

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

DATE: December 16, 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 Shawn Flaherty, Attorney Tim Hoppa

The Pledge of Allegiance was recited.

Roll Call – John Lehman, Chris Ruchaj absent.

It was motioned by Wojciechowski and seconded by Linden to:
‘Approve Mike Fagel as President Pro-tem’

Motion carried

Approval of Minutes-

It was motioned by Wojciechowski and seconded by Linden to:
‘Approve November 21, 2013 open session meeting minutes’

Motion carried

Treasurers Report –

Total cash on hand - \$2,731,677.62, at 95.34% revenue – at 57%, expenditures – 1.31% under budget.

Fagel asked if there are any surprised. Chief stated that he mentioned last month that we are at \$57,000 less in revenue due to rebates from the county. Chief stated he is now looking at all purchases, to see if we can hold off on some until next fiscal year.

It was motioned by Linden and seconded by Wojciechowski to:
‘Approve the November 2013 account balance and budget percentage report as submitted.’

Motion carried

Expenditures – Chase Checking \$433,813.19 – Chase HRA \$1,674.50 – Total \$435,487.69.

It was motioned by Linden and seconded by Fagel to:
‘Approve the Expenditures for November 2013 in the amount of \$435,487.69.’

Roll call vote – Motion carried

Consent Agenda Items –

Bio-Tron - \$7000.00 – ETCO2 cables – to upgrade two monitors.

It was motioned by Linden and seconded by Wojciechowski to:
‘Accept consent agenda for items for December 2013 in the amount of \$7000.00’

Roll call vote – Motion carried

Report from Chief and Command – All items on agenda

Attorney’s report –

Pension reform adopted – nothing at this time affects the fire districts.

As of Jan 1, 2013 all fire vehicles will need plates. Secretary of State is not ready for this, there is now a May deadline.

New Business – Monthly meetings – discussed moving the meeting date and time, will keep the same until all board members are present to change.

It was motioned by Linden and seconded by Wojciechowski to:
‘Keep the date and time of meetings as they are for 2014’

Motion carried

Policy Manual – Chief stated that the point system is not working out. Point system was cumbersome, prone to problems on accuracy. Trustees were given a copy of the revised policy. New policy gives chief flexibility working with the POCs. Number 6 for new hires states that they must pass a physical agility test administered by the district, we have chosen now to go with the CPAT requirement, therefore it will just say pass a physical agility test and the applicant will have to produce a CPAT card before they are hired.

'It was motioned by Fagel and seconded by Linden to Amend the Policy Manual for Chapter 6'

Motion carried

POC Call and Drill Payout – Chief stated this will be more cost effective for the district. Identify points for four categories; still alarm, full still, general and Wednesday night drill. In budget right now call attendance is a separate budget item. By going to this method, giving points for these categories, when POCs are at the station for a call or drill they get points and the total amount of money gets divided by the points for a 28 day pay cycle. This way the district is always on target with budget, not under- not over. The more points the more opportunity for financial gain. This is an incentive to get them back for the important categories identified. Chief would like to start first of January. Wojciechowski would like to know how much he has delegated, Chief stated \$75,000, broken down by work cycle it would be \$5770.00. Wojciechowski would like a report on how much we spent last year. Fagel questioned if it allows more flexibility. Chief stated yes, not as cumbersome, more streamline on payroll. Chief stated last year the budget was broken out different, training pay was in with shift pay, \$30,000 was budgeted for call pay and \$13,000 was spent. Fagel questioned what the exposure difference is; Chief stated it will keep us in budget. Chief stated it will keep us capped at the budgeted amount. Chief stated he is trying to come up with a method to get our POCs back for calls. Fagel would like a motion on the table, and discussion to follow.

It was motioned by Fagel and seconded by Linden to:

'Approve the POC Call and Drill Payout Procedure'

Discussion – Linden thinks it will be beneficial to those that attend, there is incentive for them. Chief stated that this keeps us more fiscally responsible. Fagel would like to know if we can change it if we don't see it working. Flaherty stated yes. Wojciechowski stated that she does not know what the financial situation is going to be next year and does not want to resort to other sources if we fall short. Chief stated that right now we have a budgeted amount of money; each employee has an hourly rate they get paid when they come in for a call. We cannot control how much we spend this way, but with the new method we can control it and cap it. Fagel questioned if chief has a projection if we can go under it, Chief stated not with only being seven months into the current fiscal year. Flaherty stated this is a budget amount and it provides an incentive to those who show up more. Wojciechowski would like to know what was allocated for last year. Chief stated \$30,000, \$13,000 was spent, but this was allocated for calls only. This year Chief separated it out differently for calls and drills, for a total of \$75,000. Wojciechowski stated this is what she is having a hard time with and she is not comfortable with it.

Roll Call Vote – Fagel, Yes – Linden, Yes – Wojciechowski, No. Motion Failed.

Swearing in of Battalion Chiefs – Chief stated that the Board authorized him to appoint three Battalion Chiefs, and he has chosen the three.

Chief did the swearing in of Lt. Mike Warner, Lt. Josh Lopez and Lt. Brendan Moran to Battalion Chief.

ANY OTHER MATTERS THAT MAY LAWFULLY COME BEFORE THE BOARD

Nothing heard

Public to Address the Board

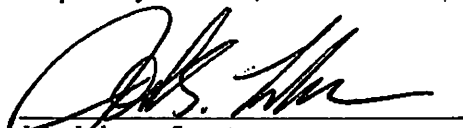
Nothing heard

It was motioned by Linden and seconded by Fagel to:

'Adjourn'

Motion carried

Respectfully submitted,


John Lehman, Secretary


Paula Lacey, Recording Secretary