

WARRENVILLE FIRE PROTECTION DISTRICT

Minutes of Trustee Meeting April 19, 2017

Before the meeting started, Associate Judge Brian Diamond conducted a swearing in ceremony for the newly elected Trustees (Jeff Carstens, Kate Perkins and Denise Pertell). Their term will begin on May 15, 2017 (the third Monday of May)

The Board of Trustees met at Headquarters Station. President Amy Winchell called the meeting to order at 17:03 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, Assistant Chief Dave Kruzil, Attorney Shawn Flaherty (leaving at 17:14) and Recording Secretary Beth Fairbanks. Guests were Fire Marshal Lee Westrom, Lt. Eric Ermer, Lt Jeff Simmons, FF/Medic Joe Levy, Priscilla Jezuit, Marge Leonard, Jeff Carstens, Rick Divelbiss, Terese Krafcheck, Kate Perkins, Denise Pertell; Lt Jeff Fiene and FF/Medic Nic Tosto who left at 17:09. Jeff Carstens, Kate Perkins and Denise Pertell were in the closed session. Other guests left at the closed session but Rick Divelbiss and FF/Medic Nic Tosto returned at the end of closed session.

APPROVAL OF AGENDA

Sterenberg moved to accept the agenda; Mennell seconded.

3 ayes, MOTION CARRIED

VISITOR'S COMMENTS

None.

APPROVAL OF MINUTES

Mennell moved to accept the minutes of the regular meeting of March 15, 2017 and the special meeting on April 12, 2017 as presented. Sterenberg seconded.

3 ayes, MOTION CARRIED

Mennell moved to open the closed session minutes of April 20, 2016, June 15, 2016, July 20, 2016, August 17, 2016, September 21, 2016, October 19, 2016, November 16, 2016, December 7, 2016, January 18, 2017 and February 15, 2017 to the public. Sterenberg seconded.

3 ayes, MOTION CARRIED

Mennell moved to destroy the tapes of the closed sessions dated 7/15/2015, 8/19/2015 and 9/16/2015 per the rules of the OMA; Winchell seconded.

3 ayes, MOTION CARRIED

PUBLIC HEARING

At 17:17 hours President Winchell opened the public hearing to discuss the proposed Ordinance 17-02 Budget and Appropriation for 2017-2018. There were no public comments.

The hearing was closed as 17:18 hours.

FINANCIAL REPORTS

Chief reported, for the month of March, the tax revenue was \$2,945.84, the Ambulance billing brought in \$47,751.35, the Fire Rescue Recovery brought in \$3,912.00 and the Fire Bureau brought in \$2,370.00. The Chief anticipates that the Fire Rescue Recovery program could bring in about \$40,000-\$45,000 per year.

Chief highlighted the major disbursements: the disbursement to Jerry Brown was for a settlement post employment; Ed Jarnell was for building maintenance, Ottosen, Britz, et al was hopefully the last large disbursement as this past year there has been an increase in legal fees due to some personnel issues and the union negotiations; Portable Communications was for radios; Mickey, Wilson, Weiler, et al was for special counsel with the DuComm issue; DJ Scuba Locker was for diving equipment (all within the budget); Pomp's Tire Service was for two damaged tires to the ambulance; Dennis Rogers was for reimbursement of a van rental to move donated chairs and office equipment to the fire station; Ken Folisi DBA was for consultation of the Captain and Lieutenant tests and promotions; and on the MB credit card bill was Par-a-dice which was for a portion of the annual Public Education Conference that B. Laforge attended.

This month the Cash Activity Report included a Beginning Cash Balance of \$1,760,564.71, Revenues of \$60,886.30 and Expenses of \$211,202.18. The ending cash balance was \$1,610,248.83. The Cash Activity Report is part of the minutes.

There should be about 8.4% left in each line of the budget as this is the last month of the fiscal year. Legal fees were \$25,000 over budget for the year (fees were for negotiations and personnel issues) and uniforms was \$3,000 over budget (uniforms were more expensive than thought).

Sterenberg moved and Winchell 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

AC Kruzil noted that a bill for repairs to E-12 was coming and one of the overhead bay doors needed to be replaced along with the sensor. Webmarc Doors is the vendor the District uses, they charged \$680 (very reasonable). AC Clark mentioned an Air One equipment hydraulic jack was purchased for \$6,000.

OTHER FINANCE

Mennell moved to approve ORDINANCE 17-02, BUDGET AND APPROPRIATION FOR FY2017-2018. Sterenberg 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 recommended an increase for Staff Positions which is included in the 2017-2018 budget: 2% for staff except for AC Clark, 3.5%, AC Kruzil and FM Westrom, 3% and Chief 4%. Sterenberg moved to approve the pay increase recommended by the Chief to start on May 1, 2017. Mennell seconded.

ROLL CALL:

Mennell – AYE

Sterenberg – AYE

Winchell - AYE

MOTION CARRIED

CHIEF'S REPORT

Chief's report was accepted as presented. Chief's reported that there was a general alarm for a swift water rescue in the DuPage River for a fisherman. He noted that all worked together well with Auto-aid and Mutal-aid departments that responded. He mentioned that Warrenville FPD has the most waterways in its boundaries compared to any other fire department or district within DuPage County.

Chief noted that he will be reporting each month how the specialty teams have responded during the month. Fire Arson Task Force had FM Westrom respond to 2 structure fires; FIAT/SWAT had Ermer and Tosto responding to an incident and noting that there are 14 other departments that are involved with FAIT/SWAT.

Chief wanted to thank Administrative Assistant Priscilla Jezuit for securing donated office chairs and some desks for the station.

TRUSTEES

Attorney Shawn Flaherty conducted a lottery to determine the terms of office for the newly elected Fire District Trustees. The results are as follows: Jeff Carstens - 2 year term until 2019; Kate Perkins - 4 year term until 2021 and Denise Pertell - 6 year term until 2023.

The Advanced Trustee Training provides trustees with the information needed to meet the challenges of administering a fire district, the ATT Program is an approved legal training that allows additional compensation for paid trustees who complete the program under Public Act 95-0799. Each part of the training is 4 hours in length. The IAAPD Annual Conference in

Peoria will have the 3 parts of the training along with other seminars. The Conference is June 22 – June 24th and the cost will be about \$120.00 per person. The ATT is on all 3 days.

There was a discussion with Attorney Flaherty regarding changing the 3 person Trustee Board to a 5 person Trustee Board. The advantage would be that 2 of the Trustees would be able to talk about District business, whereas now a special meeting must be called or the Trustees must wait until a regular meeting to discuss any business. Attorney Flaherty noted that the success and cooperation within a board depends upon the people serving as Trustees. Mennell suggested that a Special Trustee meeting be held before the next regular Trustee meeting to approve an Ordinance changing the Board of Trustees from a 3 person board to a 5 person board. At the next regular meeting the Elected Board of Trustees can appoint or begin the process of appointing 2 people to fill the 2 new positions until the election in 2019. It was determined that the Special Trustee meeting will be on May 12, 2017 at 5PM.

Mennell noted that the \$500 that the Board gives to the Firemens' Association Benevolent Fund was not approved and paid in 2016. He would like it to be put on the agenda for the May meeting to pay for 2016 and 2017. Mennell explained the agreement that the District has with the Firemens' Association which began at the purchase of the fire station building from the Firemens' Association.

ATTORNEY

Attorney Flaherty thanked the Appointed Trustees for their service to the District and stated he had enjoyed working with them. Flaherty congratulated the newly elected Trustees and mentioned he is looking forward to working with them.

BUILDINGS

None.

EQUIPMENT

Chief reported that T-11 had rear springs replaced (\$2,105) and the truck was out of service for about 24 hours.

PERSONNEL

During the Firefighters' Association meeting tonight at 7pm; three fulltime firefighter/medics, Joe Levy, Nic Tosto and Bill Zabler will be sworn in as Lieutenants; three fulltime Lieutenants, Eric Ermer, Jeff Fiene and Al Thompson will be sworn in as Captains. Families were invited. Trustees Amy Winchell, Bill Mennell and Pete Sterenberg will be recognized for their service as Appointed Fire District Trustees.

CLOSED SESSION

Winchell moved to go into closed session to review minutes in accordance with 5 ILCS 12/2(c)(21).

Sterenberg seconded.

3 ayes, MOTION CARRIED

Closed Session ended at 17:42 Hours.

FIRE BUREAU

The report from the Fire Bureau was accepted. Fire Marshal Westrom reported that WYFS Hot Shots had a car wash April 7th at the Fire Station and earned \$300. He received a call from the Director of WYFS and that Hot Shots are going to give that money to the Fire District to help pay for food during the Hot Shots program days each month.

NEW BUSINESS

None.

UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS

There was no update on "Dropping the Borders".

ADJOURNMENT

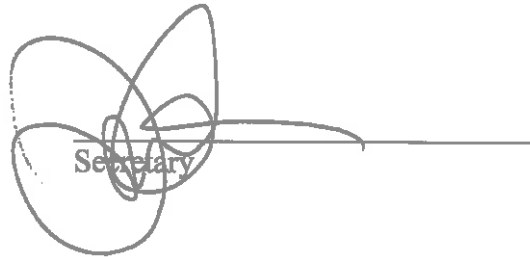
At 18:04 hours Sterenberg moved to adjourn the meeting and Mennell seconded.

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, FF/Medic Nic Tosto, Jeff Carstens, Rick Divelbiss, Kate Perkins and Denise Pertell.

The meeting adjourned at 18:04 hours.


President


Secretary

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

Beginning Cash Balance		1,760,564.71
Revenues:		
Receipts from the Monthly Receipts report	57,370.83	
MB Credit Card Reward	58.54	
Interest Income and Unrealized Gain (Loss) on MB Investment account	3,399.96	
Interest Income MB Money Market account	56.97	
Total Revenues	<u>60,886.30</u>	60,886.30
Expenses:		
Vendor checks from the Check Register report	(90,852.26)	
Payroll disbursements and fees from the Precision payroll reports	(113,082.27)	
Auto Disbursements	(7,010.57)	
Bank fee MB Checking Account	(91.37)	
Bank Fee SBT Account	(20.00)	
Bank fee MB Investment account	(145.71)	
Total Expenses	<u>(211,202.18)</u>	(211,202.18)
Ending Cash Balance		<u>1,610,248.83</u>