

WARRENVILLE FIRE PROTECTION DISTRICT

Minutes of Trustee Meeting February 20, 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 Dave Kruzil, Recording Secretary Beth Fairbanks and Assistant Chief Jamie Clark (who left for an emergency response at 17:55 hours and returned during closed session). Guest (who left at 17:36) was Capt. Al Thompson. Guests (who left for emergency response at 17:55) were Capt. Jeff Fiene, Lt. Joe Levy, FF Vaughn and FF Banaszek. Guests (who left after the award presentation and swearing in ceremony) were FF Zack Eisele and family; FF Josh Hamman and family; FF Justin Voss and family; Capt. Eric Ermer, Lt. Weber, FF LaForge, FF Matoniak, Cadet Kolska and Cadet Rory Tosto. Guests (who left at the closed session) were Fire Marshal Lee Westrom, Lt. Nic Tosto, Chief Medic Nelson, Amy Krischel and Mike Machowski.

APPROVAL OF AGENDA

Perkins moved to accept the agenda, going out of order to present awards and conduct the oath of office for POC Firefighter Voss; Pertell seconded.

5 ayes, MOTION CARRIED

VISITOR'S COMMENTS

None.

APPROVAL OF MINUTES

Kleinwachter moved to accept the minutes of the regular meeting of January 16, 2019; Price seconded.

5 ayes, MOTION CARRIED

Pertell moved to accept the minutes of the two closed sessions of January 16, 2019; Price seconded.

5 ayes, MOTION CARRIED

Kleinwachter moved to authorize the destruction of closed session recordings dated July 19, 2017 and before; Pertell seconded.

5 ayes, MOTION CARRIED

FINANCIAL REPORTS

This past month the Cash Activity Report included a Beginning Cash Balance of \$2,500,837.48; Revenues of \$66,487.81 and Expenses of \$357,643.47. The ending cash balance was \$2,209,681.82. The Cash Activity Report is part of the minutes.

Chief highlighted some disbursements:

- Hogan Plumbing –installation of two water fountains, which will lower the number and cost of water bottles.
- Currie Motors Frankfort, Inc – purchase of the new AC11 vehicle.
- ESO Solutions, Inc. – IT Computer Software/ license for “the cloud” for Firehouse
- Edward Occupational Health – health and wellness for annual physicals; career firefighters are on a one year rotation and POCs are on a three year rotation.
- Transamerica Retirement – VEBA – (Voluntary Employees’ Beneficiary Association) this is a once a year disbursement to the fund for the fulltime employees.

Chief reported for the month of January: the Ambulance billing brought in \$45,653.12; the income from Fire Recovery was \$5,548.00, the Fire Bureau brought in \$4,419.40, and tax revenue was \$4,269.60, DuPage County Fire Chiefs was \$3,639.07 (reimbursement for the purchase of raffle prizes for the Annual DuChief’s Installation Dinner).

Chief reported there should be about 25.1% available in each line of the budget. The lines that are over budget and that are noteworthy are:

- Motor Fuel –shows over budget - it is hard to gauge the price of fuel and the use of vehicles fluctuates.
- DuComm Dispatch – changed prices during fiscal year
- Insurance – health and dental premiums are a little over budget

Kleinwachter moved and Pertell 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

Friends of Warrenville Fire Protection District has asked the Fire District to pay for informational brochures to be sent to all the households within the Fire District. Kleinwachter moved to approve the payment of \$1,598 for trifold informational brochures, which will be mailed to 5,800 households within the Warrenville Fire Protection District; Price seconded.

ROLL CALL:

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

OTHER FINANCE

Comments are noted under reports on the **BUILDINGS** portion of the meeting.

CLOSED SESSION

At 17:59 hours, Kleinwachter moved to go into closed session to discuss personnel according to 5ILCS 120/2(c)1; Pertell seconded.

Closed session ended at 18:22 hours

CHIEF'S REPORT

Chief reported that there were no Specialty Team callouts in January.

The District would like to present a Life Saving Award to Michael Bryant from Life Time Fitness for saving the life of a 7 year old near drowning victim. Chief was hoping Bryant would be at the meeting to present the award. Capt. Thompson will contact Bryant to see if he can attend next month's meeting.

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

TRUSTEES

Chief Medic Nelson reported that Ordinance 19-01, regarding EMS Billing, includes updates for EMS billing. This billing was updated on the recommendation of Paramedic Billing Service and mirrors charges of the surrounding fire departments. Also included with this ordinance is an annual 3% increase to billing, every January, which will be noted in Exhibit A of the ordinance. The use of an exhibit will eliminate the need for the Trustees to approve an amended ordinance each time there is a billing increase. It was reiterated that after District residents are invoiced and after payment from the insurance company, if there is an unpaid balance, the balance will not be sent to debt collections. Kleinwachter moved to approve Ordinance 19-01 AN ORDINANCE AMENDING THE EMS BILLING RATES FOR THE WARRENVILLE FIRE PROTECTION DISTRICT; Price seconded.

ROLL CALL:

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

Chief presented a draft of Ordinance 19-02, the Budget for 2019-2020. The Trustees will review the budget and discuss it at the next meeting.

There was a discussion regarding the date of the Firefighters' Appreciation Dinner for 2020. Perkins moved to authorize Chief and Pertell to secure a date, possibly in March, for the 2020 Firefighters Appreciation Dinner; Carstens seconded.

5 ayes, **MOTION CARRIED**

There was a discussion regarding the procedure for selecting an appointed Trustee, to fill the two-year term. Perkins presented an advertisement to be placed on the WFPD website and Facebook page and submitted to the City of Warrenville Hometown Happenings newsletter. Those interested should submit a letter of interest to the District with a Resume. Two Trustees

will conduct interviews and bring their recommendations to the Trustee Board. Perkins and Price volunteered to conduct the interviews.

ATTORNEY

None.

BUILDINGS

Thompson gave some updates on various projects:

Thompson and LaForge are still researching the replacement of the overhead lights on the bay floor.

Sealed bids were previously opened by Chief and Thompson for the door replacements; the lowest bid was from Goldylocks, Inc. Price moved to accept the bid from Goldylocks, Inc. for \$19,149 to replace three external doors at the Fire Station.

ROLL CALL:

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

Thompson reiterated the need of a new generator, which is required for the installation of 120V AC Power to Station alerting system. Kleinwachter moved to authorize staff to move forward with the specs and lowest bid from Electrical Conduit to install the new generator and then ratify the bill at the March Trustee meeting; Carstens seconded.

ROLL CALL:

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

The insurance company selected a contractor for the renovation of the bathrooms, kitchen and dayroom – the work will start the first week of March. Thompson was pleased with the thoroughness of the construction plans from the company.

EQUIPMENT

AC Kruzil presented the Monthly Apparatus Operating Cost update report (for 1/1/2019 – 2/1/2019). He mentioned the 1997 Engine 11 had pump issues and was at Fire Service Inc. to get it straightened out. Kruzil wanted to convey that a great job is done by all personnel operating with the equipment maintenance and rotation of vehicles.

Chief reported that M12 was involved in a minor accident and the left side scene lights on the box were sheared off. There was a meeting with the Health and Safety Committee regarding the incident. Also, the rear scene lights and rear flasher lights were replaced on M12.

Chief noted, through the Obenauf Auctions, the 2008 Ford Excursion (old AC11) sold for \$7,305.

PERSONNEL

Three new Paid-On-Call Firefighters were put on the department; Probation FFs Michael Jacobs, Aaron Carstens and Adam Rudy.

Fulltime Firefighter Trevor Mount has resigned effective February 17th, he has been hired at another fire department.

The Fire Commissioners conducted interviews for a new fulltime Firefighter and chose Firefighter Bryan LaForge. He will start on April 1st.

Chief mentioned that seven candidates applied for the part-time Assistant Chief position; two of those applicants will be interviewed at a Trustee Special Meeting on February 27, 2019 at 5pm. Fairbanks was directed to post the Special Meeting agenda.

FIRE BUREAU

The report from the Fire Bureau was accepted. Included with the report was the annual Public Education numbers from 2018. Fire Marshal Westrom mentioned that ISO put priority on public education programs at preschools. He is pleased to report that this past year the Bureau has implemented the programs to some of the preschools and this year should conduct the programs at all the preschools in the community.

UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS

None.

NEW BUSINESS

At the beginning of the meeting, President Perkins conducted the swearing in oath for POC Justin Voss. Chief made a few comments.

Chief presented the Chief's Award to FF Zack Eisele and FF Josh Hamman – FF Mike Vaughn and FF Nick Rossi received the Chief's Award at the Firefighters' Appreciation Dinner.

ADJOURNMENT


At 18:25 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 18:25 hours.


President


Secretary

**Warrenville Fire Protection District
Cash Activity
January 2019**

Beginning Cash Balance		2,500,837.48
Revenues:		
Receipts from the Monthly Receipts report	64,195.86	
MB Credit Card Reward	-	
Interest Income and Unrealized Gain (Loss) on MB Investment account	2,151.78	
Interest Income MB Money Market account	140.17	
Foreign Fire Revenues	-	
Misc Income	-	
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Total Revenues		66,487.81
Expenses:		
Vendor checks from the Check Register report	(166,295.95)	
Payroll disbursements and fees from the Precision payroll reports	(139,289.70)	
Voided Payroll Checks (reissued in an earlier period)	-	
Voided Vendor Checks (reissued in an earlier period)	-	
Auto Disbursements	(47,082.15)	
Foreign Fire Disbursements	(4,762.57)	
Bank fee MB Checking Account	(64.78)	
Bank fee MB Investment account	(148.32)	
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Total Expenses		(357,643.47)
Ending Cash Balance		2,209,681.82