

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

DATE: Oct 21, 2013
TIME: 7:00 pm
PLACE: Sugar Grove Fire Station

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

GUESTS: Attorney Tim Hoppa

The Pledge of Allegiance was recited.

Roll Call – Lehman, Linden, Ruchaj and Wojciechowski in attendance. Fagel on deployment.

Brandon Gudovitz and Jacob Mackey, from the last recruit class, presented a plaque to the Trustees, for their gratitude to the district for their time and commitment to the recruit class. Not in attendance were Joe Beallis, Mike Brown, Bronson Flannagan, Dan Geiger, Kyle MacDonald, Collin O'Neil and Andrew Pauley.

Approval of Minutes-

It was motioned by Linden and seconded by Lehman to:

'Approve the Sept 16, 2013 open session meeting minutes.'

Roll Call Vote, All in Favor – Motion Carried

It was motioned by Lehman and seconded by Linden to:

'Approve the Sept 16, 2013 closed session meeting minutes and open them up.'

Roll Call Vote, All in Favor – Motion Carried

Treasurers Report –

Total cash on hand - \$3,199,848.49. Five months into the fiscal year – at 38%, almost 4% under budget. Chief stated that most sizable accounts have been completed.

Trustee Wojciechowski would like a breakdown of employee's salaries. Chief stated that Paula can get her this.

It was motioned by Linden and seconded by Lehman to:

'Approve the Account Balance and Budget Percentage Report as submitted dated Sept 2013.'

Roll Call Vote, All in Favor – Motion Carried

Expenditures – Chase Checking - \$214,290.67, HRA Account – 3,219.63 – Total \$217,510.30.

Lehman questioned the \$9,516 to Geneva, if this was dispatch fees. Chief stated yes, this is the third time we have printed this check, they keep throwing it away.

Dave questioned Claesson Janitorial, if this is once a year. Chief stated this is not once a year, it was approved last month on the consent agenda, it is for getting the floors stripped and refinished.

It was motioned by Wojciechowski and seconded by Lehman to:

'Approve the Expenditures in the amount of \$217,510.30'

Roll Call Vote, All in Favor – Motion Carried

Consent Agenda Items –

Chicago International Truck - \$6495.43, Sugar Grove Fire Pension Fund - \$131,231.50.

Lehman questioned the schedule for replacing that ambulance. Chief stated that he talked to Erik who does the maintenance on it, and they determined it would be about another 5-6 years. Pension amount is the second payment for the fiscal year.

It was motioned by Lehman and seconded by Wojciechowski to:

‘Approve the consent agenda for Oct 2013, for two items listed... Chicago International Truck in the amount of \$6495.43 and Sugar Grove Fire Pension in the amount of \$131,231.50.

Roll Call Vote, All in Favor – Motion Carried

Chief stated that he monitors the distributions we get from Kane County, and on the settlement sheet it shows a very significant deduction of what our revenues are going to be due to cancellations. Last year is was about \$5000.00 this year it is over \$70,000. This gives a reduction of almost \$58,000.00 this year. Chief stated this will have us looking at our budget a little closer and a little tighter.

Trustees report –

Dave Linden said he spoke with the Kings and they were very pleased with the job the fire department did, and they could not believe how many departments responded that quickly.

Report from Chief and Command –

Bond refunding finalized last week – closing went very smoothly.

Montgomery TIF – Chief was voted chairman of JRB (Joint Review Board). Chief did a thorough review of their TIF plan, and felt their plan did not meet all requirements of a TIF. JRB voted on it, it was a 5-4 vote that it did not meet TIF requirements. It was brought forward by one of the other taxing bodies to have a second meeting in two weeks and have another vote. Two TIF plans, the east side of Orchard affects us, but all of Hammond’s property (most of that area) is removed from TIF. Other areas they included are recreational property and Kane County properties that are tax exempt, which cannot be included in a TIF.

Chief discussed three issues of concern that DC Perkins has been working on. Chief stated he will let DC Perkins explain further.

Operations Report –

Information Technology Infrastructure - DC Perkins stated that he has been working the last few months on reviewing the districts information technologies infrastructure. Several issues have been noted including the phone system, district servers, anti-virus and spam filtering protection have been lacking for an organization of our size. Several areas need to be addressed sooner than later. Perkins has met with outside IT vendors to being the process of addressing the numerous issues at hand, as well as beginning the process of obtaining quotes to replace the current phone system.

Department physicals – The district conducts medical physicals once a year, depending on employee’s ages. This was billed to the district. The medical insurance the district provides to our employees has preventative care, and this can be utilized by the employee for this physical. Perkins is working with Health Endeavors to conduct the physicals and billed through the medical insurance.

POC Program– A letter was drafted and sent to all prospective applicants. Perkins is looking to hold an orientation in November.

New Business –

Items A, B, and C will be tabled until after closed session. 11D - Tabled until next month.

11E – Declaration of Surplus Equipment – Fire hose. Chief stated that he would give to a training academy; otherwise he will dispose of in another way.

It was motioned by Lehman and seconded by Ruchaj to:

‘Memo dated 10/17/13 that lists out the surplus equipment, be declared as surplus equipment.’

Roll Call Vote, All in Favor – Motion Carried

It was motioned by Ruchaj and seconded by Lehman to:

‘Go into closed session to discuss the Side Letter Agreement with Local 4748, and a 6-month review of closed session minutes.’

Roll Call Vote, All in Favor – Motion Carried

It was motioned by Ruchaj and seconded by Lehman to:

'Go back into open session at 8:22'

Roll Call Vote, All in Favor – Motion Carried

It was motioned by Lehman and seconded by Ruchaj to:

'Approve the Side Letter Agreement with the Sugar Grove Fire District and the Sugar Grove Professional Fire Fighters Local No. 4748, agreement dated October 21, 2013, and it deals with the collective bargaining agreement currently in effect from May 1, 2013 through April 30, 2014'

Roll call vote – Lehman YES, Ruchaj YES, Lehman YES, Wojciechowski NO – Motion carried

Item 12b – six month review of closed session minutes – no action

Resuming with tabled items...

11A – Discussion of and possible action on an ordinance establishing full time Battalion Chief and Captain positions – no discussion took place in open session.

It was motioned by Lehman and seconded by Linden to:

'Adopt Ordinance 2013-03 – An Ordinance Delegating Authority to the Fire Chief to Appoint up to Three Battalion Chiefs and Authorize a Captain's Promotional Examination Process for the Sugar Grove Fire Protection District'

Roll call vote – Lehman YES, Linden YES, Ruchaj YES, Wojciechowski NO – Motion carried

11B - Discussion of and possible action on a resolution establishing wages and benefits for the Battalion Chiefs – no discussion took place in open session.

It was motioned by Linden and seconded by Lehman to:

'Adopt Resolution 2013-03 - A Resolution Adopting and Implementing a Schedule of Salaries and Benefits for Battalion Chiefs of the Sugar Grove Fire Protection District.'

Roll call vote – Linden YES, Lehman YES, Ruchaj YES, Wojciechowski NO – Motion carried

11C – Trustee Ruchaj stated this has been vacated. Lehman stated only the Firefighter part has been vacated.

It was motioned by Lehman and seconded by Linden to:

"Authorize the Chief to fill a currently vacant Lieutenant's position for the Sugar Grove Fire Protection District that will coincide with the creation for the other positions just adopted.'

Roll call vote – Lehman YES, Linden YES, Ruchaj YES, Wojciechowski NO – Motion carried

ANY OTHER MATTERS THAT MAY LAWFULLY COME BEFORE THE BOARD

None heard

Public to Address the Board

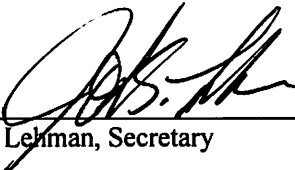
None heard

It was motioned by Ruchaj and seconded by Linden to:

'Adjourn at 8:27pm.'

Roll Call Vote, All in Favor – Motion Carried

Respectfully submitted,



John Lehman, Secretary



Paula Lacey, Recording Secretary