

WARRENVILLE FIRE PROTECTION DISTRICT

Minutes of Trustee Meeting July 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, and Recording Secretary Beth Fairbanks. Guests were Fire Marshal Lee Westrom, Chief Medic Marty Nelson, Capt. Jeff Fiene, Lt Nic Tosto, (guests left at closed session); Spence Klein and Frank Fanelli representing MB Financial (leaving at 17:30 hours); Bob Siebert and Mike Hoffman (leaving at 18:00).

Absent was Assistant Chief Dave Kruzil due to a "box alarm" call out.

There was a 5 minute break at 18:00 hours.

APPROVAL OF AGENDA

Perkins moved to accept the agenda as presented and to go out of the order to allow MB Financial representatives to present information and to allow a presentation from Bob Siebert; Carstens seconded.

5 ayes, MOTION CARRIED

VISITOR'S COMMENTS

Bob Siebert of Albright Ave, Warrenville, gave a presentation regarding the TIF District #4 and the EVERTON Development. Siebert handed out the copy of the Fiscal and Economic Impact to the City of Warrenville and Community Unit School District 200 for EVERTON Residential and Commercial Mixed Use Development. He proceeded to mention that this report failed to evaluate the Fire, Library and Park District and the impact the development would have on the underlying taxing districts. He mentioned that this report indicates a negative financial impact on the City. There will be additional City and District employees and services that will need to be used without sufficient compensation. At the end of his presentation he recommended some possible action steps that the community can take. Mike Hoffman wanted the Trustees to know that Siebert has a Masters Degree in Economics. Perkins thanked Siebert for his presentation.

APPROVAL OF MINUTES

Kleinwachter moved to accept the minutes of the regular meeting of June 27, 2018; Perkins seconded.

5 ayes, MOTION CARRIED

Kleinwachter moved to accept the minutes of the closed meeting of June 27, 2018; Pertell seconded.

5 ayes, MOTION CARRIED

FINANCIAL REPORTS

This past month the Cash Activity Report included a Beginning Cash Balance of \$1,270,071.80; Revenues of \$1,381,237.46 and Expenses of \$282,361.01. The ending cash balance was \$2,368,948.25. The Cash Activity Report is part of the minutes.

Chief reported for the month of June: the Ambulance billing brought in \$30,710.50 (Chief and Nelson are scheduled to have a meeting with Andres to take a closer look at the collections, as he believes the revenue should be closer to \$40,000), the income from Fire Recovery was \$2,624.10, the Fire Bureau brought in \$13,413.00 (which includes some PubEd donations) and Tax revenue was \$1,351,158.25.

Chief highlighted several disbursements:

Riggs Brothers – for a new tarp for the top of Engine 12

Fire Service, Inc – maintenance on Engine 12; (it had to be sent out to be worked on)

Paddock Publications – publications having to do with the ordinances

The Locker Shop – frontload funds to the online company for uniforms for the fulltime and POC employees

Blue Cross Blue Shield – 3 payments for reimbursements because of the overpayment on mileage (to correct a 2 month error in billing of mileage)

Chief reported there should be about 83% available in each line of the budget. The lines that are over budget and that are noteworthy are:

-*Legal*; 70% available because of the legal counsel with the Fire Commission Rules document.

-*Travel Expenses*; 76% available – Motor fuel is hard to gauge as use of vehicles fluctuates

-*Uniforms*; this budget line is frontloaded for the year as the uniforms are ordered online

-*Overtime*; 73% available; a check has been received from Metro Paramedics to cover some of the overtime due to the District filling in Metro shifts. This money goes into the general fund so it is not seen on the Overtime budget line. (the actual amount for overtime is about 78% available)

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

Chief continues to reach out to Attorney Joseph Miller but currently there is no information regarding the Tax Objection settlement 2005-2011.

Spence Klein and Frank Fanelli, representatives from MB Financial, presented a report regarding the District's investment portfolio and the performance report for the past year and asked the Trustees to verify the Investment Policy Statement with MB Financial from November 17, 2014. Klein also mentioned that Fifth Third Bank has acquired MB Financial and the merger will be early next year. Fifth Third Bank hopefully will retain the MB client services and MB's model of wealth management.

Kleinwachter moved to verify the Investment Policy Statement with MB for the next year; Carstens seconded

ROLL CALL:

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

Chief reported the Annual Audit has been completed by Lauterbach and Amen and there will be a representative at the August meeting to give a report.

CLOSED SESSION

Kleinwachter moved to go into Closed session to discuss personnel in accordance with 5ILCS 120/2(c)1 at 18:35 hours; Pertell seconded.

5 ayes, MOTION CARRIED

Closed session ended at 18:45 hours.

CHIEF'S REPORT

Chief reported that there were five Specialty Team callouts: two DuPage Fire Investigations Task Force (one in Carol Stream and one in Wood Dale) and three water rescues in Naperville.

The office of the Lt Governor recognized MABAS 16 Warrenville and Naperville Fire for the "Shared Services Best Practice" with Dropping the Border initiative between the two communities.

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

TRUSTEES

Chief and AC Kruzil met with Metro Paramedic Services representatives to negotiate the contract and have eliminated two of the Metro Medic spots at the District (Metro has not been able to fill the spots). Chief is waiting for the revised contract. Chief noted that using the existing hiring list; there will be three interviews on July 23rd to hire another fulltime District Firefighter/medic.

ATTORNEY

None.

BUILDINGS

Perkins read through the contract for the windows and door replacement and noted that the contractor does not adhere to the prevailing wage. She noted that the District needs to get new bids with a contractor that abides by prevailing wage.

Perkins asked that the security system requests be submitted with one list of specifications. The three bids that have been submitted have differing specs.

EQUIPMENT

Chief reported Medic 11 is was of service and sent out for turbo repair, it is now back in service; the cost of the repair is unknown by should be fairly low.

The major repair to Engine 13 was because of failure at the DPF emissions (cost \$6,400), repair is complete and E-13 is back in service.

The Apparatus Operating Cost update report was included the packets.

PERSONNEL

None.

FIRE COMMISSIONERS

Perkins mentioned that there are three applications for Fire Commissioner Board. Perkins noted that information mentioning that the District is looking for a Fire Commissioner Board has been put in the Warrenville Hometown Happenings, this will be distributed in August. The consensus was that the District will accept applications until September 1, 2018. It was determined that two Trustees (Carstens and Perkins volunteered) will go over the applications, conduct interviews and report back to the Trustee Board. A formal set of interview questions will be established.

FIRE BUREAU

The report from the Fire Bureau was accepted. FM Westrom mentioned that in spring a letter was sent, from the Fire Bureau, to the local businesses requesting donations to help with PUBED literature and supplies for schools and fire prevention week. This year about \$1,500 has been received.

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

None.

NEW BUSINESS

None.


ADJOURNMENT

At 18:48 hours Kleinwachter moved to adjourn the meeting; Price seconded.

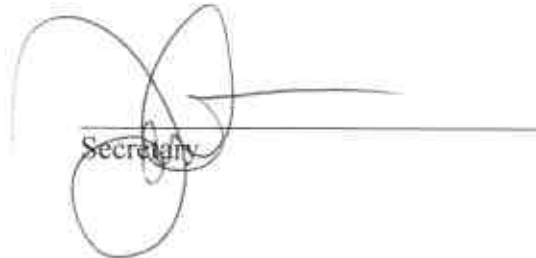
5 ayes, MOTION CARRIED

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, and Recording Secretary Beth Fairbanks.

The meeting adjourned at 18:48 hours.



President



Secretary

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

Beginning Cash Balance		1,270,071.80
Revenues:		
Receipts from the Monthly Receipts report	1,381,011.45	
MB Credit Card Reward	-	
Interest Income and Unrealized Gain (Loss) on MB Investment account	106.32	
Interest Income MB Money Market account	119.69	
Foreign Fire Revenues	-	
Misc Income	-	
Total Revenues	<u>1,381,237.46</u>	1,381,237.46
Expenses:		
Vendor checks from the Check Register report	(91,571.56)	
Payroll disbursements and fees from the Precision payroll reports	(160,594.99)	
Voided Payroll Checks (reissued in an earlier period)	-	
Auto Disbursements	(29,951.14)	
Foreign Fire Auto Disbursements	-	
Bank fee MB Checking Account	(97.36)	
Bank fee MB Investment account	(145.96)	
Total Expenses	<u>(282,361.01)</u>	(282,361.01)
Ending Cash Balance		<u>2,368,948.25</u>