

WARRENVILLE FIRE PROTECTION DISTRICT

Minutes of Trustee Meeting June 28, 2017

The Board of Trustees met at Headquarters Station. President 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 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 and Recording Secretary Beth Fairbanks. Guests were Fire Marshal Lee Westrom, Cpt. Jeff Fiene, Lt. Joe Levy, Marge Leonard and representing Sikich Accountants, Brian LeFevre (leaving at 17:30 hrs).

VISITOR'S COMMENTS

None

APPROVAL OF AGENDA

Pertell moved to accept the agenda allowing Brian LeFevre to give his presentation at the beginning of the meeting; Price seconded.

5 ayes, MOTION CARRIED

APPROVAL OF MINUTES

Pertell moved to accept the minutes of the regular and closed meeting of April 19, 2017 as presented; Carstens seconded. The closed minutes are released to the public. 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, 2 abstain MOTION CARRIED

Kleinwachter moved to accept the minutes of the regular meeting of May 17, 2017 as presented; Pertell seconded.

5 ayes, MOTION CARRIED

FINANCIAL REPORTS

Chief reported, for the month of May: the residual tax revenue was \$4,858.10 (taxes, due on June 1st, will be noted in the next month's report); the Ambulance billing brought in \$59,599.38; the Fire Rescue Recovery brought in \$1,148.00 and the Fire Bureau brought in \$1,938.30.

Chief highlighted several disbursements:

Illinois Public Risk Fund (IPRF) was paid twice and will be corrected; DUCOMM annually will be about \$74,000; Sikich was paid twice and will be corrected; MES Municipal

Emergency – paid from Capital Outlay, was for the SCBA equipment; Target Solutions Learning was for the annual dues for IT software for the training program.

This month the Cash Activity Report included a Beginning Cash Balance of \$1,377,535.35, Revenues of \$68,887.47 and Expenses of \$390,817.06. (The expenses are higher because the SCBA equipment was purchased this month.) The ending cash balance was \$1,055,605.76. The Cash Activity Report is part of the minutes.

There should be about 91.67% available in each line of the budget for the conclusion of the 1st month of the fiscal year. Overtime has about 84% available – we are looking at different ways to help the issue of using overtime; DuComm Dispatch has about 77% available – hopefully we can correct that in the future.

Kleinwachter and Price seconded acceptance of the monthly accounting reports. The reports are approved and hereby ratified.

ROLL CALL:

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

APPROVAL OF BILLS

AC Clark reported that the hydraulic pump will need to be replaced on Truck 11, it may cost \$4-5,000, but does not have a firm price for that task.

OTHER FINANCE

At the beginning of the meeting Brian LeFevre, a partner with Sikich Accountants, presented a Financial Model to the Trustees. This is a good tool which assists in predicting the financial future of the District. AC Kruzil and Chief have been looking at the annual budget and now are looking at the budget for several years out, looking at large capital items and thinking of operations in long terms. This Financial Model takes historical results (current budget) and projects out to FY2021. LeFevre and the Chiefs were conservative as they went through the budget line by line, looked at capital items, estimated reserve funds and the need to transfer the funds when needed. This Model has the capability to change the assumptions (ie things out of the District control or Actuarial Results) when needed and regenerate results. He noted that the District runs on a very lean means and eventually will need to look at other ways to finance the future. If things stay the way they are going, the Fund Balance will last approximately another 2 years. LeFevre recommended that the Trustees look at the Financial Model on an annual basis. LeFevre will get the program to each of the Chiefs and Trustees.

Last meeting Chief recommended an increase for Paid-On-Call and Part-time Firefighters responding to calls during the year. There was a brief discussion on ways to entice and encourage firefighters to show up for calls; different pay rates based on service time, pay rates based on credentials or being paid more often. Changing to the recommended rate could increase the budget by about \$21,000. Kleinwachter moved and Pertell seconded to approve

the increase to \$15 per call for Paid-on-Call and Part-time Firefighters being retroactive to January 1, 2017.

ROLL CALL:

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

Chief is hoping to capture new Firefighter/Medics to work shifts and he recommended an increase in the hourly pay rate for Part-time FF/Medics. The current rate is based on certifications. The new rate would be a flat rate for FF/Medics. This new rate could increase the budget by about \$43,000 per year but help save on the overtime budget. The increase in Ambulance Billing and the collections from Fire Recovery could be about \$160,000 this year and cover the new rates for POC call outs and FF/Medic rate. Kleinwachter moved and Carstens seconded to approve an increase to a flat rate of \$21.00 per hour for Part-time Firefighter/Medics.

ROLL CALL:

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

CLOSED SESSION

None.

CHIEF'S REPORT

Chief's Report was discussed throughout the meeting.

Chief noted that there were no specialty team call outs.

Chief reported that there was a residential structure fire located at 28W470 Townline Road with moderate damage to the house and a minor heat related injury to a firefighter. The official cause of the fire was undetermined.

Insurance Services Office, Inc. (ISO) will be evaluating our fire prevention and fire suppression capability on September 19th. There is much work to do, the last review was in 2012. The City of Warrenville Water Department is required to provide a large portion of the reports, DuComm has a small percentage of the reports, and of course the Fire District has a great deal of information to provide. The technology that the Fire District has adopted for compiling information should help maintain the 3 rating and hopefully move the District to a 2 rating.

TRUSTEES

Kleinwachter moved to adopt Resolution 17-03 ADOPTING THE PREVAILING WAGE RATES FOR LABORERS, MECHANIC, AND OTHER WORKERS EMPLOYED ON PUBLIC WORKS OF THE WARRENVILLE FIRE PROTECTION DISTRICT, DUPAGE COUNTY, ILLINOIS; Price seconded.

5 ayes, MOTION CARRIED

Fairbanks will have the Notice of Determination published and mailed to Illinois Department of Labor.

Kleinwachter moved to adopt Resolution 17-04 AUTHORIZING TRUSTEES TO HAVE SIGNATORY AUTHORITY TO OPEN NEW DISTRICT BANK ACCOUNT; Carstens seconded.

5 ayes, MOTION CARRIED

There was a discussion regarding the use of BBQ grills and weeds mentioned in the proposed Ordinance 17-04, amending Building Codes. The City of Warrenville has an Ordinance dealing with these issues and the Municipal Ordinances trump the Fire District's Ordinances when there is a conflict. Chief noted this Ordinance uses the International Fire Code language that essentially says the same thing as the City of Warrenville's Codes regarding BBQ grills and weeds. Chief noted ISO is looking for Fire District Ordinances and is not sure if ISO will accept the City Ordinance. Perkins mentioned she will accept this Ordinance if the phrase "or plant growth" is removed from EXHIBIT A. Perkins moved to approve Ordinance 17-04 AN ORDINANCE ADOPTING AMENDMENTS TO THE FIRE PREVENTION AND BUILDING CODES FOR THE WARRENVILLE FIRE PROTECTION DISTRICT amending EXHIBIT A with the removal of the phrase "or plant growth"; Kleinwachter seconded.

5 ayes, MOTION CARRIED

TRUSTEE BRIEFING OF DISTRICT OPERATIONS

Chief stated that because this month's meeting has so much in it, he did not have any information to present.

ATTORNEY

Attorney Flaherty and the DuPage County Election Commission Coordinator, at the request of Fairbanks, clarified how the 2019 Consolidated Election Ballot would read. In 2019 the Fire District will have 3 positions up for election: Carstens' position will be a full 6 year term, Price's position will be an unexpired 4 year term and Kleinwachter's will be an unexpired 2 year term. A candidate will be required to declare which term they would like to run for. If no one runs for the 2 or the 4 year term, the Board will appoint Trustees to fill those positions until the next Consolidated Election.

BUILDINGS

None.

EQUIPMENT

The radiator to Tower 11 has been replaced at a cost of \$2,190. It was replaced 6 years ago. If

the vehicle was sent out to have the radiator replaced it could have cost \$3,800. Mechanics Roger and Alex Clark are a huge benefit to the Fire District.

The Monthly Apparatus Cost Update Report was presented to the Trustees. This is a report that AC Kruzil, Engineer Roger Clark and Mechanic Alex Clark prepare each month.

PERSONNEL

None.

FIRE BUREAU

The report from the Fire Bureau was accepted. AC Clark asked when Chuy's TEX MEX Restaurant would be open – Westrom responded that the hope is the first week in July. Perkins thanked the Chief and Fire Marshal for attending the "Bike to School" Day.

UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS

Perkins and Pertell attended the IAFFD Conference, in Peoria and completed the Advanced Trustee Training. Their compensation will increase per Illinois Statute.

There was a discussion regarding the Naperville/DuComm PSAP Agreement. Perkins noted that the information the Chiefs provided has been very helpful, but looking at the total cost of over \$375,000 encourages her to desire to stay with DuComm. Chief disputed that cost and believes the cost would not be over \$300,000. There was a discussion regarding radios that will need to eventually be replaced, but there was no guarantee of price or replacement at no cost by DuPage ETSB. It was recommended to continue the good relationship with Naperville Fire Department. Price moved to propose a new agreement and continue to be dispatched from DuComm for the future. Pertell seconded.

5 ayes, MOTION CARRIED

NEW BUSINESS

Chief requested that the District pay for the Illinois Fire Chiefs' Golf Outing on July 12th. Traditionally the District has paid for this outing, as it is a Fundraiser for Illinois Fire Chiefs' Education and Research Foundation which provides firefighter scholarships and grants. Several of our Firefighters have benefited from such scholarships. Kleinwachter moved to pay the fee of \$600 for a foursome of golfers to attend the Illinois Fire Chiefs' Golf Outing Fundraiser; Perkins seconded.

ROLL CALL:

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

ADJOURNMENT

At 18:08 hours Kleinwachter moved to adjourn the meeting and Perkins 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 Beth Fairbanks, Fire Marshal Lee Westrom, Cpt. Jeff Fiene, Lt. Joe Levy and Marge Leonard.

The meeting adjourned at 18:08 hours.



President



Secretary

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

Beginning Cash Balance		1,377,535.35
Revenues:		
Receipts from the Monthly Receipts report	68,348.04	
MB Credit Card Reward		
Interest Income and Unrealized Gain (Loss) on MB Investment account	482.93	
Interest Income MB Money Market account	40.64	
Misc Income	15.86	
Total Revenues	68,887.47	
Expenses:		
Vendor checks from the Check Register report	(267,423.02)	
Payroll disbursements and fees from the Precision payroll reports	(118,618.84)	
Auto Disbursements	(4,474.85)	
Bank fee MB Checking Account	(113.40)	
Bank Fee SBT Account	(40.00)	
Bank fee MB Investment account	(146.95)	
Total Expenses	(390,817.06)	
Ending Cash Balance		1,055,605.76