting date for October.

It was motioned by Ruchaj and seconded by Stalcup to:

‘Move the normally scheduled October 15, 2012 meeting to October 22 at 7 p.m.’

Roll call vote – Ruchaj-Yes, Stalcup-Yes, Lehman-Yes, Linden-No. Motion carried

Report from Chief and Command –

Ceiling fans in apparatus floor are starting to fail – these will be replaced as needed – around \$400.00 each
Volunteers have come forward to paint – district will supply the paint – this will be approached as needed
Tile floors throughout the station need to be stripped down and refinished. An RFP will be sent out, as per district policy.

New ARFF truck is back from Global – runs good, very stable. List of repairs to get into 100% service, most will be done in house. Still waiting on answer from City of Aurora as far as maintaining the vehicle.

New command vehicle was ordered from Fox Valley Ford, was \$500.00 more than stated bid, but the vehicle is a 2013 compared to a 2012 through the stated bid

100% operational on Water Rescue Boat

FEMA Grant – no word yet

Walgreens under construction – should be done within the next 60 days

Tax Assessor – estimated EAV for the District is \$422,205,197. This is a reduction of \$31,438,650 from 2011. Lost over 102 million in the last four years. Chief Kunkel stated that we are approaching our tax cap; we will be at our cap after this year, and we will start seeing a decline in revenue over the next few years.

Monthly report will be emailed when completed. Monthly reports will now be emailed to trustees every month.

New Business –

Andy Miriani from Miriani and Associates went over the Audit report. Total Assets of District at end of year is \$4.1 million. Total cash increased \$170,000 over last year. Ended year with revenues at \$68,000 under budget, and expenses at \$283,000 under budget. Miriani stated no issues with audit, still needs to mention the weakness is a one person office staff, but that is offset with outside accounting firm.

It was motioned by Lehman and seconded by Linden to:

“Accept the Annual Financial Report from Miriani and Associates, dated April 30, 2012 for year-end”

Roll call vote – Motion carried

Chief stated that Chase bank now has a security system in place that makes two people sign in to make payments. This is for payroll right now.

Chief stated that contract between the district and Local 4748 has been agreed upon and is now before the Board for approval. Chief’s recommendation is that the Board approves the contract.

It was motioned by Ruchaj and seconded by Lehman to:

“Approve the contract between the Fire Protection District and the Fire Fighters Union Local 4748 with an effective date of May 1, 2012”

Roll call vote – Motion carried

Treasurer's Receipts and Disbursements-

This is the annual statement that is required to be filed with the county.

It was motioned by Stalcup and seconded by Lehman to:

'Approve the Treasurer's Annual Statement of Receipts and Disbursements, two pages as presented, for fiscal year beginning May 1, 2011 ending April 30, 2012'

Roll call vote – Motion carried

Dispatch Services – had ongoing communications with Tri-Com. Tri-com very anxious to have district come on board. The Board of Tri-Com evaluated a new dispatch fee schedule if three more departments came on board, right now 7 users, could become 10. Initial base fee is 1% - roughly \$25,000, user fee based on call volume after that, based on last year's call volume, this would put us at \$40,000. Chief believes these fees are comparable to other dispatch agencies.

District is totally wireless, cannot connect wireless via data – would have to convert to data or put in more towers. Transitional fees – new members pay all transitional fees, could be \$60,000-\$75,000. This is not how the discussion started out. Chief proposes they waive all transitional fees, and they can take our system and maintain it. Chief will follow up in a few days. Chief believes we would have the same issues with KaneCom.

Kabota Multipurpose Vehicle – this vehicle would be used for corn boil, and other activities where we would need an EMS cart. Chief stated that we have \$5000 extra in grant money that we could use, we would approach the Foreign Fire Fund and the remainder would be from the Association. Chief stated if we don't get the funds from the other, we would not get it. Lehman questioned if the vehicle would become an asset of the district and maintenance would be the responsibility of the district, Chief stated yes. Chief stated this would be a good vehicle to use on the trails, if we needed to gain access.

It was motioned by Lehman and seconded by Ruchaj that:

'The amount of \$5,000 to be donated towards the purchase of a Kabota Vehicle, with the understanding that it then becomes the responsibility and a District asset after the purchase.'

Discussion – Stalcup wants to clarify that the district will be putting in \$5000 from the bond money towards the purchase of the vehicle, and it will become the Districts asset, and the other \$16,000 will be coming from the association or somewhere. Lehman stated or however it is funded, yes.

Roll call vote – Motion carried

Stalcup questioned the chief if the association will be putting in the other \$16,000. Chief said that the Foreign Fire Tax will be putting money in also.

New Firefighter Bunker Gear – Some of our Full timers gear was gear they had when they were POCs, they have extreme wear. Looking at a new product, nice turnout gear, about \$200 less than previous gear.

It was motioned by Linden and seconded by Ruchaj to:

'Approve \$9,500 for the bunker gear'

Roll call vote – Motion carried

It was motioned by Ruchaj and seconded by Stalcup to:

'Go into closed session at 8pm to discuss wages and benefits of employees and the discussion of Deputy Chief Candidates'

Roll call vote – Motion carried

It was motioned by Ruchaj and seconded by Lehman to:

'Go back into open session at 8:20'

Roll call vote – Motion carried

Action on closed session items –

It was motioned by Ruchaj and seconded by Stalcup to:

‘Adopt Resolution 2012-02 as presented - Resolution Adopting and Implementing a Schedule of Salaries and Benefits for Civilian and Part Time/Paid on Call Employees of the Sugar Grove Fire Protection District’

Roll call vote – Motion carried

It was motioned by Ruchaj and seconded by Lehman for:

‘A Special Meeting on October 9, at 6pm for the Purpose of Interviewing Deputy Chief Candidates’

This meeting will be a closed session meeting, with no public action being taken.

Roll call vote – Motion carried

Chief stated that the minutes and agenda are now posted on the web site.

Public to Address the Board

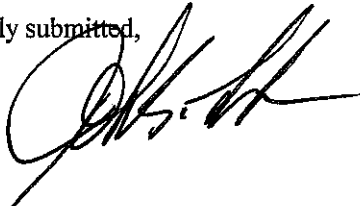
Lee Drendel, a citizen of Sugar Grove, asked if he could have a few questions answered. Drendel referenced the Oct 9 meeting for the Deputy Chief Candidates, if the board was going to have just a select few, or are they going to interview all the candidates. Ruchaj stated that there is a specific committee who is looking over each application, they will narrow down the candidates to a final number and those will be interviewed. Drendel stated that the question he has, and not to pick on Mr. Lehman, but he knows that there are applications from other departments that have been turned in, is Mr. Lehman going to be in on the interviews or is he going to stand back. Drendel asked Lehman if he understood what he was saying, that his input towards someone should not be put in whether he got along with another candidate or not. Lehman stated that Drendel is bringing his integrity into play; Drendel stated he is just asking a question. Lehman stated that everything that has been done has been done objectively with a committee of three people. Lehman stated that he will be sitting in on the interviews just as he has done all along, there is no reason he should abstain from anything. Lehman stated he has no problem with the way this process has been conducted or the candidates that have been selected up to this point. Drendel stated thank you.

It was motioned to by Ruchaj and seconded by Linden to:

‘Adjourn at 8:26pm’

Roll call vote – Motion carried

Respectfully submitted,



John Lehman, Secretary



Paula Lacey, Recording Secretary