

WARRENVILLE FIRE PROTECTION DISTRICT

Minutes of Trustee Meeting January 16, 2019

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, Capt. Eric Ermer and Marge Leonard (who left during the closed session). Arriving at 17:37 hours were Capt. Al Thompson, Lt. Nic Tosto, Lt. Joe Levy. Arriving at 1752 hours was Lt. Jeff Simmons.

Absent was Assistant Chief Dave Kruzil

APPROVAL OF AGENDA

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

5 ayes, MOTION CARRIED

VISITOR'S COMMENTS

None.

APPROVAL OF MINUTES

Kleinwachter moved to accept the minutes of the regular meeting and closed meeting of December 19, 2018; Price seconded.

5 ayes, MOTION CARRIED

Kleinwachter moved to release the following closed minutes to the public: March 21, 2018, June 27, 2018 and July 18, 2018; Pertell seconded.

5 ayes, MOTION CARRIED

FINANCIAL REPORTS

This past month the Cash Activity Report included a Beginning Cash Balance of \$2,670,422.03; Revenues of \$101,379.17 and Expenses of \$270,963.72. The ending cash balance was \$2,500,837.48. The Cash Activity Report is part of the minutes.

Chief reported for the month of December: the Ambulance billing brought in \$34,961.97; the income from Fire Recovery was \$8,386.65, the Fire Bureau brought in \$6,343.60, and tax revenue was \$24,786.08.

Price asked about the disbursement to TARGET – Chief responded that there were updated kitchen supplies/dinnerware purchased with money from the 2% Fund.

Chief mentioned that he had submitted a bill, according to the Spiller Pay Ordinance, to try and recoup money from the barn fire in December. The insurance company denied the claim. Chief has billed the insurance company because of the damage to District equipment during the fire – he has not heard back regarding that claim.

Chief reported there should be about 33.6% available in each line of the budget. The lines that are over budget and that are noteworthy are:

- Motor Fuel – only shows 5% left - it is hard to gauge - the price of fuel and use of vehicles fluctuates. AC Clark mentioned that the City has a contract with the Forest Preserve District to purchase fuel at the Mack Road facility. Clark will get contact information to the Chief so the Chief can investigate and therefore, possibly save the District some money.

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 noted that the EMS Ordinance needs to change some of the terminology and the billing rates. It will be ready for the next Trustee meeting.

CLOSED SESSION

At 17:11 hours, Perkins moved to go into closed session to discuss personnel according to 5ILCS 120/2(c)1; Pertell seconded. (At this time Fire Marshal Lee Westrom, Capt. Eric Ermer and Marge Leonard left the meeting.)

Closed session ended at 17:29 hours

At 17:30 hours, Kleinwachter moved to go into closed session to review closed session minutes according to 5ILCS 120/2(c)(21); Pertell seconded

Closed session ended at 17:37 hours (At this time Fire Marshal Lee Westrom, Capt. Eric Ermer and Marge Leonard returned to the meeting.)

CHIEF'S REPORT

Chief reported that there was two Specialty Team callout. Investigator McBride responded with the Fire Investigation Task Force to assist Westmont and Villa Park.

Chief highlighted the 2018 annual totals of incidents and information correlated with those calls. He noted that there was a decrease of about 3% in emergency incidents for the year with no specific explanation. His report includes more specifics.

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

TRUSTEES

Fairbanks mentioned that AC Kruzil has secured the music group for the Appreciation Dinner and the invitations have been mailed.

ATTORNEY

None.

BUILDINGS

Thompson gave some updates on various projects:

- the lights on the bay floor (currently they are high efficiency fluorescent) are failing and he is looking into replacing them with LEDs. He is working with FF Bryan LaForge to secure prices.
- the door in the kitchen was installed
- 3 more bids are coming in for the restoration of the bathrooms, kitchen and dayroom – hopefully by the next Trustee meeting they will be complete.

There was a discussion on the door replacements, cost and necessity to have them done before the security system is installed. Thompson will get sealed bid for next month's meeting as the cost could be over \$20,000.

EQUIPMENT

The Monthly Apparatus Operating Cost update report (for 12/1/2018 and 12/31/2018) was in the Trustee's packet.

Chief reported that there will be some vehicle operating costs in next month's financial report; for a repair on E11 and an annual pump test on E11.

Chief reported that the suggested price to sell E11 is \$45,000. It is a reserve engine and therefore runs very little. It was suggested to wait until after the referendum to consider selling the engine and keep it as a reserve engine.

AC Clark reported that Alex Clark recommended to change the scene lighting on E12 to LED. It could cost about \$5,000. He will work with Alex to get spec's out.

PERSONNEL

Chief was directed to post the position for Part-Time Assistant Chief, as AC Kruzil is planning to retire on March 29, 2019.

FIRE BUREAU

The report from the Fire Bureau was accepted. Fire Marshal Westrom mentioned he will have the annual Public Education numbers from 2018 at the next Trustee meeting.

UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS

None.

NEW BUSINESS

Chief mentioned that the DuPage County Fire Chiefs' Installation Dinner is on January 19, 2019.

ADJOURNMENT

At 18:03 hours Kleinwachter moved to adjourn the meeting; Price seconded.

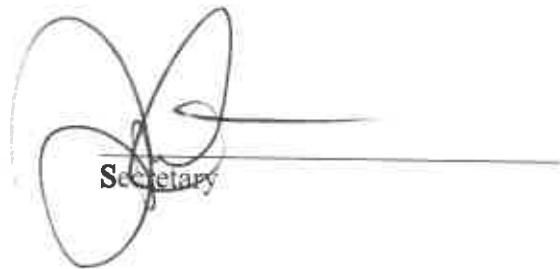
5 ayes, MOTION CARRIED

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. Eric Ermer, Capt. Al Thompson, Lt. Nic Tosto, Lt. Joe Levy, Lt. Jeff Simmons and Marge Leonard.

The meeting adjourned at 18:03 hours.



President



Secretary

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

Beginning Cash Balance		2,670,422.03
Revenues:		
Receipts from the Monthly Receipts report	76,147.45	
MB Credit Card Reward	-	
Interest Income and Unrealized Gain (Loss) on MB Investment account	4,832.53	
Interest Income MB Money Market account	177.17	
Foreign Fire Revenues	20,222.02	
Misc Income	-	
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Total Revenues		101,379.17
Expenses:		
Vendor checks from the Check Register report	(55,089.32)	
Payroll disbursements and fees from the Precision payroll reports	(157,191.44)	
Voided Payroll Checks (reissued in an earlier period)	-	
Voided Vendor Checks (reissued in an earlier period)	-	
Auto Disbursements	(52,273.77)	
Foreign Fire Auto Disbursements	(6,182.16)	
Bank fee MB Checking Account	(80.28)	
Bank fee MB Investment account	(146.75)	
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Total Expenses		(270,963.72)
Ending Cash Balance		<u>2,500,837.48</u>