

WARRENVILLE FIRE PROTECTION DISTRICT

Minutes of Trustee Meeting March 15, 2017

The Board of Trustees met at Headquarters Station. President Amy Winchell called the meeting to order at 17:02 hours.

PLEDGE OF ALLEGIANCE

The meeting started with a salute to the flag.

ROLL CALL

Present for the meeting were President Amy Winchell, Secretary Bill Mennell, Treasurer Pete Sterenberg, Chief Dennis Rogers Jr., Assistant Chief Jamie Clark (arrived at 17:42 hours), Assistant Chief Dave Kruzil, and Recording Secretary Beth Fairbanks. Guests were Fire Marshal Lee Westrom, Lt Eric Ermer, Lt Jeff Fiene, FF/Medic Joe Levy, FF/Medic Nic Tosto, Lt Joe Rogers, Lt Jeff Simmons, Herb Kleinwachter, Marge Leonard, Jeff Carstens, Rick Divelbiss, Terese Krafcheck, Kate Perkins and Denise Pertell; Attorney Bernie Weiler arrived at 1729 hours and left at 1741 hours.

APPROVAL OF AGENDA

Mennell moved to accept the agenda noting the timeline of the agenda will be adjusted as the meeting progresses; Sterenberg seconded.

3 ayes, MOTION CARRIED

VISITOR'S COMMENTS

None.

PUBLIC HEARING

At 17:27 hours President Winchell opened the public hearing to discuss the proposed Ordinance 17-01 Amended Budget and Appropriation for 2016-2017. Kate Perkins had a question regarding the rate of increase of the property taxes with the budget. Chief responded that the increase could be about 1%.

The hearing was closed as 1729 hours.

APPROVAL OF MINUTES

Mennell moved to accept the minutes of the regular meeting and the closed meeting of February 15, 2017 as presented. Sterenberg seconded.

3 ayes, MOTION CARRIED

FINANCIAL REPORTS

Chief reported, for the month of February, the Ambulance billing brought in \$33,320.80 and the Fire Bureau brought in \$1,190.00.

Chief highlighted the major disbursements: Fire Service Inc. was for the new pump on Engine 12 (it was less expensive than originally thought as the propeller was salvaged); the Courtyard

Restaurant was for the Firefighter Appreciation Dinner; Mickey, Wilson, Weiler, et al was for fees regarding the DuComm issues; Ottosen, Britz, et al was for services during union negotiations (these legal fees should be less during the next year); Phoenix Auto Body, Inc was for the repair to the Fire Bureau van; Metro Paramedics is high because it was for 2 months fees; Dinges Fire Company was for the thermal imaging camera (a \$8,100 grant was received and used for the camera); Sickich is high because of end of year 1099 forms that were prepared.

This month the Cash Activity Report included a Beginning Cash Balance of \$1,996,349.05, Revenues of \$36,735.93 and Expenses of \$272,520.27. The ending cash balance was \$1,760,564.71. The Cash Activity Report is part of the minutes.

There should be about 17% left in each line of the budget.

Sterenberg moved and Mennell seconded acceptance of the monthly accounting reports; they are approved and hereby ratified.

ROLL CALL:

Mennell – AYE

Sterenberg – AYE

Winchell - AYE

MOTION CARRIED

APPROVAL OF BILLS

None.

OTHER FINANCE

Sterenberg moved to approve ORDINANCE 17-01, AMENDED BUDGET AND APPROPRIATION FOR FY2016-2017. Mennell seconded.

ROLL CALL:

Mennell – AYE

Sterenberg – AYE

Winchell - AYE

MOTION CARRIED

Fairbanks will have the ordinance published and then Chief will file it with DuPage County.

Chief presented the proposed FY 2017-2018 Budget and Appropriation. Chief mentioned he and the accountant looked at the historical spending by the District and what can be levied. Additional revenue can be received from ambulance billing and recovery fees. The budget was gone through line by line by the accountant and Chief – taking out lines that were not applicable and adding appropriate new lines. Chief noted it is a balanced budget and has funds for new SCBAs, PURVIS system, portable radios, a possible new vehicle for AC Kruzil and a new roof for the fire station; coming from capital fund. The budget and appropriation fits with the fund balance policy. The proposed budget will be displayed at the Fire Station and on the website for 30 days. There will be a public hearing at the April 19th meeting. Fairbanks will have the notice of public hearing published in the paper.

CHIEF'S REPORT

Chief's report was accepted as presented. Chief's comments are noted throughout the minutes.

Chief commented that there were 2 small structure fires; he noted they were contained and the crews did a great job of responding to the calls.

TRUSTEES

Fairbanks has proofed the election ballot and notified DuPage County Election Commission for the Trustee election on April 4th. The lottery for the terms of office of the newly elected Trustees will be held at the April 19th Trustee meeting.

Mennell suggested that a special trustee meeting be held before the next regular Trustee meeting to update the newly elected Trustees and answer any questions they may have. It was determined that the Special Trustee meeting will be on April 12, 2017 at 5PM.

Sterenberg moved to approve the Letter of Engagement from Sikich Accounting for the next year. Mennell seconded.

3 ayes, MOTION CARRIED

ATTORNEY

None.

BUILDINGS

None.

EQUIPMENT

Engine 11 had a turbo issue, Alex Clark fixed it for \$1,400. The engine is back in service as of today.

Mennell moved to declare old computers and associated equipment, which were identified by M. Nelson and K. Dixon (IT personnel) as surplus equipment; Sterenberg seconded. They will be sent to the Sims Recycling Solution recycling center. They can be used by others who cannot afford the technology.

3 ayes, MOTION CARRIED

PERSONNEL

Chief mentioned the negotiations with the FF Union (IAFF #5036) are complete and a contract has been approved by the union membership and is on the table for ratification by the Trustees. Mennell wanted to thank Trustee Sterenberg and FF/Medic Nic Tosto for their hard work. Sterenberg noted it was a team effort! Chief commented that is a good, solid and fair contract. Sterenberg moved to ratify the Agreement between the Warrenville Fire Protection District and Warrenville Professional Firefighters Association Local 5036, IAFF, May 1st, 2017-April 30th, 2020; Winchell seconded.

ROLL CALL:

Mennell – AYE

Sterenberg – AYE

Winchell - AYE

MOTION CARRIED

Three firefighters, Joshua Bjorvik, Ben Carstens and Gabi Morgan, will be sworn in during the Firefighters' Association meeting tonight at 7pm. Families were invited.

CLOSED SESSION

None.

FIRE BUREAU

The report from the Fire Bureau was accepted. Fire Marshal Westrom reported that it was a busy month, even though there were not too many plan reviews; he spent time researching information and data for the ISO evaluation. Westrom mentioned that he spoke with the owner of the Courtyard during and after the roof top unit fire. Westrom was an advocate for the owner while dealing with the fire alarm company.

NEW BUSINESS

None.

UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS

Chief noted that after the "Meet the Candidate" forum on Saturday, he and AC Kruzil, in response to some questions, presented data regarding the DuComm versus Naperville dispatching issue and the PURVIS system. Chief reported that he recently received information that may hinder having Naperville dispatch Warrenville FPD. Things change day by day and he will keep the Trustees up to date. Attorney Weiler stated that consequences of the Resolution that was passed in February – an interim Services Contract between DuComm and Warrenville FPD needs to be signed to continue service with DuComm until the District leaves DuComm; this shows some assurance to constituents that there is a response plan in place. Weiler also presented a Withdrawal Agreement between DuComm and Warrenville FPD. There was a discussion regarding the ability of ETSB and whether they have the authority to determine agreements with different PSAPs. Chief recommended, since all the information is not available to have the new Board of Trustees make the decision regarding dispatching changes. Weiler mentioned that DuComm has assured him that no action to terminate service will be considered without direction from Warrenville. Mennell stated these agreements will be tabled until the next meeting.


ADJOURNMENT

At 17:54 hours Sterenberg moved to adjourn the meeting and Mennell seconded.

3 ayes, MOTION CARRIED

Those present at the end of the meeting were President Amy Winchell, Secretary Bill Mennell, Treasurer Pete Sterenberg, Chief Dennis Rogers Jr., Assistant Chief Dave Kruzil, Assistant Chief Jamie Clark, Recording Secretary Beth Fairbanks, Fire Marshal Lee Westrom, Lt Eric Ermer, Lt Jeff Fiene, FF/Medic Joe Levy, FF/Medic Nic Tosto, Lt Joe Rogers, Lt Jeff Simmons, Herb Kleinwachter, Marge Leonard, Jeff Carstens, Rick Divelbiss, Terese Krafcheck, Kate Perkins and Denise Pertell.

The meeting adjourned at 17:54 hours.



President



Secretary

**Warrenville Fire Protection District
Cash Activity
February 2017**

Beginning Cash Balance		1,996,349.05
Revenues:		
Receipts from the Monthly Receipts report	36,192.42	
MB Credit Card Reward	-	
Interest Income and Unrealized Gain (Loss) on MB Investment account	404.76	
Interest Income MB Money Market account	138.75	
Total Revenues	<u>36,735.93</u>	36,735.93
Expenses:		
Vendor checks from the Check Register report	(156,740.88)	
Payroll disbursements and fees from the Precision payroll reports	(110,628.34)	
Auto Disbursements	(4,903.64)	
Bank fee MB Checking Account	(81.78)	
Bank Fee SBT Account	(20.00)	
Bank fee MB Investment account	(145.63)	
Total Expenses	<u>(272,520.27)</u>	(272,520.27)
Ending Cash Balance		<u>1,760,564.71</u>