

# WARRENVILLE FIRE PROTECTION DISTRICT

## Minutes of Trustee Meeting September, 19 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 Dave Kruzil and Recording Secretary Beth Fairbanks. Guests were Fire Marshal Lee Westrom, Chief Medic Marty Nelson, Captain Al Thompson (who left at 17:35 hours). Absent was Assistant Chief Jamie Clark.

### APPROVAL OF AGENDA

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

5 ayes, MOTION CARRIED

### VISITOR'S COMMENTS

None.

### APPROVAL OF MINUTES

Kleinwachter moved to accept the minutes of the regular and closed meeting of August 15, 2018; Pertell seconded.

5 ayes, MOTION CARRIED

### FINANCIAL REPORTS

This past month the Cash Activity Report included a Beginning Cash Balance of \$2,200,951.74; Revenues of \$616,552.25 and Expenses of \$270,816.37. The ending cash balance was \$2,546,687.62. The Cash Activity Report is part of the minutes.

Chief reported for the month of August: the Ambulance billing brought in \$67,854.67; the income from Fire Recovery was \$659.20, the Fire Bureau brought in \$7,531.25 and Tax revenue was \$530,575.52. A grant from IPRF for \$7,637 was used to purchase hose.

Chief highlighted several disbursements:

- Interstate Billing Service for maintenance on Medic 11
- Exploring Floorings for the kitchen floor
- IDES for unemployment payment to Leo Verzani
- Target Solutions for the annual software which is used for training
- Cummins Power for maintenance on Engine 13
- Lauterbach and Amen for the annual audit

Chief reported there should be about 66.6% available in each line of the budget. The lines that are over budget and that are noteworthy are:

- Overtime – Metro Paramedics is reimbursing the District for personnel covering Metro open shifts from June 1st through August 31; \$21,183.94. This will be deposited into the general fund, therefore, this line actually will be closer to budget.
- Motor fuel is hard to gauge as use and prices fluctuate
- Uniform – POCs and Parttime come and go so it is hard to gauge, although if someone leaves before 2 years of employment are complete, the District receives some money from the former firefighter.

Kleinwachter moved and Price 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**

Captain Thompson noted that there would be bunker gear purchased for about \$14,000 (which is in the budget). There will be a bill for under \$1,000 for the garage door repair in the bay; the track over the ambulance needs to be replaced.

**OTHER FINANCE**

Perkins noted that included in the packet was a request from the Warrenville Firefighters Pension Board to levy \$384,003 on the Levy Ordinance this fall. Also included was the Municipal Compliance Report. Kleinwachter moved to accept the letter of request from the Pension Board; Perkins seconded.

**ROLL CALL:**

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

**MOTION CARRIED**

**CLOSED SESSION**

None.

**CHIEF'S REPORT**

Chief reported that there was one Specialty Team callout: IMAT- Chief responded to a Box Alarm structure fire in Naperville. Chief reported that on August 24<sup>th</sup> there was a HAZ MAT Box at Route 59 and Prairie for leaking diesel fuel. HAZ MAT Techs needed to clear the significant spill. A great job was done by all involved.

Chief and Captain Thompson are still in the process of updating the Fire District's procurement policy and procedures in order for it to become user friendly and to align with state law and best practices.

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

### **TRUSTEES**

Chief noted that two MOUs regarding DuCOMM and ETSB were received and then sent to Attorney Flaherty to make sure the language was ok and that they were in the District's best interest. Flaherty said everything was in good order and the majority of the liability is with DuPage ETSB and DuCOMM.

Kleinwachter moved to execute the Memo of Understanding for Fire Station Alerting System between DuPage ETSB (Emergency Telephone System Board) and Warrenville Fire Protection District; Carstens seconded.

There was a discussion about the possible extra costs to the District for the added options, installation and any annual costs. It was noted that Captain Thompson will be taking care of the logistics.

ROLL CALL:

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

Two signed copies and letter from President Perkins will be mailed to ETSB.

Kleinwachter moved to accept the Memo of Understanding (080718) between DuCOMM (DuPage Public Safety Communications) and Warrenville Fire Protection District regarding DuCOMM equipment at the fire station; Carstens seconded.

ROLL CALL:

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

One signed copy will be returned to DuCOMM.

Fairbanks reported that the packets for the election of 3 new trustees, at the Consolidated Election April 2, 2019, are ready for prospective candidates to be picked up at the Fire Station. They can be picked up between 8:30AM and 3:30PM Monday through Friday. The information will be posted at the Station, on the WFPD Facebook page and on the WFPD Website.

## **ATTORNEY**

Comments from Attorney Flaherty, via Chief, are throughout the minutes.

## **BUILDINGS**

Captain Thompson reported that the exhaust for the generator has been reconfigured to go outside of the building; there are some minor repairs to the station in light of the annual building inspection.

Thompson requested, to be paid out of Capital, two new water fountains. These new water fountains will have a filter, be able to fill sport bottles and replace the current old fountains. Kleinwachter moved to purchase two new water fountains with a cost not to exceed \$4,400; Carstens seconded.

ROLL CALL:

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

Thompson noted that the generator will need to be replaced, as it is about 30 years old and ETSB needs space on the generator that the old one will not accommodate. Thompson said he wanted to keep the Trustees informed of the needs for the station building.

The Station security system will be taken off the agenda until bids have been secured. Perkins requested that all the bids would be for similar elements and state that the contractor would honor prevailing wage.

## **EQUIPMENT**

AC Kruzil applied for a grant through American Water for the purchase of new hose.

The Apparatus Operating Cost update report was included the packets. AC Kruzil gave some highlights and mentioned that Maintenance Pro did not catch the reimbursement of \$32,000 from the insurance company for the repair to E12. Kruzil stated this report is a team endeavor. The Trustees agreed it was a good report.

## **PERSONNEL**

None.

## **FIRE COMMISSIONERS**

Perkins mentioned that she and Carstens conducted interviews this past week for 8 applicants—all are good choices. Perkins stated that she and Carstens will get together to come up with the recommendations for the next meeting and therefore the Commissioners could start November 1<sup>st</sup>.

**FIRE BUREAU**

The report from the Fire Bureau was accepted. FM Westrom mentioned the Fire Prevention Open House will be on October 3<sup>rd</sup>, 6-9pm. Westrom stated that this is one of the busiest times of the year with fire drills, planning for the Open House and setting up for school inspections.

**UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS**

Chief noted that Attorney Flaherty mentioned that two Trustees can be on the Special Committee for the Referendum and the District can supply an information pamphlet to hand out. Perkins reported that Avory Peterson has offered to be the Chairperson. Perkins and Pertell noted they would possibly help out on the committee.

**NEW BUSINESS**

Kleinwachter moved to purchase a table for \$750 for 10 people from the Fire District to attend the Annual Dinner and Awards Night on October 24, 2018 for The Hundred Club of DuPage County; Carstens seconded.

**ROLL CALL:**

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

**MOTION CARRIED**

Chief asked to move the date of the October Trustee meeting. The Trustee meeting will be moved to Thursday, October 18<sup>th</sup> at 5pm. Fairbanks will handle the necessary notifications.

**ADJOURNMENT**

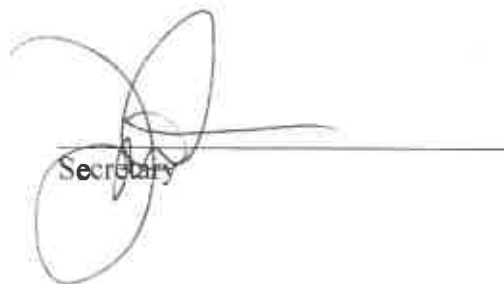
At 18:00 hours Kleinwachter moved to adjourn the meeting; Pertell seconded.

**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 Dave Kruzil, Recording Secretary Beth Fairbanks, Fire Marshal Lee Westrom, Chief Medic Marty Nelson.

The meeting adjourned at 18:00 hours.

  
President

  
Secretary

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

<b>Beginning Cash Balance</b>		<b>2,200,951.74</b>
<b>Revenues:</b>		
Receipts from the Monthly Receipts report	614,257.64	
MB Credit Card Reward	-	
Interest Income and Unrealized Gain (Loss) on MB Investment account	2,163.20	
Interest Income MB Money Market account	131.41	
Foreign Fire Revenues	-	
Misc Income	-	
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<b>Total Revenues</b>		<b>616,552.25</b>
<b>Expenses:</b>		
Vendor checks from the Check Register report	(118,784.04)	
Payroll disbursements and fees from the Precision payroll reports	(147,089.52)	
Voided Payroll Checks (reissued in an earlier period)	-	
Voided Vendor Checks (reissued in an earlier period)	100.00	
Auto Disbursements	(4,316.40)	
Foreign Fire Auto Disbursements	(490.95)	
Bank fee MB Checking Account	(89.62)	
Bank fee MB Investment account	(145.84)	
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<b>Total Expenses</b>		<b>(270,816.37)</b>
<b>Ending Cash Balance</b>		<b><u>2,546,687.62</u></b>