

WARRENVILLE FIRE PROTECTION DISTRICT

Minutes of Trustee Meeting May 17, 2017

The Board of Trustees met at Headquarters Station. Kate Perkins called the meeting to order at 17:00 hours.

PLEDGE OF ALLEGIANCE

The meeting started with a salute to the flag.

ROLL CALL

Present for the meeting were Kate Perkins, Denise Pertell, Jeff Carstens, Jerry Kleinwachter, Randy Price, Chief Dennis Rogers Jr., Assistant Chief Jamie Clark, Assistant Chief Dave Kruzil and Recording Secretary Priscilla Jezuit and Mary Jo Wiess. Guests were Fire Marshal Lee Westrom, Amy Winchell, Chief Medic Marty Nelson, Union President Nic Tosto, GIS-Fred Bevier, Marge Leonard, Mayor Dave Brummel (who left at 17:15 hours), and Richard Olsen (who left at 17:10 hours).

ELECTION OF OFFICERS

Kate Perkins motioned to have Denise Pertell as Treasurer, Jeff Carstens seconded.

3 ayes, MOTION CARRIED

Denise Pertell motioned to have Kate Perkins as President, Jeff Carstens seconded.

3 ayes, MOTION CARRIED

Kate Perkins motioned to have Jeff Carstens as Secretary, Denise Pertell seconded.

3 ayes, MOTION CARRIED

VISITOR'S COMMENTS

Perkins invited Mr. Richard Olsen of 36W720 Wildrose Road, St. Charles, IL to address the Board regarding an invoice (related to a vehicle accident) he received from Fire Rescue Recovery in the amount of \$1,090.00. Mr. Olsen said he did not feel it was his obligation to be responsible for payment of the invoice. He stated he had submitted the invoice to his insurance agency and it was declined for payment. The Insurance Company stated they have never received such a request in the past. Mr. Olsen further stated he took issue with the fairness of the amount of the invoice. Perkins asked which insurance company he had; he responded Erie. Chief advised Mr. Olsen that this invoice was generated pursuant to a state statute and ordinance (Mitigation Rates 70ILCS 705/26 Technical Rescue Services) which had been implemented state wide. After a brief discussion, it was decided by the Board that this matter will be tabled at this time. Mr. Olsen was asked to leave his letter and invoice with the Board. Perkins thanked Mr. Olsen for bringing this matter to the Board's attention. Chief advised Mr. Olsen he will discuss this matter with the Board and will be in touch with the response. Mr. Olsen thanked the Board and left at 17:10 hours.

APPROVAL OF AGENDA

Perkins moved to accept the agenda with the ability to change its sequence; Pertell seconded.

3 ayes, MOTION CARRIED

APPROVAL OF MINUTES

Pertell moved to accept the minutes of the Special Meeting of May 12, 2017 as presented; Carstens seconded. It was noted that at the time of the meeting, Carstens, Perkins and Pertell were not Official Trustees, however, they were in attendance at the meeting and therefore are able to vote on the minutes.

3 ayes, MOTION CARRIED

APPOINTMENT AND SWEARING IN OF NEW TRUSTEES

Ordinance 17-03, which was approved at the Special Meeting on May 12, 2017, created two new Trustee positions on the Board.

Kate Perkins motioned to appoint Jerry Kleinwachter as Trustee, Jeff Carstens seconded.

3 ayes, MOTION CARRIED

Denise Pertell motioned to appoint Randy Price as Trustee, Jeff Carstens seconded.

3 ayes, MOTION CARRIED

Mayor Brummel swore in Jerry Kleinwachter and Randy Price as Trustees. Mayor Brummel congratulated Kleinwachter and Price.

Their Term of Office will be 2 years. These positions will be up for election at the Consolidated Election in 2019.

FINANCIAL REPORTS

Chief reported, for the month of April: the tax revenue was \$ 7,512.41; the Ambulance billing brought in \$48,997.82; the Fire Rescue Recovery brought in \$ 2,640.00 and the Fire Bureau brought in \$1,814.00.

Chief highlighted several disbursements: The disbursement to Brian Victorine, which was an error and should have been paid to the City of Warrenville for shared fuel, was corrected; Blue Cross Blue Shield- there was an overpayment which will be credited back to the District; the annual premium to Corkhill Insurance was placed in the wrong budget line item (the expense should have been taken out of the Liability Insurance Fund Levy Portion); Domain Listings is an annual payment for the various Fire District names; Par-A-Dice Hotel \$228.48 for FF LaForge – Public Education Conference, ESRI Redlands CA \$425.00 for Annual GIS Software; Enterprise Rent-a-Car \$72.05 for acquiring free office furniture; Subway \$158.04 for WYFS Hotshots Program; Suburban Door Check \$429.66 for two door closures; PayPal \$498.00 for Department patches for uniforms.

This month the Cash Activity Report included a Beginning Cash Balance of \$1,610,248.83, Revenues of \$62,637.65 and Expenses of \$295,351.13. The ending cash balance was \$1,377,535.35. The Cash Activity Report is part of the minutes.

Perkins congratulated the Chief for having \$100,000.00 more cash on hand than last year's previously projected budget balance.

The Revenue and Expenses Report is for the last month of the fiscal year which indicates that the Fire Bureau brought in \$45,982; the general insurance was in the wrong category – it should have been taken from the Levy portion of the budget; legal expenses were higher because of

personnel issues and the negotiations with the new union; maintenance was over budget by \$19,751.00 which was due to equipment issues.

There was discussion regarding the IT portion of the budget and replacement schedule of hardware. The Fund Balances are within policy range of 10% to 40% of budgeted expenditures.

Kleinwachter moved and Pertell seconded acceptance of the monthly accounting reports, with corrections addressed during this meeting. The reports are approved and hereby ratified.

ROLL CALL:

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

APPROVAL OF BILLS

The air conditioning unit needed repair on the south side of the building. Next month's bill of \$656 will reflect the cost of the repair. A quote for replacement of the air conditioner will be in an excess of \$7,000.

OTHER FINANCE

There was a discussion about the \$500 that the District Trustee Board gives to the Firemens' Association Benevolent Fund each year. The donation had not been approved or paid in 2016. Kleinwachter moved to pay \$1,000 (\$500 for 2016 and \$500 for 2017) to the Firemens' Association for the Benevolent Fund; Perkins seconded.

ROLL CALL:

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

Chief recommended an increase for Paid On Call and Part-time Firefighters responding to calls during the year from \$12.00 to \$13.00. Kleinwachter stated he felt that the increase was too low. After a brief discussion, the Trustees, concurred that \$15.00 would be a fair amount. Chief stated it was up to the Board to make that decision. Perkins and Pertell suggested to table this matter until the next meeting after the Accountant's presentation. Chief advised, when an increase is approved; it would be retroactive to January 1, 2017.

Perkins asked if we can use the credit card to pay bills so that the District can earn additional rewards. Carstens noted that there may be a fee added by the vendor to use the credit card. The Chief said we would research the issue.

CHIEF'S REPORT

Chief's Report was discussed throughout the meeting.

Chief noted that the specialty teams who responded during the month are included in his report.

Engine 11 is out of service. Mechanic Roger Clark is waiting on parts.

BUILDINGS

Chief mentioned there will be a build-out of the day room at the Station for a new office area. There was a discussion noting the furniture and desk cubicles were donated and the additional computers and hardware necessary are included in this budget. The bid to have it completed by Ed Jarnell was for a little over \$4,350. Price moved to approve the build-out in the dayroom not to exceed \$5,000; Kleinwachter seconded.

ROLL CALL:

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

EQUIPMENT

Chief Rogers, AC Clark and AC Kruzil led the discussion regarding the replacement of the Assistant Chief's vehicle. It was determined that the new vehicle will be called the Command Vehicle and used by the Captains. AC Kruzil will continue to use his vehicle. Kleinwachter moved to purchase a new Command Vehicle, as recommended by AC Clark. The vehicle's price is not to exceed \$40,000, excluding the car's radios; Price seconded.

ROLL CALL:

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

MEETING BREAK

Pertell requested a meeting break for 5 minutes.

6:30 Meeting Broke

6:34 Meeting Resumed

FIRE BUREAU

The report from the Fire Bureau was accepted. Fire Marshal Westrom reported that WYFS Hot Shots held a car wash April 7th at the Fire Station. They raised \$386.00, which they gave to the Fire District to help with the food expenses for the Hot Shots Monthly Meetings. Westrom gave an update of new businesses locating to Warrentville.

UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS

Chief asked how the Board would like to respond to Mr. Olsen's issue referencing the Fire Recovery Invoice. Chief noted that the Ordinance regarding Fire Recovery was based upon what insurance companies generally payout. Price and Carstens asked Chief to verify that the insurance company will not pay the invoice. Once this is confirmed, a letter will be sent to Mr.

Olsen advising him that the District is willing to split the amount of the Invoice with him. Pertell suggested that nothing be put on Olsen's Credit Report. Chief Medic Nelson was directed to follow through with this matter.

Chief noted that the subject of having the Trustees be part of the District healthcare insurance has been mentioned. Chief stated that there are several reasons why it is not possible. According to the health insurance company – the employee must work at least 30 hours per week to qualify; Chief surveyed other fire departments with respect to this matter and none of the departments surveyed offered the ability for Trustees to be included on the health insurance; and Attorney Flaherty believes the cost would not be beneficial to the individual Trustee. Pertell's commented that she disagreed with the Attorney. The determination is that the Trustees cannot be on the District's health insurance policy.

The new Trustees were informed about the IAAPD Conference, June 22 – June 24th, in Peoria. Perkins and Pertell will be attending. Carstens, Kleinwachter, and Price will not. The Advanced Trustee Training will be available at the Conference. Price stated a 2-day Northern Illinois Alliance Conference will be held in Lisle this October.

Chief informed the Board that Sikich would like to present a Financial Model to the Board, which assists in predicting the financial future of the District. This will be placed on the June 28th meeting agenda.

Chief provided Perkins signature cards for Trustees to be authorized signers on the MB Financial Accounts.

Perkins inquired if a decision regarding the Naperville/DuComm Agreement needs to be made at the July meeting due to the 90 day deadline. The Naperville/DuComm Agreement will be put on June's Agenda. Carstens visited the DuComm Facility and said it was very useful and he would like to see Naperville's Facility. Perkins and Pertell would like to visit DuComm and Naperville. The Trustees will forward their schedules to the Chief and he will set up the meetings.

PERSONNEL

None.

CLOSED SESSION

None.

NEW BUSINESS

None.

ATTORNEY

None.

TRUSTEE BRIEFING OF DISTRICT OPERATIONS

Chief stated that each month he would like to, or have someone from the District give a new bit of information/overview to the Trustees regarding the operations of the District.

Chief discussed the Warrenville Fire Protection District demographics, fire personnel and costs and fire call statistics (noting that 78% of calls are EMS responses). The information gathered is from the Zoll/Firehouse Database, which is placed in the NFIRS. Nelson presented a hand-out of the statistics; detailing the calls.

GIS (Geographic Information Systems) Fred Bevier presented a five year history of statistics of Warrenville incidents. Kris Dixon, (District's IT Assistant) helped with the gathering of the data. The slide presentation showed "hot spots" within the mapping area. The Trustees commented on how impressed they were with the presentation. Slides of the presentation will be emailed to the Trustees per the request of Perkins.

At 18:50 hours AC Clark left the room and returned at 18:52 hours.

It was decided to move the regularly scheduled meeting from June 21, 2017 to June 28, 2017 at 5PM. Notice will be published in the paper and noted on the Warrenville FPD Website.

ADJOURNMENT

At 18:57 hours Kleinwachter moved to adjourn the meeting and Price seconded.

5 ayes, MOTION CARRIED

Those present at the end of the meeting were President Kate Perkins, Treasurer Denise Pertell, Secretary Jeff Carstens, Trustee Jerry Kleinwachter, Trustee Randy Price, Chief Dennis Rogers Jr., Assistant Chief Jamie Clark, Assistant Chief Dave Kruzil, Recording Secretary Priscilla Jezuit, Mary Jo Wiess, Fire Marshal Lee Westrom, Amy Winchell, Chief Medic Marty Nelson, Union President Nic Tosto, GIS-Fred Bevier, and Marge Leonard.

The meeting adjourned at 18:57 hours.



President



Secretary

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

Beginning Cash Balance		1,610,248.83
Revenues:		
Receipts from the Monthly Receipts report	61,919.68	
MB Credit Card Reward	-	
Interest Income and Unrealized Gain (Loss) on MB Investment account	614.05	
Interest Income MB Money Market account	103.92	
Total Revenues	<u>62,637.65</u>	62,637.65
Expenses:		
Vendor checks from the Check Register report	(179,587.45)	
Payroll disbursements and fees from the Precision payroll reports	(111,336.82)	
Auto Disbursements	(4,260.06)	
Bank fee MB Checking Account	-	
Bank Fee SBT Account	(20.00)	
Bank fee MB Investment account	(146.80)	
Total Expenses	<u>(295,351.13)</u>	(295,351.13)
Ending Cash Balance		<u>1,377,535.35</u>