

WARRENVILLE FIRE PROTECTION DISTRICT

Minutes of Trustee Meeting January 17, 2018

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 pledge of allegiance 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 (left at 1710 hours and returned at 1725 hours), Assistant Chief Dave Kruzil and Recording Secretary Beth Fairbanks. Guests were Fire Marshal Lee Westrom, Chief Medic Marty Nelson, Captain Al Thompson, Lt Joe Levy, Lt Nic Tosto (left at 1705 hours and returned at 1735 hours), Lt Jeff Simmons (left at 1705 hours) and Marge Leonard.

APPROVAL OF AGENDA

Kleinwachter moved to accept the agenda. Pertell seconded.

5 ayes, MOTION CARRIED

VISITOR'S COMMENTS

None.

APPROVAL OF MINUTES

Kleinwachter moved to accept the minutes of the regular meeting of December 20, 2017 as presented; Price seconded.

5 ayes, MOTION CARRIED

FINANCIAL REPORTS

This month the Cash Activity Report included a Beginning Cash Balance of \$2,337,419.64. Revenues of \$55,420.19 and Expenses of \$204,636.57. The ending cash balance was \$2,188,203.26. The Cash Activity Report is part of the minutes.

Chief reported for the month of December: the tax revenue was \$24,121.27; the Ambulance billing brought in \$24,336.37; the income from Fire Recovery was \$3,208.00; the Fire Bureau brought in \$1,050.00.

Chief highlighted several disbursements:

- Cruise Master Engraving (2 entries) – for PASS PORT tags
- Edward Occupational Health – for physicals (fulltime firefighters / annually and POCs / on a 3 year rotation)

Chief reported there should be about 33.4% available in each line of the budget. The lines that are over budget and that are noteworthy are:

- *Overtime* – it is a continual issue, \$79,000 is projected in OT for the current fiscal year

- *Clothing* – it is in flux because of new firefighters that have come and gone. The online program is front loaded with the funds.

Kleinwachter asked if there was anything from DuPage County regarding the early payment or real estate taxes. Chief noted he has not heard when they will pass on the taxes to the District or Pension.

Price requested clarification between IMRF and the Warrenville Pension Fund. The IMRF is for the civilian employees who work over 1,000 hours and the funds are held by IMRF and therefore paid directly to the retired employee from that fund. The Warrenville Pension Fund is for the fulltime firefighters and the funds are held and invested by MB Financial, which is directed by the Warrenville Pension Board. Retired Firefighters are paid from the fund that is invested through MB Financial. The Pension Fund is run by the Illinois Department of Insurance Statutes.

Price requested clarification between IPRF and Corkill Insurance. IPRF is the worker compensation insurance company and Corkill is the Brokerage for the other insurance vendors the Fire District has.

Pertell asked for information about VEBA. VEBA is Voluntary Employee's Beneficiary Association, which is a health reimbursement arrangement where the District contributes 96 hours of the fulltime employee's pay each January and throughout the year the employee contributes 1% of their salary to an account. When the employee retires, the funds from their account can help pay for eligible medical expenses.

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

None.

CLOSED SESSION

None.

CHIEF'S REPORT

Chief mentioned that this past month there were no specialty team call outs.

Chief reported that 2017 had 9% more calls than 2016 for a total of 1,896 calls. This is also an increase of 27% over the last 5 years.

Chief mentioned that the District is applying for two grants:

-OSFM Small Equipment Grant; which will be for 3AEDs, 1 in the station and the others for 2 vehicles.

-Assistance to Firefighters Grant (AFG); which will go towards the purchase of a Quint (which is the combination of a fire truck and a fire engine). Hopefully the grant would be for \$500,000. AC Kruzil and Training Officer Terry Jelinek are working on this grant application.

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

TRUSTEES

All the Trustees will attend the NIAFPD conference January 26 and 27. Metro has invited them to dinner during the conference.

The Firefighters' Appreciation Dinner is February 10, 2018 at Courtyard Banquets.

ATTORNEY

None.

BUILDINGS

Captain Thompson presented a report concerning the installation of security cameras and secure entrance features to exterior doors of the fire station. Within the report that was handed out was several bids and explanations of what would be done to the Fire Station. The goal is to control access, secure the property and any medications housed in the station. The security cameras would also be beneficial in recording thefts or accidents. There has not been an issue in the past, but prevention is key to this venture. Perkins mentioned she would like to look over the report and bids. Kleinwachter brought up the availability of funds in the budget. Chief noted that it would be in next fiscal year's budget. The Trustees were in consensus that this project should be done. There is more to investigate. Price moved to continue the process with the goal of obtaining a station security system. Pertell seconded.

5 ayes, MOTION CARRIED

Kleinwachter commended Thompson on his report.

EQUIPMENT

Engine 13 was sent to Cummins for repairs related to Turbo issues and the cost may be about \$10,600. AC Kruzil noted it should be back in service tomorrow, January 18th.

AC Kruzil reported that there was an accident with Engine 12 and a minivan at the corner of Batavia and Butterfield. There were no injuries; the engine was going to a call lights and sirens with OPTICOM engaged at the intersection; the driver of the minivan drove through the red light and hit the side of the engine. The damage was significant, but not to the pump area of the engine. Repairs may take 6-8 weeks when it goes to get repaired. The driver of the engine was sent for a drug test, per SOPs and everything was fine. Currently the District is operating with one engine.

Chief presented information that supports his recommendation to lease an ambulance. Chief Medic Nelson has sent the District's specs for an ambulance to Metro and their vendor, AVS. The benefits of leasing are the Striker Cot, heart monitor and maintenance which are included with the ambulance; it would free up cash flow and the District would not need to resell the ambulance when it cannot be used anymore (resale value of an ambulance is very little). It will be approximately 6 months from the date of the contract to the in-service date of the ambulance.

After a lengthy discussion on specifics Kleinwachter moved to have a contract prepared by Metro's vendor to lease an ambulance for 7 years. Pertell seconded.

ROLL CALL:

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

PERSONNEL

None.

FIRE BUREAU

The report from the Fire Bureau was accepted. Fire Marshal Westrom mentioned this report includes the monthly totals of December as well as the yearly totals for 2017.

Pertell asked if there is a charge for the fire extinguisher classes. Westrom replied – no charge.

Chief requested direction from the Trustees in regard to the IGA with the City of Warrenville and Fire Code AHJ. There has been no response from the Director of Community Development, after several attempts by the Fire Marshal and Chief. Price moved to have President Perkins write a letter to the Mayor requesting time at a City Council meeting for a presentation from Chief regarding an AHJs IGA. Pertell seconded.

5 ayes, MOTION CARRIED

Chief noted that his desire is to work closely with the City of Warrenville in regards to Life Safety and Fire Code issues.

UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS

Carstens noted that he received recommendations and feedback on the Fire Commissioners' Ordinance from the other Trustees. He will pass the information on to Attorney Flaherty to get his feedback.

NEW BUSINESS

Chief presented a Needs Assessment and Data Analysis 2018 report that encompasses the last 5 years of the District. After looking through all the information, Chief recommends a referendum in the spring of 2019. Perkins noted that she received a lot of information from Algonquin Fire, as they had a referendum that passed. The strategy will be important in the timing of presenting the referendum and in presenting the information in a positive way, social media and clarifying the actual cost to each resident. Chief was directed to continue to pursue data to support the necessity of a referendum.

AC Kruzil reported that there will be a 3 part Resiliency Training from Warrenville Youth and Family Service Counselors to support the District firefighters who have experienced and will experience in the future, traumatic calls. Part one has already been completed. There will also be one training on February 20th for the spouses and significant others of firefighters. It was suggested to invite parents of the younger firefighters who still may be living at home to the training on February 20th. Kruzil reiterated that WYFS has good people, they are sincere and are advocates for firefighters and the community. This is a unique partnership within DuPage County. It should be a great partnership.

ADJOURNMENT


At 18:35 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 Jamie Clark, Assistant Chief Dave Kruzil, Recording Secretary Beth Fairbanks, Fire Marshal Lee Westrom, Chief Medic Marty Nelson, Captain Al Thompson, Lt Nic Tosto, Lt Joe Levy and Marge Leonard.

The meeting adjourned at 18:35 hours.


President


Secretary

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

Beginning Cash Balance		2,337,419.64
Revenues:		
Receipts from the Monthly Receipts report	54,448.79	
MB Credit Card Reward	-	
Interest Income and Unrealized Gain (Loss) on MB Investment account	837.64	
Interest Income MB Money Market account	133.76	
Misc Income	-	
Total Revenues	<u> </u>	55,420.19
Expenses:		
Vendor checks from the Check Register report	(59,804.18)	
Payroll disbursements and fees from the Precision payroll reports	(143,126.71)	
Voided Payroll Checks (reissued in an earlier period)		
Pension Fund Contribution Check Directly from District instead of through Payroll	3,777.57	
Auto Disbursements	(5,317.23)	
Bank fee MB Checking Account	(19.12)	
Bank Fee SBT Account	-	
Bank fee MB Investment account	<u>(146.90)</u>	
Total Expenses		<u>(204,636.57)</u>
Ending Cash Balance		<u>2,188,203.26</u>