



Fox River & Countryside Fire/Rescue District

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Minutes

Regular Meeting of the Board of Trustees

Monday, July 18, 2016

7:03 PM

Meeting adjourned and reconvened

Friday, July 29, 2016

7:00 PM

District Meeting Room – Station 1

34W500 Carl Lee Road, St. Charles, Illinois

1. **Call to Order** – The regular monthly meeting of the Board of Trustees of the Fox River & Countryside Fire/Rescue District was called to order at 7:03 PM, Monday, July 18, 2016 in the District Meeting Room at Station One, 34W500 Carl Lee Road, St. Charles, Illinois by the President, Robert Handley. Attorney Kenneth Shepro was designated as acting Assistant Secretary.

- a. **Roll Call:**

Present: Trustees Dunham, Gamboa, Herout, Mollenhauer; President Handley- 5

Absent - None

Also Present: James Howard – Governmental Accounting; Attorney Kenneth Shepro; Captain Tjelle

- b. **Pledge of Allegiance:** President Handley led the meeting in the Pledge of Allegiance to the Flag of our Country.

2. **Citizens' Comments** – None

3. **Reports-Committee Reports**

- a. **Financial Report - James Howard** reviewed the financial report for the two months ended June 30, 2016. Revenue highlights included collection of 50% of budget property taxes after the first major installment payment from Kane and DuPage Counties. Ambulance fee collections are \$58,944, ahead of budget projections. Our fund balance continues to trend up. The auditors have completed the first draft of the audit report and delivered it to Howard for review. The highlight is that the District's financial position has improved and there is no "going concern" qualification in the draft. There were no other items of note.

Discussion ensued regarding the possible purchase of a replacement ambulance. Captain Tjelle reported on the condition of the existing ambulances. Jeff Morris at Alexis has a brand-new vehicle available with a Chevrolet cab. However, it is not an all-wheel drive. Alexis will

have an all-wheel-drive vehicle available in two weeks. Tjelle reported that one ambulance was completely nonfunctioning, and the district is not in the position to borrow an ambulance from an adjoining district. We have already used the Pingree Grove backup ambulance for 30 days. Tjelle stated that he and Captain Sutherland were of the opinion that the district should not put any more money into the existing ambulances. Howard stated that the current financing proposals were within the District's financial means, and the useful life of the vehicle will exceed the financing term. If the proposal for a lease/purchase is approved, there would be five annual payments of \$33,517. This expenditure has been tentatively added to the budget. The effective interest rate is 2.39%, which is very favorable given the current state of our finances. It was noted that the revenue from the calls the District is taking over from South Elgin should cover the additional ambulance cost.

Attorney Shepro noted that Captain Tjelle's report established an adequate basis for emergency action but also noted that the ambulance issue was already on the published agenda for action.

b. Chief's Report – Captain Tjelle

1. Tjelle reported that the District was averaging three EMS calls per day
2. Problems persist with some of the trucks. We are working with Jeff Morris on solutions.
3. Two of our personnel are graduating from paramedic school.
4. Tjelle brought up the possibility of adding a new officer and discussed his background and experience. Board discussion followed. Attorney Shepro asked about the policy for hiring personnel and officers. Board consensus was that specific officer appointments required board approval. A written policy should be developed in cooperation with the new chief.
5. Two Knox box issues have been resolved
6. We will have an awards ceremony at the August meeting to honor two recent calls
7. Tjelle reported that we have already done at least four summer block parties. We are not able to do the volume we would like because of personnel shortages due to the failed referendum...
8. We have covered all of the MABAS Division two meetings.
9. The District will participate in the National Night Out.
10. There was a major hazmat incident near Route 64 and Peck Road. Although mutual aid was requested, our people had it fully contained without the participation of the other departments. The hazardous material went downhill into St. Charles and was handled by their department.
11. Saint Joe's hospital has introduced new triage kits
12. We issued three fireworks permits for the Fourth of July.
13. New CVS and Dunkin donuts have opened in Campton Hills.
14. Trustee Mollenhauer questioned the status of the list of apparatus and equipment. Tjelle stated that it had been completed. Mollenhauer asked that it be distributed to the Board.

- c. President's Report -** President Handley reported that he had received an email from a District resident, Joni Hollinger and that he had invited her to the meeting. She was interested in becoming a District volunteer. Handley also reported that the assessment of the two finalists for the position of Fire Chief would take place on July 22 at 2:30 PM. Shepro was authorized to post the session as a meeting.

4. **Consent Agenda: Trustee Gamboa moved, Trustee Dunham seconded that the consent agenda, including payment of monthly invoices, be continued to July 29, 2016. Motion passed unanimously by voice vote..**
5. **Old Business: Mollenhauer questioned the status of the impact fee ordinance. Handley noted that any of the pending projects would not have to pay impact fees to the District because they are already within a municipality. Attorney Shepro noted that the District did not have legal authority to enforce an impact fee ordinance.**

6. **New Business:**

a). **Lease/purchase of replacement ambulance. Trustee Dunham moved, Trustee Gamboa seconded that the District enter into a five-year lease/purchase agreement for a previously owned 2016 Wheeled Coach Type 1 Ford f450 4 X 4 ambulance with Fire Service, Inc., at an interest rate of 2.39% per annum, with interest payable in advance, and five annual payments of \$33,529.17, with a one dollar repurchase option. Brief discussion followed, referring to comments earlier in the meeting.**

Roll call:

Ayes: Trustees Dunham, Gamboa, Herout, Mollenhauer; President Handley – 5

Nays: None.

Motion carried.

b) **Multiple tenant housing – Village of Wayne.** A meeting is being set up with Village building and zoning officer Mike Gricus to discuss our concerns.

c) **Record Keeping-** Administrative Assistant Tracy Dunklau will be back in the office next week.

7. **Adjournment to July 29, 2016 at 7 PM. - Trustee Gamboa moved, Trustee Dunham seconded that the meeting be continued to July 29, 2016 at 7 PM as to all unfinished agenda items including approval of monthly invoices.**

Motion passed unanimously by voice vote. The meeting adjourned at 8:59 PM