

WARRENVILLE FIRE PROTECTION DISTRICT

**Minutes of Trustee Meeting
May 16, 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, Marge Leonard, Capt. Al Thompson, Engineer Roger Clark and arriving at 1726 hours Capt. Eric Ermer.

APPROVAL OF AGENDA

Kleinwachter moved to accept the agenda as presented. Pertell seconded.

5 ayes, MOTION CARRIED

VISITOR'S COMMENTS

None.

PUBLIC HEARING

At 17:15 hours President Perkins opened the public hearing to discuss the proposed Ordinance 18-01 Budget and Appropriation for Fiscal Year 2018-2019. There were not any comments.

The hearing was closed as 17:16 hours.

APPROVAL OF MINUTES

Kleinwachter moved to accept the minutes of the regular meeting of April 18, 2018 as amended; replacing "expenditures" with "rebates" on page 4, paragraph 3; Price seconded.

5 ayes, MOTION CARRIED

FINANCIAL REPORTS

This past month the Cash Activity Report included a Beginning Cash Balance of \$1,559,591.37; Revenues of \$56,853.63 and Expenses of \$184,906.35. The ending cash balance was \$1,431,538.70. The Cash Activity Report is part of the minutes.

Chief reported that at the end of the fiscal year some of the budget lines were notable:

- Interest income was more than projected in the budget
- Payroll taxes was more than projected in the budget
- Total fire apparatus was over budget by about \$6,000

Perkins noted that there is about \$54,000 more for the fiscal year balance than last year. She congratulated Chief on a good job.

Chief reported for the month of April: the Ambulance billing brought in \$41,038.00, the income from Fire Recovery was a little over \$2,000; the Fire Bureau brought in \$9,944.00 and Tax revenue was \$5,522.00.

Chief highlighted several disbursements:

- Motorola Solutions – an additional monthly payment because the District purchased 6 additional STARCOMM radios. The ESTB will not cover that monthly payment.
- Illinois Fire Chiefs Association – training for POC Officers to complete the Fire Officer I Certification.
- DJ Scuba Locker – for dive equipment/ Dive team disbursements have a budget line
- Eskenazi & Farrell Associates – inspection of the station training tower structure
- Hagerty Ford, Inc – replaced the tail light of the Chief’s vehicle
- Communications Direct – purchase of new pagers
- Fine Line Painting – for the painting of the 1st floor hallways and stairwell on the administration side of the station.
- Guaranteed Mechanical - Replacement of AC units on the south side of the station
- Promos 911 – for PUB ED materials, most of the cost is covered by the donations in response to letters sent out to local businesses
- Consolidated Fleet – for the Water Weight testing on Tower 11

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

Capt. Thompson asked the Trustees to approve the purchase of 8 sets of bunker gear. The purchase of the gear will keep the 6 year replacement cycle current.

Kleinwachter moved to approve the purchase of 8 sets of bunker gear for \$14,136; Carstens seconded.

ROLL CALL:

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

OTHER FINANCE

Kleinwachter moved to approve ORDINANCE 18-01, THE BUDGET AND APPROPRIATION ORDINANCE FOR FISCAL YEAR 2018-2019; Pertell seconded.

ROLL CALL:

Carstens – AYE
Kleinwachter – AYE
Perkins – AYE
Pertell – AYE
Price – AYE
MOTION CARRIED

The Budget Ordinance will be published in the local paper.

CLOSED SESSION

None.

CHIEF'S REPORT

Chief reported that there were three Specialty Team callouts: HAZMAT BOX, FIAT/ SWAT call out and Fire Investigation Task Force call out.

Chief noted that he and Priscilla contacted MB Financial and have secured 1% rebate on credit card purchases.

Chief congratulated Capt. Thompson, Lt. Levy, FF Vaughn, FF Fazio and FF Pokorney as they received the Call of Quarter Award regarding a near-drowning rescue.

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

TRUSTEES

Kleinwachter moved to approve ORDINANCE 18-02 AN ORDINANCE ESTABLISHING A SET OF CODE AMENDMENTS TO ORDINANCE 16-05 FOR THE WARRENVILLE FIRE PROTECTION DISTRICT; Price seconded.

5 ayes, MOTION CARRIED

Perkins asked if any of the Trustees had anything to address at this meeting.

Price asked to move the Trustee meeting of June 20, 2018 to June 27, 2018 at 5pm to allow him to go to Peoria for the LAFPD Conference. The Trustees were in agreement. Fairbanks was directed to make the appropriate notifications.

Perkins asked that in the Consolidated Election for new Trustees how the terms were addressed. There are 3 vacant spots to be filled. It was determined the candidate must declare which term they are running for, 2 year, 4 year or 6 year.

Chief addressed Pertell's clarification of the term "territory" in the insurance policy – "territory" covers the greater United States and Puerto Rico.

ATTORNEY

None.

BUILDINGS

None.

EQUIPMENT

Engine 12 is back from getting repairs after the accident. Engineer Clark is still servicing some items; striping is being done by Capt. Mike Karl. Money has been saved because Fred Bevier ordered the striping and Capt. Karl is adhering it to the engine.

AC Clark reported that the purchase of a new AC vehicle would be a Ford Explorer/ the same as the Captain Vehicle that was recently purchased. A letter from Mechanic Alex Clark was in the Trustee packets regarding the condition of the current AC vehicle. Engineer Clark corroborated with the letter stating that the current vehicle is unsafe to use as a first responding vehicle.

Kleinwachter moved to approve the purchase of a new AC vehicle not to exceed \$37,000; Carstens seconded.

ROLL CALL:

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

AC Kruzil prepared the Apparatus Operating Cost update report for the past fiscal year. He noted this report is a collaborative effort. AC Kruzil highlighted some of the vehicles and costs for preventative maintenance and repairs. He also noted that the City of Warrenville performs any maintenance on AC12. It was noted that the District saves a tremendous amount of money having “in-house” mechanics.

PERSONNEL

None.

FIRE BUREAU

The report from the Fire Bureau was accepted. The Part-time Fire Inspector has completed his orientation and in June will start with his assignments.

FM Westrom stated that he and 3 trustees attended the City Council meeting on Monday, May 14, 2018 regarding new street widths located in new developments within the City. The City is trying to get a copy of the taping of the meeting (either audio or recording); they had been having problems with recording the meetings. Fred Bevier will get a copy of the minutes as there was a lot said at the meeting that is important to document.

Chief reported that he has not received any communication from Ron Mentzer concerning the Fire Prevention and Life Safety Code Enforcement IGA.

UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS

Perkins noted that the “clean” copy of the Rules and Regulations for Fire Commissioner was presented at this meeting. She would like the Trustees to look it over to be approved at the next Trustee meeting. She and Pertell have contacted some people to see if they would like to serve on the Fire Commissioner Board. If anyone has any suggestions, please let her know. After

the Rules and Regulations have been approved, the request for Fire Commissioners could be advertised on the website and the WFPD FaceBook page.

NEW BUSINESS

None.

ADJOURNMENT

At 17:42 hours Kleinwachter moved to adjourn the meeting; Price seconded.

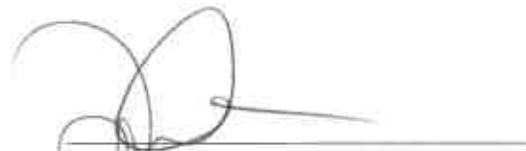
5 ayes, MOTION CARRIED

Those present at the end of the meeting were President Katè 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, Marge Leonard, Capt. Al Thompson, Capt. Eric Ermer and Engineer Roger Clark.

The meeting adjourned at 17:42 hours.



President



Secretary

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

Beginning Cash Balance		1,559,591.37
Revenues:		
Receipts from the Monthly Receipts report	60,112.38	
MB Credit Card Reward	-	
Interest Income and Unrealized Gain (Loss) on MB Investment account	(3,301.61)	
Interest Income MB Money Market account	42.91	
Foreign Fire Revenues	-	
Misc Income	-	
Total Revenues	<hr/>	56,853.68
Expenses:		
Vendor checks from the Check Register report	(56,395.48)	
Payroll disbursements and fees from the Precision payroll reports	(125,752.17)	
Voided Payroll Checks (reissued in an earlier period)	-	
Auto Disbursements	(2,517.67)	
Foreign Fire Auto Disbursements	-	
Bank fee MB Checking Account	(94.17)	
Bank fee MB Investment account	(146.86)	
Total Expenses	<hr/>	(184,906.35)
Ending Cash Balance		<u>1,431,538.70</u>