

WARRENVILLE FIRE PROTECTION DISTRICT

Minutes of Trustee Meeting June 27, 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 and Recording Secretary Beth Fairbanks. Guests were Fire Marshal Lee Westrom, Chief Medic Marty Nelson (left at closed session); Capt. Al Thompson, Lt. Nic Tosto, FF/PM Zack Eisele (left at 18:15 hours for a fire call); Mike Tillman, Ted Beskow and Dick Swanson representing Metro Paramedic Services (leaving at 17:25 hours) and arriving at 17:27 hours was Capt. Eric Ermer.

Absent was Assistant Chief Dave Kruzil.

APPROVAL OF AGENDA

Perkins moved to accept the agenda as presented and go out of the order to allow Metro representatives present information. Carstens seconded.

5 ayes, MOTION CARRIED

VISITOR'S COMMENTS

None.

APPROVAL OF MINUTES

Pertell moved to accept the minutes of the regular meeting of May 16, 2018; Price seconded.

5 ayes, MOTION CARRIED

FINANCIAL REPORTS

This past month the Cash Activity Report included a Beginning Cash Balance of \$1,431,538.70; Revenues of \$182,169.08 and Expenses of \$343,635.98. The ending cash balance was \$1,270,071.80. The Cash Activity Report is part of the minutes.

Chief reported for the month of May: the Ambulance billing brought in \$47,172.35, the income from Fire Recovery was a little over \$880; the Fire Bureau brought in \$3,666.13 and Tax revenue was \$129,519.68.

Chief highlighted several disbursements:

- Paddock Publications – publication of the hearings and the ordinance
- Blue Cross Blue Shield – reimbursements for patients' mileage which was billed in error.
- Lee Westrom- reimbursement for food purchase for the dinner supplied for the WYFS Quest Hot Shots program. The Firemens' Association reimburses the District, but the money is not put back into the client services budget line.

- Kussmaul Electronics – Maintenance on Ladder Truck 11
- Air One Equipment – Maintenance to apparatus
- DuComm – Active 911 App Annual payment

Chief reported there should be about 91% available in each line of the budget. The line that is over budget and that is noteworthy:

- *Overtime* is down to 81% available, there will be a check from Metro Paramedics to cover some of the overtime due to filling in Metro shifts.

Kleinwachter moved and Carstens 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

Perkins mention that she and Chief met with the Attorney regarding a Tax Objection settlement 2005-2011 and haven't heard any response to the counter offer for a settlement. The settlement payment would be taken out of next year's taxes.

It was requested to have representatives from MB Financial at the August meeting to present the investment portfolio and then review the Investment Policy Statement with MB Financial;

Chief reported the Annual Audit was completed by Lauterbach and Amen with the report submitted at the next Trustee meeting.

CLOSED SESSION

Perkins moved to go into Closed session to discuss personnel in accordance with 5ILCS 120/2(c)1 at 17:42 hours; Price seconded.

5 ayes, MOTION CARRIED

Closed session ended at 17:55 hours.

CHIEF'S REPORT

Chief reported that there were 2 Specialty Team callouts: FIAT/ SWAT call out in Downers Grove and a HAZMAT call out in Bolingbrook..

ETSB is purchasing the core components of the Purvis station alerting system but the cost to the District will be \$19,899 for needed features not covered in that system.

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

TRUSTEES

Kleinwachter moved to approve RESOLUTION 18-01 A RESOLUTION ADOPTING THE PREVAILING WAGE RATES FOR LABORERS, MECHANICS AND OTHER WORKERS EMPLOYED ON PUBLIC WORKS OF THE WARRENVILLE FIRE PROTECTION DISTRICT, DUPAGE COUNTY, ILLINOIS; Carstens seconded.

ROLL CALL:

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

The Prevailing Wage Exhibit B – Notice of Determination will be published in the local paper.

Kleinwachter moved to make the annual 2018 contribution of \$500 to the Warrenville Firemens' Association Benevolent Fund; Pertell seconded.

ROLL CALL:

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

There was a discussion regarding the Metro Paramedic Services Contract:

Mike Tillman spoke stating that he had just heard the District was interested in renegotiating the Metro Contract and there were some issues with Metro shift openings. He was willing to answer any questions the Trustees might have. He addressed the concern regarding the delay on ordering the ambulance and the cost being over budget by \$4,437. The chassis is ready and if the Board is ok with the specs, Metro will pay for the difference in the budget; the Trustees were in agreement with that. The ambulance will be ordered and be ready by November 2018.

Chief explained some of the issues with the Metro shift openings are because of the lack of Metro personnel. Chief supplied documentation/data over the last few weeks of shifts. There was an agreement that there is a shortage of medics all over the area which causes staffing problems and this situation will probably get worse. Chief mentioned that his recommendation is to eliminate 2 Metro shifts and hire a fulltime District Firefighter/Medic. He has the cost comparison between the Metro employees and a District employee. There was a lengthy discussion asking for opinions from each Trustee, and the Captains and Lieutenant that was at the meeting. The safety, consistency of personnel is involved as well as cost.

After a lengthy discussion, Perkins moved to empower the Chief to pursue renegotiating the Metro Paramedic Services contract and hiring a fulltime District Firefighter/medic to be in accordance with CBA; Pertell seconded.

ROLL CALL:

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

Carstens and Price completed the Advanced Trustee Training at the IAFFPD Conference in Peoria. Perkins also attend the conference.

ATTORNEY

None.

BUILDINGS

Thompson reported that a commercial grade floating laminate floor is ordered for the first floor kitchen. The kitchen will be painted at the same time that the floor is installed, which is scheduled for the end of July. As a point of information, there was refund of the materials of the old kitchen floor, as it had many problems.

Thompson asked that the Trustees consider some of the things that were brought up at the April meeting. Thompson listed the items which need to be addressed. It was agreed to prioritize the list. Kleinwachter moved to make repairs to the French doors in the kitchen, replace the kitchen windows and replace the hose tower steel door with a cost not to exceed \$15,000; Carstens seconded. The funds will come out of Capital expenditures.

ROLL CALL:

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

The station security system will be put on the July agenda.

EQUIPMENT

Chief noted that Engine 13 is out of service with an electrical shortage; Roger and Alex are working with E-One on a remedy.

Pertell asked that the Apparatus Operating Cost update report have a calendar monthly report and then a fiscal year to date report included.

PERSONNEL

Carstens moved to accept the Proposed Contractual Amendment with Warrenville Professional Firefighters Association Local #5036, IAFF dated June 27, 2018; Prices seconded.

ROLL CALL:

Carstens – AYE
Kleinwachter – ABSTAIN
Perkins – AYE

Pertell – AYE
Price – AYE
MOTION CARRIED

FIRE BUREAU

The report from the Fire Bureau was accepted. FM Westrom reported that the school programs will resume next fall and the smoke detectors are again being installed in the senior homes this summer. Westrom mentioned that he is keeping Chief up to date regarding all the reviews associated with the new housing developments in town.

Chief reported that there is no update concerning the Fire Prevention and Life Safety Code Enforcement IGA with the City.

UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS

Perkins moved to approve the RULES OF THE BOARD OF FIRE COMMISSIONERS WARRENVILLE FIRE PROTECTION DISTRICT, DUPAGE COUNTY, ILLINOIS; Price seconded.

5 ayes, MOTION CARRIED

Fairbanks was directed to email a copy of the Rules to Pertell and Ermer.

Perkins noted that Mayor Brummel agreed that she can write something in the Warrenville Hometown Happenings mentioning that the District is looking for a Fire Commissioner Board. Also she can speak with Alma, from the City, who has a list of people interested in volunteering.

Perkins asked for names of recommended people to fill the Commissioner positions be brought before the Board of Trustees to review.

NEW BUSINESS

Chief requested permission to have the District sponsor four golfers in the Illinois Fire Chief Golf Outing for \$600. This outing raises money for firefighter education scholarships. Chief noted that the District usually has 2 firefighters a year that receive a scholarship. Price moved to approve the recommended golf sponsorship; Kleinwachter seconded.

5 ayes, MOTION CARRIED

ADJOURNMENT


At 18:55 hours Kleinwachter moved to adjourn the meeting; 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, Recording Secretary Beth Fairbanks, Fire Marshal Lee Westrom, Capt. Al Thompson, Lt Nic Tosto and Capt. Eric Ermer.

The meeting adjourned at 18:55 hours.


President


Secretary

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

Beginning Cash Balance		1,431,538.70
Revenues:		
Receipts from the Monthly Receipts report	181,238.16	
MB Credit Card Reward	-	
Interest Income and Unrealized Gain (Loss) on MB Investment account	909.09	
Interest Income MB Money Market account	21.83	
Foreign Fire Revenues	-	
Misc Income	-	
Total Revenues	<u>182,169.08</u>	182,169.08
Expenses:		
Vendor checks from the Check Register report	(123,633.30)	
Payroll disbursements and fees from the Precision payroll reports	(190,131.81)	
Voided Payroll Checks (reissued in an earlier period)	-	
Auto Disbursements	(29,627.07)	
Foreign Fire Auto Disbursements	-	
Bank fee MB Checking Account	(98.09)	
Bank fee MB Investment account	(145.71)	
Total Expenses	<u>(343,635.98)</u>	(343,635.98)
Ending Cash Balance		<u>1,270,071.80</u>