

WARRENVILLE FIRE PROTECTION DISTRICT

Minutes of Trustee Meeting March 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, Chief Medic Marty Nelson, Lt. Nic Tosto, Marge Leonard, Herb Kleinwachter and Capt. Al Thompson (arriving at 1705 hours); guests left at the closed meeting.

APPROVAL OF AGENDA

Kleinwachter moved to accept the agenda. Pertell seconded.

5 ayes, MOTION CARRIED

VISITOR'S COMMENTS

None.

APPROVAL OF MINUTES

Pertell moved to accept the minutes of the regular meeting of February 21, 2018 as presented; Price seconded.

5 ayes, MOTION CARRIED

FINANCIAL REPORTS

This past month the Cash Activity Report included a Beginning Cash Balance of \$1,970,063.06. Revenues of \$99,491.54 and Expenses of \$226,491.08. The ending cash balance was \$1,843,063.52. The Cash Activity Report is part of the minutes.

Chief reported for the month of January: the Ambulance billing brought in \$44,947.83; the income from Fire Recovery was \$3,910.00; the Fire Bureau brought in \$7,651.00 and \$37,179.17 was receive from miscellaneous insurance reimbursements. Pertell noticed that the old radios sold for \$500, she was pleased.

Chief highlighted several disbursements:

- Air One Equipment – for quarterly maintenance to air compressor cylinders and for miscellaneous equipment
- Colley Elevator Co – replaced the leveling rollers
- MES Municipal Emergency - for the purchase of SCBA pack trackers and the annual flow tests on the cylinders (about 72)

- Warrenville Youth & Family Services – for the new mental health trauma and resiliency training and crisis availability (24/7 coverage)
 - Courtyard Banquets – for Firefighters’ Appreciation dinner
 - Fire Service Inc – for Maintenance of the ladder truck and engine 12
 - Safeware, Inc – for a photoionization detector for HAZMAT
 - Global Test Supply, LLC - for calibration test kit, which we will do “in house” and therefore save money
 - ESO Solutions, Inc – for Annual FireHouse fee for the “cloud”
- Chief noted that Priscilla created a new report to enhance the information of the credit card charges, stating specifically which category they were for. The Trustees agreed that it was a good report.

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

Chief presented the Amended Budget and Appropriation for Fiscal year 2017-2018, Ordinance 17-02. The Amended budget will be posted for the public at the fire station and on the website. A public hearing will be scheduled for April 18th Trustee meeting and then the Trustees can approve the amended budget. Perkins thanked Chief for the sheet that had the changes and the explanations on it, the document was very helpful.

Chief presented a draft of the new Budget and Appropriation for Fiscal Year 2018-2019, Ordinance 18-01 for the Trustees to look over to be approved at the May meeting. Chief reported that he received the tentative tax rates from the County on Tuesday and was pretty close on this draft. There will be some fine-tuning before the next meeting. Chief asked for input regarding what capital might be needed for. There was mention of a few possibilities: a new vehicle for the Assistant Chief, upgrades to the building, new engine / the strategy for next year needs to be discussed. *(the discussion regarding the new engine is under equipment portion of the minutes)*

Chief reported that the District received the Corkhill Insurance Company Property & Casualty annual invoice of \$25,714.00 and it has been paid.

CLOSED SESSION

Near the end of the meeting, at 18:05 hours, Pertell moved to go into closed session to discuss personnel according to 5ILCS 120/2(c)1; Price seconded.

5 ayes, MOTION CARRIED

Closed session ended at 18:12 hours.

CHIEF'S REPORT

Chief had a correction to his report, the correct number of calls should be 148.

Chief mentioned that this past month there was one specialty team call out, which was a FIAT/SWAT call in Westmont.

Firefighter Joann Arntzen passed away and about 25 firefighters and Trustees attended the service and conducted a walkthrough to honor her.

Chief noted that the 2017 Annual DU-COMM Report shows activity from the last year at DuComm.

Chief noted that the Northwestern Medicine Employee Assistant Program has distributed the Annual EAP Utilization Report from Sept 2016 through August 2017. This report is general information of how EAP is being utilized. The most use is research on the EAP website. Sometimes the Chief or AC Kruzil has recommended employees contact EAP. The EAP Representatives come to a General meeting once a year to update the firefighters of its availability. Chief feels this is a good program, even if it helps one firefighter and/or their family.

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

TRUSTEES

None.

ATTORNEY

None.

BUILDINGS

Captain Thompson presented a Building Maintenance Budget for FY 2018-19. Priorities, bids and costs are included in the report. Thompson noted that everything that is replaced in the station will be of commercial grade. There are some items, that were reported during the annual building inspection, that need to be addressed immediately,. Building security is not included in this report; that was a report presented at a previous meeting. Chief noted that there is about \$35,000 for building maintenance in the new budget, some things may need to be taken from capital.

EQUIPMENT

Engine 12 has been out for repairs for about 3 weeks and should take about 3 or 4 more weeks. Chief has left a message to find out the progress of the repairs.

There was a discussion on the pros and cons of purchasing a new engine; the need for having 2 or 3 engines, rotation of engines, whether to finance or use funds from capital, wear and tear (hours used and number of miles driven), age of engines and replacement schedules.

AC Kruzil prepared the monthly Apparatus Operating Cost update report. This report is a very helpful tool, it shows what is being done to the vehicles. Perkins asked if Kruzil could get a report showing the number of hours that a vehicle is used – Kruzil responded, he can and will.

PERSONNEL

None.

FIRE BUREAU

The report from the Fire Bureau was accepted. Fire Marshal Westrom noted that FF Bryan LaForge is doing a good job concerning public education with the schools. Westrom and LaForge visited Gardner Preschool and presented the program – “Learn Not To Burn”. Crème de la Crème Preschool already implemented it last year; Gardner School is very excited to get started with the program. Westrom also mentioned that preschool education is a very big deal with the ISO evaluation.

Perkins asked Westrom to explain the fire alarm conversions: Westrom noted that when DuComm moves to their new location, the analogue telephone systems will no longer be supported, so the businesses that use telephone lines need to change to an AES Radio fire alarm system. There were only about 25 businesses that needed to change – half of them are completed.

There was a short discussion concerning the Fire Prevention and Life Safety Code Enforcement IGA, stating that the Mayor had responded to President Perkins’ letter. Chief noted that Ron Mentzer, Warrenville Community Director had left a message on the Chief’s phone this afternoon. Chief will set up a date to get together with Mentzer to discuss the IGA; (before the meeting, Chief will try to get the City’s issues with the IGA that the District submitted to the City).

Westrom mentioned he will have the new Fire Code Amendments ready for the next Trustee meeting.

UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS

The Fire Commissioners Rules and Regulations with forms were sent out to the Trustees before the meeting. There are some changes that need to be addressed. Chief asked the Trustees to forward their concerns and he will forward them on to Attorney Flaherty. There is some confusion on whether the current Trustees, acting as Commissioners, pass the Resolution to adopt the Rules and Regulations, or whether the newly appointed Commissioners approve the resolution.

It was noted that this past election was a good season for referendums passing for Fire Districts. More discussion about conducting a referendum will be held at a later date

Perkins asked Chief if he had heard any information regarding the ISO Audit. Chief responded that he received verbal confirmation that the District has changed from an ISO rating of a 3 to an ISO rating of a 2.

NEW BUSINESS

Perkins appointed Terese Krafcheck to serve and continue as the Appointed Pension Board Trustee, for a term of 3 years, ending 2021.

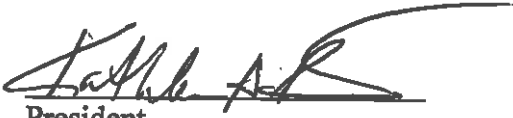
ADJOURNMENT

At 18:13 hours Carstens moved to adjourn the meeting and Price seconded.

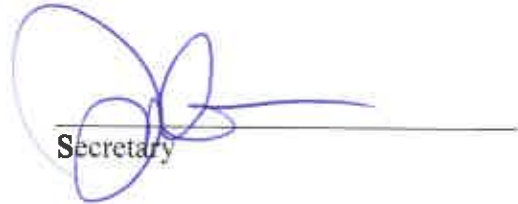
5 ayes, MOTION CARRIED

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 and Recording Secretary Beth Fairbanks.

The meeting adjourned at 18:13 hours.



President



Secretary

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

| | | |
|---|---------------------|----------------------------|
| Beginning Cash Balance | | 1,970,063.06 |
| Revenues: | | |
| Receipts from the Monthly Receipts report | 100,576.71 | |
| MB Credit Card Reward | - | |
| Interest Income and Unrealized Gain (Loss) on MB Investment account | (111.40) | |
| Interest Income MB Money Market account | 90.45 | |
| Foreign Fire Revenues | - | |
| Chargeback Item for Voided Check After Deposit | (1,064.22) | |
| Misc Income | - | |
| Total Revenues | <u>99,491.54</u> | 99,491.54 |
| Expenses: | | |
| Vendor checks from the Check Register report | (53,949.29) | |
| Payroll disbursements and fees from the Precision payroll reports | (124,572.82) | |
| Voided Payroll Checks (reissued in an earlier period) | | |
| Auto Disbursements | (43,004.29) | |
| Foreign Fire Auto Disbursements | (4,711.35) | |
| Bank fee MB Checking Account | (107.71) | |
| Bank fee MB Investment account | (145.62) | |
| Total Expenses | <u>(226,491.08)</u> | (226,491.08) |
| Ending Cash Balance | | <u>1,843,063.52</u> |