

WARRENVILLE FIRE PROTECTION DISTRICT

Minutes of Trustee Meeting August 15, 2018

The Board of Trustees met at Headquarters Station. President Perkins called the meeting to order at 17:10 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 Randy Price, Chief Dennis Rogers Jr., Assistant Chief Jamie Clark (who left at 18:58 hours), Assistant Chief Dave Kruzil and Recording Secretary Beth Fairbanks. Guests were Fire Marshal Lee Westrom, Captain Eric Ermer, Captain Al Thompson (who left at 18:43 hours), Lt. Nic Tosto, Lt. Joe Levy, Engineer Roger Clark, Lt. Matt Banaszek (who left at 19:08 hours), Marge Leonard; Jamie Wilkey and Kevin Cavanaugh representing Lauterbach and Amen (who left at 17:32 hours); Mike Tillman and Ted Besco representing Metro Paramedic Services (who left at 18:20 hours). Absent was Trustee Jerry Kleinwachter

APPROVAL OF AGENDA

Perkins moved to accept the agenda as presented and to go out of the order to allow Lauterbach and Amen representatives and Metro Paramedic Services to present information. Price seconded.

4 ayes, 1 absent MOTION CARRIED

VISITOR'S COMMENTS

None.

APPROVAL OF MINUTES

Pertell moved to accept the minutes of the regular and closed meeting of July 18, 2018; Price seconded.

4 ayes, 1 absent MOTION CARRIED

FINANCIAL REPORTS

This past month the Cash Activity Report included a Beginning Cash Balance of \$2,368,948.25; Revenues of \$94,201.01 and Expenses of \$262,197.52. The ending cash balance was \$2,200,951.74. The Cash Activity Report is part of the minutes.

Chief reported for the month of July: the Ambulance billing brought in \$59,956.21, the income from Fire Recovery was \$4,109.60, the Fire Bureau brought in \$3,190.00 and Tax revenue was \$25,918.78.

Chief highlighted several disbursements:

Eagle Engraving – three water fight trophies for the 4th of July

CDW Government – new IT server

Hogan Plumbing – rodded drains in the station bay floor

Cummins Power – replacement of the turbo on Engine 13

Chief reported there should be about 75% available in each line of the budget. The lines that are over budget and that are noteworthy are:

Overtime – even though the report indicated about 60% available - the payments from Metro Paramedics to reimburse the District for District personnel covering Metro open shifts are deposited into the general fund, therefore, this line actually has about 84% available.

Accounting – Sikich – 65.18% available

Motor Fuel – about 65% available; fuel usage is difficult to gage.

Perkins moved and Price seconded acceptance of the monthly accounting reports. The reports are approved and hereby ratified.

ROLL CALL:

Carstens – AYE

Kleinwachter – ABSENT

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

APPROVAL OF BILLS

None.

OTHER FINANCE

Chief reported that the Tax objection resolved for all of the tax objections from 2006-2014; the counter offer of \$9,500 was accepted. This will be dealt with on next year's taxes.

Perkins moved to accept the \$9,500 offer to resolve to the tax objection; Pertell seconded.

ROLL CALL:

Carstens – AYE

Kleinwachter – ABSENT

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

The Annual Audit has been completed by Lauterbach and Amen. Jamie Wilkey representing Lauterbach and Amen reported that it was a clean audit process, a clean audit opinion – stating an unmodified opinion, which is the highest result of an audit. There were no recommendations or concerns. She thanked office staff and Chief for the good working relationship. Wilkey highlighted some points within the Financial Report. Perkins stated that she was concerned about the net position; Wilkey replied that there was a quite large depreciation this year which exceeds the assets – this is a non-cash adjustment and changes each year (straight line depreciation is used).

There was mention of the tax objector and if there was any way to avoid the situation; Wilkey responded that actually tax objections are based on miscalculations and there really isn't anything that can be done to avoid them, except educate the tax objector.

Perkins moved to accept the Audit/Annual Financial Report for the Fiscal Year Ended April 30, 2018; Price seconded.

ROLL CALL:

Carstens – AYE

Kleinwachter – ABSENT

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

CLOSED SESSION

Perkins moved to go into Closed session to discuss personnel in accordance with 5ILCS 120/2(c)1 at 17:46 hours; Price seconded.

5 ayes, **MOTION CARRIED**

Closed session ended at 18:19 hours.

CHIEF'S REPORT

Chief reported that there were two Specialty Team callouts: two for the DuPage Fire Investigation Task Force (one in Westmont and one in Burr Ridge).

Chief reported that on July 29th there was a Box Alarm at an apartment building on Country Ridge Drive. There were no injuries reported. It was good work by the firefighters responding; only 8 POCs responded, which was disappointing; the District is continuing to support the POC program, but it is getting harder to rely on the POCs.

On July 31st, Chief, AC Kruzil, Trustee Perkins and the Chief of Naperville FD met with the Lt. Governor to receive the award “Shared Services Best Practice” with Dropping the Border initiative between the two communities. Warrenville and Naperville are ranked in the top 20 in the state. Perkins conveyed her thanks for everyone’s hard work.

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

TRUSTEES

Chief presented a draft of the First Amendment to the Personnel Services and Ambulance Vehicle Contract. Mike Tillman, representing METRO, noted that the amendment reflects the removal of 2 medics from the contract, prorating the cost until the end of the current contract. Tillman presented a summary of the breakdown of costs. The credit for the Ambulance will be effective in November when possession is taken of the ambulance. Perkins noted that payment for fuel is included in the summary, after further discussion, it was noted fuel was included in error, but Tillman stated that it was his error and therefore will become part of the contract. There was a discussion on the difficulty of attracting, employing and retaining medics.

Perkins moved to accept the First Amendment to Personnel Services and Ambulance Vehicle Contract; Price seconded. Pertell mentioned that she did not get a chance to go over the draft and wanted to wait on voting. Perkins noted that the amendment was what was agreed to in the original contract minus the two medics. The “question” was called.

ROLL CALL:

Carstens – AYE

Kleinwachter – ABSENT

Perkins – AYE
Pertell – ABSTAIN
Price – AYE
MOTION CARRIED

Fairbanks reported that the election of 3 new trustees will be conducted at the Consolidated Election April 2, 2019. Fairbanks has been in contact with the DuPage County Election Coordinator and indicated that the first day for candidates to circulate petitions is September 18th; the first day for candidate filing is December 10th with the last day for candidate filing December 17th. Pending the State Board of Elections litigation, the materials will be sent to the District sometime in early September after Labor Day. Fairbanks and Priscilla will get packets together and the information will be posted at the Station, on the WFPD Facebook page and on the WFPD Website. There was concern that the candidates would all run for the full term when there are three different terms to be sought. Fairbanks will check with Attorney Flaherty to see if a statement can be used to highlight the different terms.

ATTORNEY

None.

BUILDINGS

The floor was installed and the walls were painted in the kitchen. Capt. Thompson supervised the improvements, Trustees thanked him.

Chief is speaking with a Procurement Officer to streamline the process of getting bids, so other things can be repaired and updated at the station.

EQUIPMENT

The Apparatus Operating Cost update report was included the packets. Due to time constraints of the meeting, AC Kruzil asked that the Trustees look over the reports outside of the meeting. Kruzil thanked Administrative Assistant Jezuit, Engineer Roger and Mechanic Alex for their contribution in getting these reports done. One of the reports captures 55 months, so revisiting this report will help with making future decisions regarding the aging fleet and maintenance.

PERSONNEL

The District has hired a new Career Firefighter/Medic. Trevor Mount started today, August 15th, and will complete a week of orientation; he will be sworn in after his probation year. In the future, the Fire Commission will conduct the process of hiring a career employee.

FIRE COMMISSIONERS

Perkins mentioned that currently there are five resumes for Fire Commissioner Board. She reminded the Trustees that the District will accept resumes until September 1, 2018. Perkins created an application and a set of interview questions. The application will be sent to the people who have submitted resumes to have them return it to the station before interviews. It was determined that Priscilla Jezuit will be the Administrative Assistant to the Fire Commission.

FIRE BUREAU

The report from the Fire Bureau was accepted. FM Westrom mentioned that even though it was indicated in his report, he was not able to attend the SALT meeting as he was called out for a fire investigation. Westrom noted that fire drills are being scheduled for the schools to be completed when school is back in session. Pertell asked how the new PT Inspector was working out; Westrom responded, things are going well. Unfortunately the FF/Medic that works with the PubEd is going to another fire department as a career firefighter. Westrom will be looking for someone to work with the school programs and Warrenville Youth & Family Services Hots Shots program.

UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS

There was a discussion regarding the need for a referendum, if the trustees wanted it to be on the Consolidated Election ballot and how much to ask for. During the discussion there was a comparison of the taxes collected for the different taxing districts; what people would want to hear and how it would affect them financially; how the wording of the question on the ballot would affect the voters; how the age of the station, ageing fleet, need for more personnel and the growing community would affect the District.

Lt. Tosto mentioned that FEMA has a Safer Grant which can be applied for, which, if awarded could pay the salary of a career firefighter/medic for three years. This will be researched.

Carstens noted that two things need to be determined; is the District going to go for a referendum and if so how much will the District ask.

Price moved to put a tax increase referendum on the ballot of the Consolidated Election April 2, 2019. Pertell seconded.

ROLL CALL:

Carstens – AYE

Kleinwachter – ABSENT

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

Carstens moved to put the Emergency Rescue Fund Tax (new rate question) 0.10% on the Consolidated Election April 2, 2019 ballot; Perkins seconded.

ROLL CALL:

Carstens – AYE

Kleinwachter – ABSENT

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

NEW BUSINESS

None.

ADJOURNMENT

At 19:27 hours Perkins moved to adjourn the meeting; Price seconded.

4 ayes, 1 absent MOTION CARRIED

Those present at the end of the meeting were President Kate Perkins, Treasurer Denise Pertell, Secretary Jeff Carstens, Trustee Randy Price, Chief Dennis Rogers Jr., Assistant Chief Dave Kruzil, Recording Secretary Beth Fairbanks, Fire Marshal Lee Westrom, Captain Eric Ermer, Lt. Nic Tosto, Lt. Joe Levy and Engineer Roger Clark.

The meeting adjourned at 19:27 hours.


President


Secretary

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

Beginning Cash Balance		2,368,948.25
Revenues:		
Receipts from the Monthly Receipts report	94,245.96	
MB Credit Card Reward	-	
Interest Income and Unrealized Gain (Loss) on MB Investment account	(190.67)	
Interest Income MB Money Market account	145.72	
Foreign Fire Revenues	-	
Misc Income	-	
Total Revenues	<u>94,201.01</u>	94,201.01
Expenses:		
Vendor checks from the Check Register report	(90,359.27)	
Payroll disbursements and fees from the Precision payroll reports	(141,120.14)	
Voided Payroll Checks (reissued in an earlier period)	-	
Auto Disbursements	(30,515.72)	
Foreign Fire Auto Disbursements	-	
Bank fee MB Checking Account	(56.44)	
Bank fee MB Investment account	(145.95)	
Total Expenses	<u>(262,197.52)</u>	(262,197.52)
Ending Cash Balance		<u><u>2,200,951.74</u></u>