

WARRENVILLE FIRE PROTECTION DISTRICT

Minutes of Trustee Meeting February 21, 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, Assistant Chief Dave Kruzil and Recording Secretary Beth Fairbanks. Guests were Fire Marshal Lee Westrom, Captain Al Thompson (leaving at 1730 hours), Lt Joe Levy, Captain Jeff Fiene (during the meeting left for 2 different emergency calls), Mike Tillman representing Metro Paramedic Services (leaving at 1715 hours) and The Banaszek Family (arriving for the presentation to Ava at 1800 hours).

APPROVAL OF AGENDA

Perkins moved to change the order of the agenda for the presentation by Mike Tillman to be first. Kleinwachter seconded.

5 ayes, MOTION CARRIED

Kleinwachter moved to accept the agenda. Pertell seconded.

5 ayes, MOTION CARRIED

VISITOR'S COMMENTS

None.

APPROVAL OF MINUTES

Price moved to accept the minutes of the regular meeting of January 17, 2018 as presented; Kleinwachter seconded.

5 ayes, MOTION CARRIED

FINANCIAL REPORTS

This past month the Cash Activity Report included a Beginning Cash Balance of \$2,188,203.26. Revenues of \$101,678.95 and Expenses of \$319,819.15. The ending cash balance was \$1,970,063.06. The Cash Activity Report is part of the minutes.

Chief reported for the month of January: the tax revenue was \$3,028.59; the Ambulance billing brought in \$63,479.17; the income from Fire Recovery was \$5,014.00; the Fire Bureau brought in \$11,573.46.

Chief highlighted several disbursements:

- Blue Frost – maintenance of furnace
- The Locker Shop – for uniforms

- Metro Paramedic Services – for 2 months of payments
- Kresl Power Equipment – maintenance on hose hoist in the hose tower
- Fire Service, Inc. – maintenance on the Ladder Truck (T-11)
- Transamerica Retirement Solutions – is the annual contribution to VEBA. The funds are accumulated from the fulltime employee’s sick time, vacation time or comp-time earned. These funds will be for the employees to use upon retirement from the District for health care uses.

Chief reported there should be about 25% available in each line of the budget.

The lines that are over budget and that are noteworthy are:

- *Overtime* – which has been an ongoing issue
- *POC firefighters* – there was an increase this year in their compensation per call.

Pertell moved and Perkins 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

Chief reported that at next month’s meeting he will have the amended budget to approve. There will be about \$146,500 to reallocate in order to balance the budget lines. Also at the next meeting he will present the new budget for the Trustees to look over to be approved at the April meeting.

Mike Tillman, from Metro Paramedic Services presented the new contract. Tillman stated that he and Chief have been working on it to make it beneficial for both entities. This contract is a 3 year agreement instead of the usual 1 year agreement. The agreement includes the provision of the new ambulance with its amortization schedule, if the District would like to purchase the ambulance. The agreement also includes a 2% increase that covers average wage increases of the Metro employees and other overhead cost incurred by Metro. There was much negotiation regarding the agreement, but Tillman noted that it has been, and is a pleasure to work with the District. After Tillman left the meeting, the Trustees discussed the agreement in more detail. The consensus is that having the ambulance provided by Metro is a plus to the District as the equipment in the ambulance is updated, maintenance is included and a replacement ambulance is provided in case the current ambulance is out of service for any reason. Carstens and Perkins would like to see a maintenance history of the District’s current ambulances for the past 5 years. It was mentioned that whatever that dollar amount is, it would be at least twice that, as we have “in house” mechanics instead of having to send the ambulances out for repairs or maintenance.

Perkins moved to approve the 3 year Metro Paramedic Services Contract dated February 22, 2018; Price seconded.

ROLL CALL:

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

CLOSED SESSION

There were no closed session minutes to review.

CHIEF'S REPORT

Chief mentioned that this past month there was one specialty team call out, which was a hazmat box in Lisle.

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

TRUSTEES

Pertell suggested The Firefighters' Appreciation Dinner, next year, be February 9, 2019 at Courtyard Banquets. Chief will contact the owner to secure the date. Pertell also mentioned that there was a suggestion to have a "Vegas Night" instead of the band. The Vegas Night would be more expensive than the band, but it can be looked into and entertain other suggestions for the entertainment for the evening.

ATTORNEY

None.

BUILDINGS

Perkins mentioned she and Chief went to Addison Fire District to look at their security system. The funds needed for the security system may include preparing parts of the station to be ready for the installation of the system. There was a question of whether a grant might be applied for to secure funds for the system – no one knew of any grant available. After a discussion, the Trustees directed Chief to allocate funds in the next budget to start the process of obtaining a station security system.

Perkins recommended that a plan/or approach for an active shooter entering the Fire Station be addressed.

EQUIPMENT

Engine 12 repairs will be covered by insurance except for a \$500 deductible. The \$500 will be recouped from the other insurance company at a later date. The Engine will be out of service for about 6 weeks when it is repaired.

PERSONNEL

Firefighter Michael Vaughn has finished his year probation and will be sworn in at the Firefighters' Association Meeting tonight.

FIRE BUREAU

The report from the Fire Bureau was accepted. Fire Marshal Westrom responded to Perkins, stating he would love to attend and speak with the Seniors from St. Irene Church. Perkins asked Westrom if he conducted any PUB ED with Hubble Middle School or Waldorf Four Winds School. He responded, stating there has been a change of Assistant Principals – and therefore he has not connected with him yet.

A letter addressed to the Mayor and City Administrator regarding IGA with the City of Warrenville and Fire Code AHJ was in the Trustee packet. Perkins will sign it and have it sent out to the City.

UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS

Carstens mentioned that he has passed the information, to Attorney Flaherty, to get his feedback regarding the Fire Commissioners Ordinance.

NEW BUSINESS

Chief and Perkins presented the Life Saving Award to Ava Banaszek for her role in saving a young woman's life in the Warrenville Grove Forest Preserve.

There was a discussion about the April 2, 2019 Consolidated Election Memorandum from Attorney Shawn Flaherty regarding the District Referendum. The reason to seek a tax increase referendum is that many things are coming up which come out of capital and regular budget. The District budget will have about a \$1,000,000 balance which is for capital. The standard is to keep a prudent balance for the District. It was noted that the memorandum laid out the options very well. The issue is to find a committee to work on the referendum e.g. "Friends of the Fire District". Perkins showed an example of what another District distributed with their referendum. AC Kruzil mentioned that conducting a survey to find out what the District's constituents would like may be helpful. He also mentioned it may be prudent to conduct a "Citizen's Fire Academy" which would allow citizens to experience the Fire District up close and personal. Developing a relationship with the community is very important. Perkins noted that there are a few Fire Districts going for referendum this spring – it would be wise to pay attention and see how they do.

Price showed a sample of Trustee name tags that are not expensive, if the Trustees would like to have them available to use, please let him know.

Pertell mentioned she and Perkins attended the Resiliency Training from Warrenville Youth and Family Service Counselors for the spouses and significant others of firefighters. About 15 people were in attendance and it was a success.

ADJOURNMENT

At 18:39 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, Lt Joe Levy and Captain Jeff Fiene

The meeting adjourned at 18:39 hours.



President



Secretary

**Warrenville Fire Protection District
Cash Activity
January 2018**

Beginning Cash Balance		2,188,203.26
Revenues:		
Receipts from the Monthly Receipts report	83,351.26	
MB Credit Card Reward	—	
Interest Income and Unrealized Gain (Loss) on MB Investment account	(4,367.91)	
Interest Income MB Money Market account	119.05	
Foreign Fire Revenues	22,576.55	
Misc Income	-	
Total Revenues		101,678.95
Expenses:		
Vendor checks from the Check Register report	(181,338.38)	
Payroll disbursements and fees from the Precision payroll reports	(130,092.72)	
Voided Payroll Checks (reissued in an earlier period)		
Auto Disbursements	(8,239.71)	
MB Debit Card Transactions	(1.21)	
Bank fee MB Checking Account	—	
Bank Fee SBT Account	—	
Bank fee MB Investment account	(147.13)	
Total Expenses		(319,819.15)
Ending Cash Balance		1,970,063.06