

**MINUTES OF A MEETING OF THE POLICE AND FIRE COMMITTEE ON WEDNESDAY,
NOVEMBER 29, 2006 AT 6:00 P.M. AT THE KENILWORTH VILLAGE HALL,
419 RICHMOND ROAD, KENILWORTH, ILLINOIS.**

The meeting was called to order at 6:00 p.m. by Chairman Katie White. Bradly Burke acted as Secretary and called the roll as follows:

Present:	Katie White	Chairman
	Robert Smietana	Member
	Jackie Bossu	Member
Other Village Officials Present:	Bradly Burke	Village Manager
	John Petersen	Police Chief
	Scott Smith	Winnetka Fire Chief

The minutes from the January 23, 2006 meeting were placed before the Committee. Trustee Bossu made a motion to approve the minutes as corrected. Trustee White seconded the motion. The minutes were approved as corrected with Trustee Smietana abstaining.

Chairman White presented the proposed fire service contract with the Village of Winnetka. She said the current five year contract is set to expire. Chairman White said this relationship goes back to the 1930s, and added that the relationship has been mutually beneficial and equitable for both communities.

Chairman White reviewed the Fire Contract worksheet, which is reviewed annually, to determine the Village's charge for service. She said the Village of Winnetka uses their approved budget to build the fire contract worksheet for the coming fiscal year. A discussion of the fee calculations followed.

Chairman White said Kenilworth is not currently charged for fire prevention services, but the Winnetka Fire Department is willing to provide such services at an additional cost. Chairman White said it could be incorporated as part of a separate agreement or contract with Winnetka.

Fire Chief Smith agreed with Chairman White's comments and noted his department can take on fire prevention services for Kenilworth.

Robert Smietana asked what fire prevention entails. Chief Smith said his department would visit every commercial structure once annually, and would go to each residence on an on call basis.

Trustee Bossu asked if anything is handled differently in Winnetka, in terms of fire prevention services, as a result of Home Rule. Chief Smith said the Home Rule status has not changed this service and the Winnetka Fire Department's enforcement of fire prevention. Robert Smietana asked if Winnetka can get cost reimbursed for inspections. Chief Smith said some communities do charge for inspection services and see it as a revenue component, but Winnetka has not done that.

Mr. Smietana said the Village could charge an annual fee to the tenants of the business district for fire prevention services. A discussion of the business licensing process followed as a way to cover costs associated with fire prevention.

The Committee discussed building codes and their relationship to fire codes and fire prevention, and specifically as it relates to sprinkler systems.

Chief Smith discussed hydrants and the identification of hydrant flow to assist when the fire department is responding to a fire. He said in Winnetka, hydrants are annually checked by seasonal college students at a cost of approximately \$2,000.

Chairman White said she would like to talk about the contract and discuss fire prevention separately. She would like the Committee to agree upon somewhat of a cafeteria style program. The Committee needs to decide how much the Village may want to do.

Chief John Peterson said the worksheet is not part of the agreement but does represent the formula mentioned in Section 10 of the agreement.

Chairman White said there were some changes as a result of Village staff and legal counsel reviewing the contract. Chairman White said the dates and terms of the contract had to be updated to make the contract current. There also needs to be a change to when the cost is determined to reflect a March 1 deadline. Chairman White went on to enumerate other changes such as in Section 12, notice of termination should be increased to two years, and also in Section 12, change from 30 to 60 days to give time to pay before a notice of termination.

Trustee Smietana asked if the Village has ever taken competitive bids. Chairman White said the relationship was established in the early 1930s and, to her knowledge, the Village has not gone out to bid with other entities.

Trustee Smietana asked if this is an appropriate charge. Chief Smith said that is why the comparison calculations have been made on cost per household which is similar across all entities.

Chief Peterson said there is a degree of interdependency between the two departments. Chief Smith said the fire department has a great relationship with the Village of Kenilworth.

Trustee Bossu asked what other communities pay per household. Chief Smith said he did not know. Chief Smith said Glencoe and Rosemont have Public Safety Departments. He said Northfield pays on an on call basis plus they have a staffing program in which they hire off-duty fire fighters from other communities.

Trustee Smietana said he was not sure how he felt about changing the notice period from 1 to 2 years. A discussion followed about the notice period. Trustee Smietana said he did not see a reason to change the notice period.

Chairman White said the Committee is comfortable with the one year period.

There was a consensus to add the change on the 30 to 60 day pay period.

Chairman White said the contract does not include any dispute resolution procedures. She added that there has been no need for such procedures in the past. Chief Peterson said he did not see a need for the dispute resolution. The consensus of the committee was to leave this item as is.

Chairman White made a motion to present the contract to the Village board at the December meeting as presented with the one change of 30 to 60 days for the payment period. Trustee Smietana seconded the motion which was unanimously approved 3-0.

Trustee Bossu asked why this item is being considered in December as opposed to March. Chairman White said it has historically been the case.

Chief Smith said it is also about the timing of each Village Board approving the contract.

Chairman White said she would like some information from Winnetka on the cost of the fire prevention services, particularly checking the flow of fire hydrants and hydrant banding. A discussion about hydrant maintenance and flow testing followed.

Chairman White asked how the Committee feels about commercial district inspections. Trustee Smietana said it is something we should have in force now before the redevelopment of the Green Bay Road corridor. Chief Smith said it is a matter of addressing where Winnetka's code could assist.

Chairman White discussed ways to build this process, and how to help those businesses as they come along. Chief Smith said he would want it to be an educational process. Chairman White said it should be an ongoing focus to update the code and address the inspection process.

Chief Smith distributed the annual report, and said his department tries to be progressive in how they do things. He said they have offered a Trustee Academy. Chief Smith said they have worked hard to treat Kenilworth fairly. He added that the Kenilworth Police are welcome to do some training in their training tower.

A discussion of fire and police training in the respective communities followed.

Chief Smith said he appreciates his relationship with the Kenilworth staff, especially the Village of Kenilworth Police Department. He said it is one of the best police departments around. Chief Smith said the men in his department have been afforded ride alongs with the Village of Kenilworth Police Department, which is much appreciated.

Chief Peterson said he would like to echo Chief Smith's comments on this mutually beneficial relationship. Chief Peterson said his staff appreciates the relationship too.

Trustee Smietana made a motion to adjourn. Trustee Bossu seconded the motion and the meeting was adjourned at 7:04 p.m.

Respectfully submitted,

Brad Burke