

WARRENVILLE FIRE PROTECTION DISTRICT

Minutes of Trustee Meeting September 20, 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, Lt. Joe Levy, Chief Medic Marty Nelson; Jamie Wilke representing Lauterbach & Amen (leaving at 17:08); Mike Tillman and (arriving at 17:15 hours) Tom Deegan representing Metro Paramedic Services.

APPROVAL OF AGENDA

Kleinwachter moved to accept the agenda adjusting it so the presentation of the Annual Audit can be first; Pertell seconded.

5 ayes, MOTION CARRIED

VISITOR'S COMMENTS

None.

OTHER FINANCE

The representative, Jamie Wilke, from Lauterbach & Amen presented highlights of the Audit Fiscal Year Ending April 30, 2017. She reported that it was a clean audit process and there was not a single journal adjustment. It was a long process that started in April. The Auditor Report gave the District an un-modified opinion, which is the highest result of an audit. Wilke recommended the Trustees pay special attention to the Management's Discussion and Analysis as it is an executive summary and a very high level overview. There was a discussion regarding the results of the Pension funding percentage being lower than the last few years – it is largely due to the change in the model of determining the results. The Pension fund actually had a good return on investments this past year. Wilke thanked the Department and staff for their hard work and good relationship during the audit process.

Pertell moved to accept the Annual Financial Report for the Fiscal Year Ended April 30, 2017 prepared by Lauterbach & Amen, LLP; Kleinwachter seconded.

5 ayes, MOTION CARRIED

APPROVAL OF MINUTES

Price moved to accept the minutes of the regular meeting and closed meeting of August 16, 2017 as presented; Kleinwachter seconded.

5 ayes, MOTION CARRIED

Kleinwachter moved to release the minutes of the closed meeting of August 16, 2017 to the public; Carstens seconded.

5 ayes, MOTION CARRIED

FINANCIAL REPORTS

This month the Cash Activity Report included a Beginning Cash Balance of \$2,026,881.12, Revenues of \$73,734.10 and Expenses of \$353,624.78. The ending cash balance was \$1,746,990.44. The Cash Activity Report is part of the minutes.

Chief reported, for the month of August: the tax revenue was \$26,594.59; the Ambulance billing brought in \$41,808.43; the Fire Rescue Recovery brought in \$328.44; the Fire Bureau brought in \$465.00.

Chief noted the Paid on Call firefighters are going to be paid monthly for the calls instead of at the end of the year. This past month the payroll was higher than normal because the POC firefighters were paid for the calls from the beginning of the year to the end of July. Now they will be paid each month for the calls and training from the previous month. Since there was an increase in compensation per call, Chief suggested that the Trustees put the Payroll-Firemen POC in a Budget Amendment.

Chief highlighted several other disbursements:

Sikich Accounting had two pay outs-one for the regular monthly services and the other which included Brian LeFevre's Audit preparation and presentation of the Financial Model; Warrenville Renovations Service was for the new office buildout (which is now complete); The Locker Shop was for employee uniforms; GHA Technologies was for computer software; Standard Insurance Companies was two payments because the District increased the coverage for the union firefighters; Currie Motors Frankfort, Inc was for the new command vehicle.

Chief reported there should be about 66% available in each line of the budget. The lines that are over budget and that are noteworthy are:

- *Overtime* which is currently over budget due to minimum staffing requirements of medics for shifts. Chief is looking for ways to alleviate the overtime. The Part-time firefighter budget line is under budget at this time.

- *Client Relations Expense* is over because the District pays for food each month for the Quest Hot Shot Program. The money is reimbursed by the Firefighters' Association, but has been put into the General Fund instead of back into Client Relations.

- *FT & POC uniforms* is over because of the influx of medics – the District hires a medic and they may only be here for a short time (as they are usually hired on another fulltime Fire Department). He is trying to figure out a better system. Currently the District uses some of the uniforms for other firefighters.

Kleinwachter moved and Pertell 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.

CLOSED SESSION

None.

CHIEF'S REPORT

Chief mentioned that there were two specialty team call outs for the FIAT SWAT. Capt Ermer responded to both and Lt Tosto responded to one.

Chief stated that the Illinois Department of Transportation sent an invoice of \$6,182.26 for the work performed and the installation of the emergency preemption equipment on Route 56/Butterfield Rd. This was an agreement which was made by the District Board of Trustees in 2011. The total bill was divided by the City of Warrenville, DuPage County and the Fire District. Kleinwachter gave a little background of what the agreement entailed – it was primarily related to the OPTICOMs on the portion of Route 56/Butterfield Road that was being expanded. Chief noted that there is nothing for this Board to act on; it is a bill that will be paid.

The ISO review was conducted on September 19th. Mr. Ramirez, from ISO, was at the Station for about 4 ½ hours. It was a very detailed review. The report that was prepared for ISO was about 3,000 pages. The report was also submitted in electronic form. Notification to the District of the review results may take up to 6 months; hopefully the result will be a change in the District's ISO rating from a 3 to a 2. Chief commended all of the staff that helped prepare the report.

Chief mentioned that Fire Marshal Lee Westrom will be receiving a 2017 Life Safety Award at the IFSA Fire Prevention Luncheon. Congratulations were verbalized to FM Westrom by the Trustees.

Chief noted that the DUPAGE 100 Club Annual Dinner is October 25th, and the District has historically sponsored a table for 10 people. Chief asked the Trustees to contact him if they are interested in attending.

Pertell moved to accept Chief's monthly Report, Price seconded.

5 ayes, MOTION CARRIED

Chief's other comments from his report are noted throughout the meeting.

TRUSTEES

Pertell noticed in the staff minutes that there was discussion about repaving the parking lot. She requested that there be a running list of things that have a cost assigned to them. Chief noted that anything over \$5,000 is in the Capital Plan. Chief mentioned he will ask Captain Thompson, who is in charge of logistics, to start a list.

Perkins thanked Chief for providing the Standards of Coverage Document –August 2016-August 2017. It was very interesting. Chief stated that this report was included with the ISO report.

TRUSTEE BRIEFING OF DISTRICT OPERATIONS

Chief stated he did not have any information to present at this meeting as ISO has been all consuming for the staff.

ATTORNEY

None.

BUILDINGS

The office buildout in the day room has been completed. They are moving furniture and supplies into the office.

AC Clark has been working with the City to use their contractor, who does the City's street repairs, to replace and/or grind the parts of the driveway and entrances to the station.

EQUIPMENT

Chief thanked AC Clark and Engineer Clark for following up with E-One; this resulted in 100% of the corrosion repair for Engine 13 being covered. Engine-13 will be in Indiana for about 2 weeks being painted.

AC Kruzil mentioned that there will be preventative maintenance done on several of the vehicles before Engineer Clark leaves for Florida. While he is gone Alex Clark is very competent to continue with the maintenance of the vehicles. Because they do "in-house" maintenance on the vehicles, they save the District quite a bit of money.

AC Clark reported that the command car is functional. Printing and attachment of decals still need to be completed. AC Clark was able to get the command work station for the vehicle. He noted that this acquisition and work on the vehicle has been a group effort.

AC Kruzil mentioned that parts to the old AMKUS are not available anymore and therefore traded the old one in and purchased a 2008 refurbished AMKUS tool for \$2,400; this one also has more features.

AC Kruzil presented the Monthly Apparatus Cost Update Report, noting that it is a snap shot of where the money is going for each of the pieces of equipment.

Chief mentioned that the District may need to purchase a new fire engine in the near future and he is looking at different manufacturers for demos.

PERSONNEL

None.

FIRE BUREAU

The report from the Fire Bureau was accepted. Fire Marshal Westrom reported that the month of October will be full of fire drills and safety talks for elementary schools and preschools.

The Fire Prevention Open House is October 4th (6-9pm); there will be free food from several local businesses, an Arson Dog demonstration, an extrication demonstration and a side by side burn room demonstration. There also will be various community safety organizations present.

UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS

Chief presented a letter he received from Attorney Weiler regarding the DuComm PSAP Agreement and readmission. Readmission will be conditioned upon the District's execution of the current version of the IGA and an addendum acknowledging that the District will have a pro rata assessment of the capital costs shared by all members (this could be about ~~\$30,000~~ ^{\$90,000} per year). The DuComm Board Meeting is scheduled for October 17th to make the readmission official.

Pertell spoke with Alma, the Editor of the City of Warrenville Hometown Happenings and it was determined that the Fire District cannot have a reoccurring spot in the City Newsletter – only City business is in the letter. The District can put in information regarding various events or important announcements.

Mike Tillman, a representative from Metro Paramedic Services, introduced himself and Tom Deegan and welcomed the new Trustees to the Board. He noted Metro was grateful for the longtime partnership with the District and is looking forward to continuing the good relationship in the future.

NEW BUSINESS

Chief suggested that Department photographs be taken in the near future; an all department picture is usually taken every 5 years. Chief mentioned that Capt. Thompson knows a photographer who will take the pictures and only charge the District the processing fees. Each firefighter can bring their family for pictures as well. Firefighters will be responsible for paying for any pictures ordered. Chief will arrange a Saturday to have the photograph taken.

ADJOURNMENT

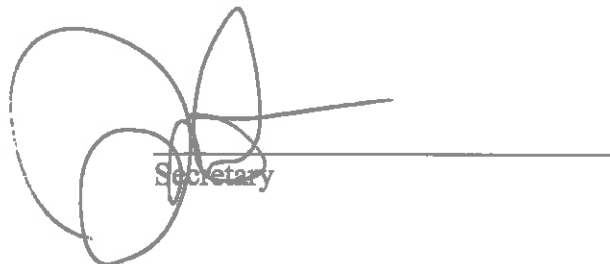
At 17:56 hours Kleinwachter moved to adjourn the meeting and Price seconded.

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 Beth Fairbanks, Fire Marshal Lee Westrom, Lt. Joe Levy, Chief Medic Marty Nelson, Mike Tillman and Tom Deegan.

The meeting adjourned at 17:56 hours.


President


Secretary

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

Beginning Cash Balance		2,026,881.12
Revenues:		
Receipts from the Monthly Receipts report	71,604.12	
MB Credit Card Reward	-	
Interest Income and Unrealized Gain (Loss) on MB Investment account	2,024.00	
Interest Income MB Money Market account	105.98	
Misc Income	-	
Total Revenues	<u>73,734.10</u>	73,734.10
Expenses:		
Vendor checks from the Check Register report	(142,362.00)	
Payroll disbursements and fees from the Precision payroll reports	(202,617.97)	
Voided Payroll Checks (reissued in an earlier period)	-	
Auto Disbursements	(8,479.63)	
Bank fee MB Checking Account	(16.78)	
Bank Fee SBT Account	-	
Bank fee MB Investment account	<u>(148.40)</u>	
Total Expenses		<u>(353,624.78)</u>
Ending Cash Balance		<u>1,746,990.44</u>