

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

DATE: September 18, 2017
TIME: 6:00 pm
PLACE: Sugar Grove Fire Station

Board of Trustees: Mike Fagel, President
David Linden, Treasurer
John Guddendorf, Jr., Secretary
David Blankenship, Trustee
Harry Davis, Trustee

GUESTS: Chief Perkins, Attorney

The Pledge of Allegiance was recited.

Roll Call – Blankenship absent

11a) was moved up on the agenda; swearing in of new POCs

Trustee Fagel swore in POC's Parillo, Litkenhus, and Schillinger.

Approval of Minutes-

It was motioned by Linden and seconded by Davis to:

‘Approve August 14, 2017 special open session meeting minutes’

Roll call vote – Motion carried

It was motioned by Guddendorf and seconded by Davis to:

‘Approve the August 14, 2017 special closed session meeting minutes and keep them closed ‘

Roll call vote – Motion carried

It was motioned by Linden and seconded by Davis to:

‘Approve August 17, 2017 special open session meeting minutes’

Roll call vote – Motion carried

At 6:10 pm Trustee Blankenship attended the meeting

It was motioned by Guddendorf and seconded by Davis to:

‘Approve the August 17, 2017 special closed session meeting minutes and keep them closed ‘

Roll call vote – Motion carried

It was motioned by Linden and seconded by Guddendorf to:

‘Approve August 21, 2017 open session meeting minutes’

Roll call vote – Motion carried

It was motioned by Guddendorf and seconded by Linden to:

‘Approve the August 22, 2017 open session meeting minutes’

Roll call vote – Motion carried

It was motioned by Guddendorf and seconded by Davis to:

‘Approve the August 22, 2017 closed session meeting minutes and keep them closed ‘

Roll call vote – Motion carried

It was motioned by Davis and seconded by Linden to:

‘Approve August 24, 2017 special open session meeting minutes‘

Roll call vote – Motion carried

It was motioned by Guddendorf and seconded by Linden to:

‘Approve the August 24, 2017 closed session meeting minutes and keep them closed ‘

Roll call vote – Motion carried

It was motioned by Linden and seconded by Guddendorf to:

‘Approve August 31, 2017 open session meeting minutes‘

Roll call vote – Motion carried

It was motioned by Davis and seconded by Guddendorf to:

‘Approve the August 31, 2017 closed session meeting minutes and keep them closed ‘

Roll call vote – Motion carried

Treasurers Report –

Operations Account – \$2,110,343.87, Capital Account - \$1,235,074.81, Total \$3,345,418.68

At – 31.1%, which is where we should be at this time.

(Guddendorf) are all tax monies listed – Any money that came in in September not listed on this report, as this report is only until the end of August. (Fagel) what makes up Communications/Radios/Pagers – \$36,000 it would be radio repair, licenses and communication type of expenses. (Fagel) for extra product or maintaining status quo – budgeted for replacement of some and for batteries and for the repairs. (Fagel) what makes up Computers/Information Tech – computer hardware, software, IT services, web filtering; all computer technology related.

It was motioned by Guddendorf and seconded by Davis to:

‘Accept the August 2017 Cash Balances and Budget vs Actual Reports‘

Roll call vote – Motion carried

Expenditures –

Chase Checking - \$313,228.09, Chase HRA - \$2,702.77, Total expenditures \$315,930.86

Questions on Fireground: uniforms – Pumps; tires for ambulance – Cardmember Services; credit card for the month – Village of Sugar Grove; water/sewer – Geneva; dispatch fees.

It was motioned by Linden and seconded by Blankenship to:

‘Approve the Expenditures as of August 30, 2017 in the amount of \$315,930.86‘

Roll call vote – Motion carried

Report from Chief and Command –

Calls this month were 95 – same as last year in August – running about 120 calls over the same period in 2016.

(Fagel) what is ‘other calls’ – this is miscellaneous type calls, will provide list.

Chiefs report was handed to the Trustees; it contains information of meetings attended, points of interest. Anything time sensitive would have been forwarded to the Board, also listed in this report.

Rick Sander is resigning as Fire Commissioner – moving out of the district. Letter of resignation is on agenda.

Ambulance – waiting on full drawings and specs from PJ Foster, once received will forward to trustees.

Kitchen Remodeling – coming along, the project would never be as successful without all the help from the crew. Painting, drywall remove, carpet removal. It is a credit to the entire staff.

Workers Comp – one still out on long term, but is progressing and should be back in early January.

Another out needing surgery, won’t know how long he is out until after surgery. It is scheduled in 2-3 weeks from now. One POC is out and should be back in the next week or so.

Informative meeting with current billing company. This is further on agenda.

Safe Deposit Box - Trustees sign papers tonight, will have box first thing in morning.

Alarms – power outages brought attention that Tri-Com and the district gets notices if power goes out at the railroad site, and we lose our radios and we go on UPS for a while and when that dropped, we didn't know. Tri com has installed alarms, it will send a voice recording out over the frequency stating power is out. There have been a multitude of problems, but through a series of events have identified that there needs to be some sort of identification; it is now TriCom's system, we will do what we can to help. Discussion continued.

GETS – (Fagel) recommended that we get into the GETS system – www.gets.gov. The district had this at one time. (Chief) get info from Paula.

Attorney's report – Have not heard from Appellate Court as of yet.

Old Business –

New Ambulance – waiting on Horton specs.

Ambulance Billing – looked at Paramedic Billing Services, there are pros and cons, information they sent over some good, some not as good. Pat Mannix from Andres came out, very optimistic that issues with them can be resolved. Discussion was held on the runs, Medicaid, insured, no insurance – demographics – percentage with people with insurance one of the highest; people with no insurance one of the lowest. Discussion was held regarding rates – would like Pat Mannix out to talk with the Board. (Trustees) want to hear from both companies. Will try to schedule for the October meeting.

Data Storage Back-up – 4 drives are required at \$80 each – Scan software is \$1000 a year or \$2000 for the perpetual license - one time.

It was motioned by Fagel and seconded by Guddendorf to:

'Approve \$320 for the hardware and \$2000 for the perpetual license for the service'

Roll call vote – Motion carried

Impact Fees – Follow-up – Trustees were given a list of impact fees from the surrounding districts. SGFPD has no commercial impact fees. (Fagel) table.

TIF#2 – (Fagel) table.

Boundary Discussion and Meetings – (Fagel) table. (Guddendorf) move on this. (Fagel) set up for two board members to go; will make calls tomorrow.

New Business –

11a was moved to the beginning of the agenda.

Declaration of Surplus – Old SCBA's, harnesses and bottles. Grant will be read over for any stipulations, but would like to donate to various departments in Florida and Texas. Command staff to look into donating them.

It was motioned by Guddendorf and seconded by Davis to:

'Make surplus the 62 masks, 36 packs, and 69 bottles'

Roll call vote – Motion carried

It was motioned by Fagel and seconded by Blankenship to:

'Donate surplus of 62 masks, 36 packs, and 69 bottles'

Roll call vote – Motion carried

Resolution 2017-02 – Establishing Safety Standards for the Purchase of District Vehicles

Discussion on Resolution 2017-02 – this is different than the ones the trustees have, after Flaherty talked with Fagel, changes were made.

(Fagel) This resolution states that the ambulance must be equipped per the latest Federal General Services Administration specifications for ambulances in place at the time the ambulance is awarded (GSAKKK-A-1822F). The Board further deems it critical that the latest occupant protection safety technology must be included in the specifications for the new ambulance to enhance employee safety. The Board approves a purchase order with Foster Coach Sales for the purchase of a Horton Ambulance as set forth in the suburban purchasing co-op program and vendor quotation not to exceed \$265,000.00, with a trade in of the 1997 Horton ambulance as part of the transaction.

(Fagel) specs were handed out (Horton) to the trustees and Chief Perkins - discussion was held on the ambulance, the specs and the quote from Horton. Changes can be made up to production. (Fagel) asked for a motion on this. (Guddendorf) would like time and for the crew to have time to look these over. (Perkins) would like to see the graphics. (Fagel) second request for a vote; there is time after the signing to guarantee where we are at. (Guddendorf) wants the crews' issues taken care of, and the aesthetics on the vehicle are not here. (Fagel) would like to get the original resolution that was in the packet motioned on. (Perkins) if this makes it proprietary; this resolution makes the ambulance have an airbag, which only Horton ambulances have; it would eliminate any other manufacturer that makes ambulances.

Questions asked if the Horton is the ambulance that is going to be purchased, regardless of the differences in the way the compartments are laid out and the difference in price; (Fagel) yes.

It was motioned by Fagel and seconded by Linden to:

'Approve Resolution 2017-02'

Roll Call Vote; Fagel –Yes, Linden –Yes, Blankenship –Yes, Davis –Yes, Guddendorf –No.

Special meeting will be posted for next Monday for purchase of new ambulance.

COOP Planning – (Fagel) - an IFSI instructor will be teaching three classes for \$600. This will be one 2-1/2 hour presentation with the ability to add on a table top work session for an additional \$250.00, for a total of \$850.00. This was approved on 9/15/18, but is being motioned again tonight as it was not on agenda on Friday.

It was motioned by Blankenship and seconded by Guddendorf to:

'Approve the COOP Training and Tabletop not to exceed \$850.00'

Roll call vote – Motion carried

(Flaherty) should be no more than two trustees attending the same night of training.

Policy Manual Updates – as this is the Boards policy manual they will work with Attorney Flaherty on this. Chapter one will be addressed first, it will be sent to Board.

It was motioned by Blankenship and seconded by Fagel to:

'Start updating the Board of Trustees Policy Manual'

Roll call vote – Motion carried

(Flaherty) fee on this around \$1500. The more changes the more cost. (Flaherty) retainer fee needs to be looked at again.

Traffic control and enhancements – (Guddendorf) - Kane County is very proactive, they receive traffic accident reports from every Village and State Police for every accident/fatality that happens in the county system and township system. The county follows what is called the Manual on Uniformed Traffic Control Devices. This manual explains when and how to put up a stop sign, a four-way stop sign, and what warrants need to be met before you can put up a traffic signal. Traffic counts are being taken now at the intersection;

certain criteria has to be met on the minor roads as well as the major roads. There are guidelines and parameters that need to be followed.

Supporting Life-Saving Actions of District Resident during Traffic Accident – (Perkins) an off duty Lemont Township FPD Paramedic rendered aid to the pediatric patient, stayed with patient in back of ambulance, provided a lot of assistance. Cluchey and (Perkins) sent a letter to the Lemont Chief recognizing the off duty FF's actions. (Guddendorf) FF should be brought in, given a plaque and recognize him for his actions. (Perkins) find out what the district did last time; will find out status of patients. (Fagel) table.

Appointment of New Fire Commissioner – (Perkins) Fire commissioner spot has opened up – rules state cannot have more than two from same political party; right now one is republican one is non-republican. (Fagel) Brad Sauer to serve, he has been notified of times and salary.

It was motioned by Blankenship and seconded by Linden to:

‘Appoint Brad Sauer as Fire Commissioner for the remainder of Rick Sanders term’

Roll call vote – Motion carried

Generator Service and Testing – (Perkins) A/C Parson was to receive info from a new company; will report back at next meeting. (Fagel) table.

Station Maintenance – (Perkins) Kitchen remodel is underway, hopefully finished by Thanksgiving. (Fagel) winterization for building – (Perkins) No concerns; went over with Parson, he will be passing info on to Capt. Wade.

Overtime – (Fagel) sees same faces 2-3 days in a row; how to cure this. (Perkins) last contract bargaining members went from four to three; member takes off, allows second POC to fill in; reduces overtime. Currently negotiating current contract, closed session. Hiring new POCs. Hiring one new full time FF would cost district around \$90,000 a year, not including uniforms. One FF would not reduce overtime, 3-6 would be needed, and district funding does not allow for that. (Fagel) discount/grant for using Stryker power cot? (Perkins) might if buying through IPRF, which we aren't; will check to with them to make sure.

Training for Officers – (Perkins) next one is Continuity of Operations Planning training, this one is for more than just the officers.

Apparatus Status – (Fagel) any apparatus that does not run; just taking up space. (Perkins) airport vehicles not used much; maintenance nightmare. (Blankenship) agreement with airport that district has to have equipment. (Perkins) believes agreement states ARFF training; would like to sell ARFF trucks, and brush truck and purchase a functional brush truck. (Fagel) squad get use. (Perkins) next major piece of apparatus to be purchased is rescue engine; has more compartment space, current engine cannot hold all the extrication equipment; then current squad can be sold. Would also like pick-up with plow, used. Funding is issue. (Blankenship) check agreement for ARFF arrangement. (Perkins) will give ARFF update at next meeting.

Airport Response and Fees – (Fagel) \$10,000 a year, is agreement still in effect; is this enough.. (Perkins) Will check contract expiration, would like to know if district is missing out on tax dollars that would be the issue, not the call volume. (Fagel) raising fees for ambulance rates, why not raise airport fees, have not been raised in over 10 years. (Flaherty) unilaterally can increase ambulance rates; airport fees would need Aurora to agree. (Perkins) if parcels owned by city of Aurora, and leased out, should that be put back on tax roll. (Flaherty) Yes, at least a portion of it. Supreme Court precedence on tax exempt lease hold arrangement. (Perkins) will look into parcels to see which ones are tax exempt and talk to assessor. (Fagel) table, keep on agenda.

\$2500 in Computer Equipment for Trustee Office –
Trustees will handle purchasing these items.

It was motioned by Guddendorf and seconded Linden to:

‘Approve up to \$2500 for computer equipment for Trustees office’

Roll call vote – Motion carried

(Blankenship) computer equipment in office area; what is going on with it. (Perkins) will be scrapped want to see if any FF mechanics would like the hinges; in the process of getting rid of it; will check with DC Trash.

It was motioned by Blankenship and seconded by Fagel to:

‘Go in to closed session at 8:36pm for Discussion on Performance/Goals on Specific Employees of the District and Contract Negotiations with Local 4748’

Roll call vote – Motion carried

It was motioned by Linden and seconded by Guddendorf to:

‘Go back in open session at 9:59pm’

Roll call vote – Motion carried

No action taken in closed session

ANY OTHER MATTERS THAT MAY LAWFULLY COME BEFORE THE BOARD

None

Public to Address the Board

None

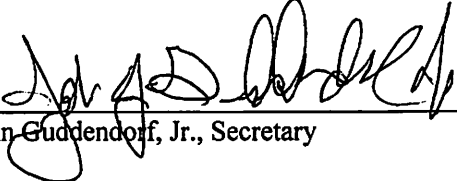
It was motioned by Linden and seconded by Davis to:

‘Adjourn’

Roll call vote – Motion carried

Next meeting is Monday, September 25, 2017 at 6:00pm.

Respectfully submitted,



John Guddendorf, Jr., Secretary



Paula Lacey, Recording Secretary