

# WARRENVILLE FIRE PROTECTION DISTRICT

## Minutes of Trustee Meeting April 18, 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, Fred Bevier (left at 5:15), Priscilla Jezuit, Terry and Sue Jelinek (left at 5:15) Marge Leonard, Capt. Al Thompson, Lt. Joe Levy, Kris Dixon, Roger and Mary Clark (left at 5:15).

### APPROVAL OF AGENDA

Pertell moved to accept the agenda with a change in order: to have the recognition of Terry Jelinek and recognition of the ISO Committee at the beginning of the meeting. Price seconded.  
5 ayes, MOTION CARRIED

### NEW BUSINESS

Chief called Terry Jelinek up to receive a token of the District's appreciation for all his work and 10 years of service as the Fire District Training Chief. Chief noted that the District couldn't have developed the training program to its full potential without Terry. Perkins presented a ceremonial fireman's ax and thanked Jelinek for his service. She noted that the District has benefited from his work and will continue to benefit in the future. She mentioned Terry was very kind and helpful to her when she started as a Trustee. Jelinek said it was an honor and privilege to be part of the District. There are wonderful people here; he highlighted the Paid on Call Firefighters (POCs) saying that this is the only Department in this part of the state that has a POC program – Treasure them, they are vital to the District.

Chief reported that he received official confirmation and the report indicating that Warrenville Fire Protection District has received an ISO rating of 2; this rating changed from a 3. Chief noted that it was a group effort, 6 months of hard work. Chief noted that only 3% of fire departments in the country have this rating. He thanked those who were on the ISO Committee for all their hard work in preparation for the ISO Audit! Perkins recognized and presented Awards of Excellence to the Committee.

### VISITOR'S COMMENTS

None.

### PUBLIC HEARING

At 17:17 hours President Perkins opened the public hearing to discuss the proposed Ordinance 17-02a Amended Budget and Appropriation for Fiscal Year 2017-2018. There were not any comments.

The hearing was closed as 17:18 hours.

### **APPROVAL OF MINUTES**

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

5 ayes, MOTION CARRIED

Pertell moved to accept the minutes of the closed meeting of March 21, 2018 as presented; Carstens seconded.

5 ayes, MOTION CARRIED

### **FINANCIAL REPORTS**

This past month the Cash Activity Report included a Beginning Cash Balance of \$1,843,063.52; Revenues of \$38,479.10 and Expenses of \$321,951.25. The ending cash balance was \$1,559,591.37. The Cash Activity Report is part of the minutes.

Chief reported for the month of March: the Ambulance billing brought in \$24,643.97(usually the income is twice this month's amount – Chief Medic Nelson is looking into why such a difference); the income from Fire Recovery was \$2,201.06; the Fire Bureau brought in \$5,771.70 and Tax revenue was \$2,686.68.

Chief highlighted several disbursements:

- MABAS Division 16 – for annual dues/ an obligation to MABAS
- NAPA Auto Parts – maintenance on Engine 13
- Travelers Insurance and Corkill Insurance - annual insurance premiums/ Pertell asked what the term “within coverage territory” meant. Chief will research and get back to the Trustees. Pertell also asked that the name of the Womens’ Auxiliary be changed to reflect the correct name.
- Rescue Direct – Dive/water rescue which has a budget line
- Target Solutions – annual payment for the training software/ this software tracks training and was very helpful with the ISO audit
- Metro Paramedics – 2 monthly payments (March and April)
- Blue Cross Blue Shield – 2 monthly payments (March and April)

Chief mentioned that the revenue and expense report does not reflect the amended budget.

Pertell moved and Kleinwachter 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**

Kleinwachter moved to approve ORDINANCE 17-02A, THE AMENDED BUDGET AND APPROPRIATION ORDINANCE FOR FISCAL YEAR 2017-2018; Price seconded.

The Amended Budget Ordinance will be published in the local paper. Perkins thanked Chief for the sheet that had the changes and the explanations on it, the document was very helpful.

ROLL CALL:

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

Chief supplied ORDINANCE 18-01 THE BUDGET AND APPROPRIATION ORDINANCE FOR FISCAL YEAR 2018-2019 in the Trustee's packets for the Trustees to look over.

There was a discussion and some items will be adjusted.

The proposed Budget and Appropriation will be posted for the public at the fire station and on the website. A public hearing will be scheduled for May 16<sup>th</sup> Trustee meeting and then the Trustees can approve the budget.

Kleinwachter moved to accept the Sikich Engagement letter for the next year; Perkins seconded. It is between a 2.5 and 3% increase.

ROLL CALL:

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

## **CLOSED SESSION**

None.

## **CHIEF'S REPORT**

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

Chief made note of the ISO report and asked if there were any questions to please email him and he can forward them onto the ISO representative for clarification.

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

## **TRUSTEES**

There was a discussion regarding the Fire Code Amendments, proposed Ordinance 18-02. The Trustees asked Fire Marshal Westrom why the amendments are needed and what amendments

were added and notable since the City of Warrenville abolished the City Ordinance which addressed the fire code amendments. Fire Marshal gave an overview. The question of how enforceable these amendments would be was brought up – within the City limits, the City has the final say, but unincorporated areas of the District would be under these amendments. Chief noted that this ordinance is smart to adopt even if the City will not adopt them – the District will request the requirements and therefore execute our job with Life Safety and Fire Prevention in mind.

Perkins asked to have the approval of the fire code amendments tabled until the next meeting, she would like to assess this further.

Pertell asked the Chief to investigate getting a better rate on the ~~expenditures~~ when using the credit card. Chief will research the request.

*rebates &*

### **ATTORNEY**

None.

### **BUILDINGS**

Captain Thompson mentioned that the hallway and stairwell on the Administration side of the Station has been painted. Thompson reported that it was discovered that the generator is piped above the fresh air intakes – it is going to be re-piped.

Thompson mentioned the Hose Tower was inspected because of potential age related problems; the inspection revealed that it is structurally in good shape.

Thompson stated that the HVAC is getting replaced on the south side of the Station.

### **EQUIPMENT**

Engine 12 has been out for repairs for about 7 weeks; there were more issues discovered (additional cracks in the body due to the accident). It should take about another 3 or 4 more weeks.

AC Kruzil prepared the monthly Apparatus Operating Cost update report; there was nothing out of the ordinary this past month.

Kruzil noted that the AC vehicle will be out of service for maintenance repairs. There was a discussion regarding purchasing a new AC vehicle; funds would come out of Capital. Engineer Clark noted it should have been replaced last year; there are over 100,000 miles on it, tires leak and the transmission is becoming an issue. For an emergency vehicle it is not effective; Chief stated it could be a safety issue. Perkins would like Engineer Clark to make an assessment on the health of the vehicle. AC Clark was directed to research the Stated Purchasing Co-op for a new AC vehicle. Kleinwachter mentioned that many of the things within the current vehicle could be transferred to the new vehicle.

### **PERSONNEL**

Chief noted that the Union members will receive their annual increase as of May 1<sup>st</sup> according to the contract. Chief recommended 2% increase for staff compensation and a 4% raise for AC Kruzil. Price moved to accept Chief's recommendation to start as of May 1, 2018; Kleinwachter seconded.

**ROLL CALL:**

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

**MOTION CARRIED**

**FIRE BUREAU**

The report from the Fire Bureau was accepted. Kleinwachter thanked Fire Marshal Westrom for the work he did on the Fire Bureau portion of the ISO audit. Part-time Fire Inspector Zack Eisele will start on May 3<sup>rd</sup>. He is to help take the load off some of the annual inspections from the shifts and other jobs in the Fire Bureau.

There was a short discussion concerning the Fire Prevention and Life Safety Code Enforcement IGA, Chief mentioned that he had met with Ron Mentzer from the City of Warrenville. Mentzer still has not responded with changes to the IGA the District proposed or sent a new IGA to the District. It was suggested that a presentation be given to the City Council regarding the desire to have an IGA and educate the City Council on the importance of the situation. The presentation could be at a City Council meeting or invite Elected Officials to the Fire District. The desire it to have the presentation within 2 months, possibly in June.

**UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS**

Carstens noted he had received suggestions and forwarded them to the attorney regarding the Fire Commissioners Rules and Regulations. Attorney Flaherty returned a copy with comments. Perkins would like a “clean” copy of the Rules and Regulations for the next Trustee meeting.


**ADJOURNMENT**

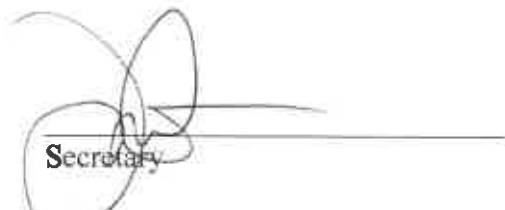
At 18:24 hours Kleinwachter moved to adjourn the meeting; Carstens seconded.

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, Priscilla Jezuit, Marge Leonard, Capt. Al Thompson, Lt. Joe Levy and Kris Dixon.

The meeting adjourned at 18:24 hours.

  
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President

  
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Secretary

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

<b>Beginning Cash Balance</b>		<b>1,843,063.52</b>
<b>Revenues:</b>		
Receipts from the Monthly Receipts report	35,303.41	
MB Credit Card Reward	73.37	
Interest Income and Unrealized Gain (Loss) on MB Investment account	4,108.04	
Interest Income MB Money Market account	74.78	
Foreign Fire Revenues	-	
Chargeback Item for Voided Check After Deposit	(1,084.30)	
Costco - Refund of Taxes	3.80	
Misc Income	-	
<b>Expe Total Revenues</b>		<b>38,479.10</b>
Vendor checks from the Check Register report	(189,050.10)	
Payroll disbursements and fees from the Precision payroll reports	(125,146.63)	
Voided Payroll Checks (reissued in an earlier period)		
Auto Disbursements	(3,612.49)	
Foreign Fire Auto Disbursements	(3,857.05)	
Bank fee MB Checking Account	(139.44)	
Bank fee MB Investment account	(145.54)	
<b>Total Expenses</b>		<b>(321,951.25)</b>
<b>Ending Cash Balance</b>		<b>1,559,591.37</b>