



## St. Charles Countryside Fire Protection District

112 North First Avenue  
P.O. Box 4132  
St. Charles, Illinois 60174  
(630) 762-3900  
www.sccfpd.org

### MINUTES Regular Meeting November 23<sup>rd</sup>, 2009

#### 1. Call to Order

The regular meeting of the St. Charles Countryside Fire Protection District was called to order at 7:32 P.M. on the 28th of September, 2009 at the St. Charles Fire Station Number One, 112 N First Ave., St. Charles, IL 60174 by President Edward Malek.

#### 2. Pledge of Allegiance

All rose for the Pledge of Allegiance.

#### 3. Roll Call

Present at the Regular meeting were; President Edward Malek, Trustee Terry Jeglum, Trustee Robert Handley, Trustee Chuck Dunham, Administrator Julia Glas, Accountant Mary Slade, Attorney Kenneth Shepro, Citizen Advisory Committee Members; Jim Gaffney, Steve Catlin, Greg Benson, Brad Jones. St. Charles Fire Department Chief Mullen and Assistant Chief Schelstreet, absent; Trustee John Gamboa

#### 4. Approval of Minutes

Trustee Chuck Dunham moved to approve the minutes of the October 24<sup>th</sup>, 2009 regular board meeting. Trustee Robert Handley seconded the motion. Discussion was held. Trustee Robert Handley moved to amend the second paragraph to reflect Trustee Terry Jeglum seconding the motion; Trustee Chuck Dunham seconded the amendment. With a voice vote the amendment passed. Motion as amended passed unanimously by voice vote.

#### 5. Reports

##### A. Treasurer's Report

Mary Slade went over the audit and recommendations to have expenses changed in the line items. A suggestion was made that Mary get permission to file electronically which will be brought up on the next agenda. Everyone was given a copy of the audit and management letter to review. Mary discussed the new account at First American Bank and the possibility of paying off the loan before the due date of July 11, 2011.

Trustee Terry Jeglum moved to accept the Treasurers report as presented. Trustee Chuck Dunham seconded the motion. Motion passed unanimously by voice vote.

##### B. St. Charles Fire Department Report

Assistant Chief Joe Schelstreet presented the report from October 1 through October 31<sup>st</sup>; 86 calls with an average response time of 7.22 minutes. 53 of the calls were EMS and 1 structure fire with \$1,000.00 damage. 10 calls were false alarms which make up about 11% of the total and of those calls the Kane County Jail had 4. The common cause is sprinkler head damaged setting off the alarm system.

Joe gave an update from the Tri-City Ambulance who is finishing up the budget process and the final contribution should be assessed soon to each participant. The main purchase next year will be a new ambulance which was put off one year. Trustee Terry Jeglum requested the reports be sent electronically so the Board can review them. Additionally, a report was requested every six month report on the calls specifically to the jail off Peck Road.

The City of St. Charles is working on the salary sheets and operating accounts for the next fiscal budget.

Edward Malek  
President

Robert Handley  
Treasurer

John Gamboa  
Secretary

Chuck Dunham  
Trustee

Terry Jeglum  
Trustee

Julia Glas  
Administrator



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Residents are calling requesting more than one fire sign and the District should consider how they would like to deal with additional requests. The procedure has been to issue one sign and post per residence installed by the fire department.

### C. Administrator's Report

Administrator Julia Glas talked about the publications that the office has available to the board members as well as the number of new fire sign requests from the newsletter article that came out last month. Julia is working with Nonda in the office to get the new fire sign and post made and installed within two weeks. The new red t-shirts are in and will be provided to residents when they complete one of the safety training courses to promote fire safety.

### D. Citizen Advisory Committee

Jim Gaffney did not have a report. Greg Benson talked about a different approach to the CPR classes and contacts with the Home Owners Associations. Greg will provide an article for the winter newsletter for the township and other local newsletters that go out to the residents. Items will include Christmas tree safety, candles, clearing snow from fire signs. The two maps that were sent out by email earlier include the entire year of incidents separated by EMS and all other calls. The colored circle shows the location of call and this can be used as a planning tool. Steve Catlin agreed with Greg on the type of article that needs to go out for the winter season and it should be up on the website as well.

### E. Attorney Report

Attorney Kenneth Shepro brought up the tax objections from DuPage County and read the summary for the St. Charles Fire Protection District. Kane County mailed a list of parcels numbers that have been disconnected from the District when they were annexed into the City of St. Charles. Freedom of Information Act has had two amendments proposed so far and it continues to be in a state of flux. The Board will need to adopt the new rules but will most likely be modified in the future. Kenneth reviewed the proposed dates for next year and made a few changes as well as provided the draft resolution of the Red Gate Bridge Resolution which is on the agenda.

### F. President Report

Trustee Terry Jeglum reported to everyone about the strategic planning meetings that he has attended made up of a 20 member team. Topics were discussed such as communications, protocol and specific needs to have mutual aid work more effectively such as hose adaptors for different fire departments.

President Malek thanked Terry for attending and keeping the board informed. President Malek talked about the budget meeting to prepare the Levy with Trustee Robert Handley and Mary Slade. Discussion was held concerning the Truth and Taxation and the anticipated percentage for next year's budget. The CPI will be low and very little growth so the number used to calculate the levy is 4.99% so the board will not have a public hearing.

President Malek informed the board that the fire station grant application was denied on the first round but may be considered in the future. The fire engine grant is still pending.

## 6. **Old Business**

### 7. **New Business**

#### A. Review and Act Upon Invoices for October 2009

Trustee Chuck Dunham moved to pay the October invoices as presented. Motion seconded by Trustee Terry Jeglum. Roll call; Ayes – Trustees Chuck Dunham, Terry Jeglum, Robert Handley and President Edward Malek - 4 ; Nays; none; Motion passed.

Edward Malek  
President

Robert Handley  
Treasurer

John Gamboa  
Secretary

Chuck Dunham  
Trustee

Terry Jeglum  
Trustee

Julia Glas  
Administrator



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### **B. Resolution of Support of the Red Gate Bridge**

President Malek advised the Board that Mayor DeWitte called and asked for a letter of support for the Red Gate Bridge in the public comment period for IDOT. President Malek read the resolution out loud and asked if the city owns the land. The city currently owns the land Chief Mullen reminded the Board. This Project is near the end of the Phase I for IDOT and is proposed to be a local bridge with 2 lanes. Ed asked the Board to please review the proposed resolution of support for public safety and benefit as well as potential to increase response time. Discussion was held concerning the timing of the support letter back to the City which be in December. Chief Mullen suggested that the word promise not be used in the resolution.

Trustee Chuck Dunham tabled the agenda item to be brought up next month. Trustee Robert Handley seconded the motion. Motion passed unanimously by voice vote.

### **C. Meeting Dates, Times and Location 2010**

The proposed meeting dates for both the regular board meetings and the joint Citizen Advisory Committee meetings were read to the public by President Malek.

Trustee Terry Jeglum moved to adopt Ordinance 2009-11 as presented. Trustee Chuck Dunham seconded the motion. Motion passed unanimously by voice vote.

### **D. Approval to Purchase Laptop Computers**

Trustee Terry Jeglum talked about an area of concern with the new rules being implemented with FOIA starting January 1, 2010 therefore, the idea to purchase a computer for the accountant was brought to the board. The backup system was discussed and a protocol should be worked up and presented to the board for consideration. President Malek asked about a single location to keep all the official data for permanent storage and accessibility. No action was taken.

### **E. Establish Amount of Levy and Set Truth and Taxation Public Hearing**

The Board of Trustees will not request greater than 5% therefore, no public hearing is required.

### **F. Update Ordinance for Freedom of Information**

Attorney Kenneth Shepro reviewed some the changes earlier and will bring the FOIA Ordinance to the next meeting for consideration by the Board.

### **G. Burlington Property**

President Malek asked the board members to consider the current use and future plan for the house located on Burlington Road. Discussion was held and a consensus of the Board determined that the house should be put on the market to see if anyone is interested in acquiring it. Mary Slade will work with Ed to get 3 agents and provide the options to the board to review at the next meeting.

### **8. Adjournment**

Trustee Terry Jeglum moved to adjourn the meeting. Trustee Chuck Dunham seconded the motion. Motion passed unanimously by voice vote. The regular meeting was adjourned at 9:40 p.m.

Respectfully submitted,

Julia Glas  
Administrator

John Gamboa  
Secretary

Edward Malek  
President

Robert Handley  
Treasurer

John Gamboa  
Secretary

Chuck Dunham  
Trustee

Terry Jeglum  
Trustee

Julia Glas  
Administrator