

WARRENVILLE FIRE PROTECTION DISTRICT

Minutes of Trustee Meeting August 16, 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 Dave Kruzil and Recording Secretary Beth Fairbanks. Guests were Fire Marshal Lee Westrom, Marge Leonard, Capt. Eric Ermer, Capt. Al Thompson, Lt. Joe Levy, Chief Medic Marty Nelson and Priscilla Jezuit. Absent was Assistant Chief Jamie Clark. Guests left during the closed meeting, Westrom, Leonard and Jezuit returned after the closed meeting.

APPROVAL OF AGENDA

Kleinwachter moved to accept the agenda as presented; Pertell seconded.

5 ayes, MOTION CARRIED

VISITOR'S COMMENTS

None

APPROVAL OF MINUTES

Kleinwachter moved to accept the minutes of the regular meeting of July 19, 2017 as presented; Price seconded.

5 ayes, MOTION CARRIED

Pertell moved to accept the minutes of the closed meeting of July 19, 2017 as presented; Kleinwachter seconded.

5 ayes, MOTION CARRIED

Kleinwachter moved to release to the public the minutes of the closed meeting of July 19, 2017 as presented; Pertell seconded.

5 ayes, MOTION CARRIED

FINANCIAL REPORTS

This month the Cash Activity Report included a Beginning Cash Balance of \$2,202,969.81, Revenues of \$79,564.06 and Expenses of \$255,652.75. The ending cash balance was \$2,026,881.12. The Cash Activity Report is part of the minutes. Chief noted that the total in the MB Pooled Trust Money Market, in the Corporate Fund, fluctuates.

Chief reported, for the month of June: the tax revenue was \$23,487.42; the Ambulance billing brought in \$44,371.71; the Fire Rescue Recovery brought in \$1,364; the Fire Bureau brought in \$4,153.60.

Chief highlighted several disbursements:

Motorola Solutions, Inc was for radios for the new command vehicle (2 portable and 1 mobile); A&P Grease Trappers, Inc was for maintenance and cleaning the traps in the bay floor (this maintenance is done 1-2 times per year); Fire Service, Inc, was for work done on the old squad 11 (now renamed Engine 13); CDW Government was for IT computer software, which is budgeted; Ed Jarnell was for the Mechanic room buildout (this room is for the newer tools that can be secured in a locked room); Pomp's Tire Service was for new tires on Tower 11 (1/2 of the tires were replaced); CDH was for Health & Wellness for the annual physicals for the fulltime firefighters (POCs are on a 3 year rotation).

Price asked how the funds were divided; 60% for Corporate and 40% for Ambulance.

The IMRF voided check was because the check should have been made out to IPRF.

Chief reported there should be about 75% available in each line of the budget. The line that is over budget and that is noteworthy is:

- *Overtime* which is currently over budget due to being short a medic. 2 new medics have started and a portion of these funds will be reimbursed by METRO Paramedic Services.

Perkins reported that the Actuary report recommends about \$30,000 more than is budgeted to be added to the Pension Fund. In the spring that can be taken care of in a budget amendment.

Pertell moved 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

None.

OTHER FINANCE

The representative from Lauterbach and Amen was not able to make it to the meeting, due to car problems. A presentation of the Audit will be put on next month's meeting agenda.

CLOSED SESSION

Pertell moved to go into closed session at 17:22 hours for the purpose of Personnel in accordance 5 ILCS 120/2(c)(1); Carstens seconded

5 ayes, MOTION CARRIED

Closed session ended at 17:35 hours

CHIEF'S REPORT

Chief's Report was accepted and comments are noted throughout the meeting.

Chief mentioned that there was one specialty team call out for the DuPage County Fire Investigation Task Force which was an attempted murder and arson, in Roselle by Fire Marshal Lee Westrom. This took Westrom out of the office for more than a day.

Chief commended Lt. Joe Levy for securing a \$1,000 Safe Community Grant for the District.

Chief reported that there was fire at Main Event on July 13th and could have been worse if the sprinklers were not activated. There were some patients with one transported to the hospital. Eight departments responded, Capt. Ermer and AC Kruzil did a great job. Pertell and Cartstens agreed that the post fire critique of the fire at the last Firefighters' Association meeting was very good and very informative; a very good learning tool.

TRUSTEES

Perkins, in response to Kleinwachter submitting his resignation to the Pension Board, appointed Terese Krafcheck as Pension Trustee to fill Kleinwachter's position. Krafcheck accepted the appointment.

Kleinwachter gave some history regarding the desire of a Fire Commission, this started with Chief Cliff Johnson. Kleinwachter believes it would be a benefit to the District to have a Fire Commission which would follow State Statutes, follow rules and regulations set by the District Trustees, be responsible for hiring, firing, promoting and disciplining firefighters. Currently the Chief and Assistant Chief take care of all these things. The Commissioners would work with the Chief and be accountable to the District Trustees.

TRUSTEE BRIEFING OF DISTRICT OPERATIONS

Chief stated he did not have any information to present at this meeting.

ATTORNEY

None.

BUILDINGS

None.

EQUIPMENT

Chief and AC Kruzil are still working on the corrosion issue and warrantee for Engine 13.

AC Kruzil reported that the command car is being retrofitted and should be ready in 30-45 days.

The Monthly Apparatus Cost Update Report was included in the Trustees packet. AC Kruzil noted that this summary update is since January. The one report is a snap shot of where the money is going for each of the pieces of equipment.

PERSONNEL

Perkins will be swearing in 2 POCs who have completed their one year probation. Nic Charlton and Pat Wellick will be sworn in at the Firefighters' Association meeting at 7pm.

Perkins moved to increase the salary of Administrative Assistant Priscilla Jezuit by \$2,530 (5.5%). She has completed her 1 year probation. Pertell seconded.

ROLL CALL:

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

Perkins thanked Jezuit and commented that she appreciated the work that Jezuit is doing.

FIRE BUREAU

The report from the Fire Bureau was accepted.

Fire Marshal Westrom mentioned that the Pub Ed Program at Bower was for special needs students, as Bower hosts the whole School District special needs students.

Westrom reminded the Trustees that ISO will be coming to assess the District in September. There is a lot of work that goes into this process.

Chief mentioned that he and FM Westrom have a meeting scheduled for August 17th with the City of Warrenville regarding the new subdivision that is being built on the old Musselman property. Hopefully the City will take the recommendations from the Fire District. Chief asked that after the next few months, the Trustees look at drafting an Ordinance or intergovernmental agreement with the City regarding Life Safety and Fire Prevention regulations.

Now that schools will be opening for the year, there will be fire drills, fire prevention tours and the Fire Prevention Open house on October 4th.

UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS

Attorney Weiler sent a letter to the Chief regarding the DuComm PSAP Agreement and re-admission. He stated that he has reached out to DuComm for the procedure and cost for re-admission. He will send more information for the next Trustee meeting.

There were no comments or questions regarding medical billing.

Kleinwachter moved to give the Firefighters' Association the old safe (that used to be at Warrenville Savings and Loan and then used at the Fire Station); Carstens seconded.

5 ayes, MOTION CARRIED

Kleinwachter moved to declare the HT 1000 portable radios and accessories and the Legacy SCBAs as Surplus Equipment, one SCBA will be given to the Fire Prevention Bureau. Hopefully this equipment will be given and used by another fire department; Carstens seconded.

5 ayes, MOTION CARRIED

NEW BUSINESS

Pertell mentioned it would be good if the Fire District could get some information pertaining to the District in the City of Warrenton Hometown Happenings. It was agreed that it would be a good idea. Pertell will speak with the Mayor or the editor and see if the District can submit information monthly.

ADJOURNMENT

At 18:08 hours Kleinwachter moved to adjourn the meeting and Carstens seconded.

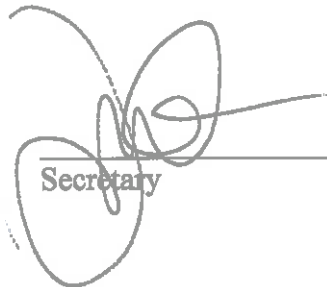
5 ayes, MOTION CARRIED

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 Dave Kruzil, Recording Secretary Beth Fairbanks, Fire Marshal Lee Westrom, Marge Leonard and Priscilla Jezuit.

The meeting adjourned at 18:08 hours.



President



Secretary

WARRENVILLE FIRE PROTECTION DISTRICT
3S472 Batavia Road
Warrenville, IL 60555
CLOSED SESSION
August 16, 2017

Closed session started at 17:22 hours to discuss personnel in accordance with 5ILCS 120/2(c)1.

Those present were Trustee President Kate Perkins, Treasurer Denise Pertell, Secretary Jeff Carstens, Trustee Jerry Kleinwachter, Trustee Randy Price, Chief Dennis Rogers Jr, Assistant Chief Dave Kruzil and Recording Secretary Beth Fairbanks.

PERSONNEL

Chief requested an increase in salary for the Administrative Assistant who has completed her 1 year probationary period. She has asked for 10% increase after conducting a survey of surrounding Fire Districts and Fire Departments with similar conditions as the WFPD. Kleinwachter noted it may be comparable for the position but not longevity. Chief and AC Kruzil noted she has been a great asset to the District in many ways, a few things need improvement. She has saved the District money by bringing in donated items and has a keen eye for detail; she also has much more responsibility than the previous Administrative Assistant. The Trustees discussed the financial situation of the District and public verses private sector jobs. The thought was that even 5-6% is more than double the 2.1% CPI, but may be ok.

ADJOURNMENT

At 17:35 hours the closed session ended.

Those present at the end of closed session were Trustee President Kate Perkins, Treasurer Denise Pertell, Secretary Jeff Carstens, Trustee Jerry Kleinwachter, Trustee Randy Price, Chief Dennis Rogers Jr, Assistant Chief Dave Kruzil and Recording Secretary Beth Fairbanks

Closed session lasted 13 minutes.

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

Beginning Cash Balance		2,202,969.81
Revenues:		
Receipts from the Monthly Receipts report	74,819.30	
MB Credit Card Reward	-	
Interest Income and Unrealized Gain (Loss) on MB Investment account	1,571.30	
Interest Income MB Money Market account	122.84	
Misc Income	3,050.62	
Total Revenues	<u>79,564.06</u>	79,564.06
Expenses:		
Vendor checks from the Check Register report	(118,891.81)	
Payroll disbursements and fees from the Precision payroll reports	(127,357.30)	
Voided Payroll Checks (reissued in an earlier period)	66.25	
Auto Disbursements	(9,302.98)	
Bank fee MB Checking Account	-	
Bank Fee SBT Account	(20.00)	
Bank fee MB Investment account	(146.91)	
Total Expenses	<u>(255,652.75)</u>	(255,652.75)
Ending Cash Balance		<u>2,026,881.12</u>