

# WARRENVILLE FIRE PROTECTION DISTRICT

## Minutes of Trustee Meeting March 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, Chief Dennis Rogers Jr, Assistant Chief Dave Kruzil, Assistant Chief Jamie Clark and Recording Secretary Beth Fairbanks. Guests were Fire Marshal Lee Westrom, Lt. Nic Tosto, and Joe Schrage. Guests (leaving for emergency call at 17:08 hours and returning at 17:45 hours) were Capt. Al Thompson and Capt. Jeff Fiene. Guests (leaving for emergency call at 17:08 hours) were FF Vaughn and FF Banaszek. Guest who left at 17:53 hours) was Amy Krischel. Absent was Trustee Randy Price.

### APPROVAL OF AGENDA

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

4 ayes, 1 absent      MOTION CARRIED

### VISITOR'S COMMENTS

Perkins noted that Mike Machowski completed a visitor's comment form with some questions regarding the budget and final tax rate. Since he is not at the meeting tonight, Perkins will contact him to answer his questions.

### APPROVAL OF MINUTES

Kleinwachter moved to accept the minutes of the regular meeting of February 20, 2019 and special meeting of February 27, 2019; Pertell seconded.

4 ayes, 1 absent      MOTION CARRIED

Pertell moved to accept the minutes of the closed meetings of February 20, 2019 and February 27, 2019; Carstens seconded.

4 ayes, 1 absent      MOTION CARRIED

### FINANCIAL REPORTS

This past month the Cash Activity Report included a Beginning Cash Balance of \$2,209,681.82; Revenues of \$41,589.97 and Expenses of \$280,713.24. The ending cash balance was \$1,970,558.55. The Cash Activity Report is part of the minutes.

Perkins inquired about a projection for the average monthly disbursements – Chief noted he believes it is about \$250,000.

Chief highlighted some disbursements:

- Wetmore Construction – for window and door replacements in the building, coming out of Capital Outlay.
- Warrenville Youth & Family Services – from Health & Wellness for crisis debriefing regarding a specific call
- Communication Zone, Inc – for set up of the electrical for the Purvis system

Chief reported for the month of February: the Ambulance billing brought in \$29,431.00; the income from Fire Recovery was \$4,901.00 and the Fire Bureau brought in \$5,793.00.

Chief reported there should be about 16.7% available in each line of the budget. The lines that are over budget and that are noteworthy are:

- Motor Fuel – it is hard to gauge the price of fuel and the use of vehicles fluctuates.
- DuComm Dispatch – DuComm is reevaluating fees and has changed prices during the fiscal year

Pertell 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 – ABSENT

MOTION CARRIED

### **APPROVAL OF BILLS**

Friends of Warrenville Fire Protection District had asked the Fire District to pay for informational brochures to be sent to all the households within the Fire District. The Trustees had unofficially approved up to \$5,000. Last meeting, the Trustees approved only the cost of printing the brochures - Kleinwachter moved to approve the payment of \$1,465 for postage to send the trifold informational brochures, Carstens seconded.

ROLL CALL:

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – ABSENT

MOTION CARRIED

Chief noted the annual Corkhill Insurance premium, which is due on May 23<sup>rd</sup>, is \$28,433 for property, vehicle and liability insurance. This is under 2% increase from last year.

Kleinwachter moved to ratify the bill from Electrical Conduit to install the new generator; Carstens seconded.

**ROLL CALL:**

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – – ABSENT

**MOTION CARRIED**

**OTHER FINANCE**

Chief Rogers and Trustee Kleinwachter met with Mitch Belon from MB Financial Bank. MB has recently reevaluated the District accounts and with an interest rate increase and a higher earning credit rate – the District could see an increase of about \$7,000 of income annually. It was suggested that the Chief investigate the possibility of a higher rate for the money market fund.

Chief reported that he and Captain Fiene are working on an application for a Federal grant (SAFER) to help pay a portion of the salary for two additional fulltime firefighters for three years. It may be 4-6 months before the District hears the results. The Trustees expressed their appreciation to the fire fighters filling in shifts.

**CLOSED SESSION**

None.

**CHIEF'S REPORT**

Chief reported that there were two Specialty Team callouts in February; one FIAT/SWAT callout in Glendale Heights and one DuPage Fire Investigation Task Force call out in Elmhurst.

Chief noted that he received the tax rate from the County on Monday and there is \$30,000 more than was expected. Chief mentioned that an additional \$6,800, which was not included in the tax rate for the Pension Fund, will be issued to the Pension Fund in the next fiscal year.

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

**TRUSTEES**

There was a discussion on Ordinance 19-02, the Budget and Appropriation for 2019-2020. Chief noted that he will be meeting with the Accountant to finalize the levied amounts. Chief mentioned that the pay increase included in the budget is 2% along with a 2% step increase for the fulltime firefighters. Chief requested that the Trustees approve an additional .75% increase for Priscilla as she is doing a great job and now spending extra time with the Fire Commissioners. Fairbanks was directed to post the Ordinance for 30 days at the Station and publish the notice of a Public Hearing on April 17, 2019.

Pertell noted that the Firefighters' Appreciation Dinner for 2020 is scheduled for March 14, 2020.

## **ATTORNEY**

None.

## **BUILDINGS**

Capt. Thompson reported that during the previous years the roof of the building has had annual inspections and there have been various repairs. The roof is 17 years old and it needs to be replaced. Thompson has conducted some preliminary inquiries for bids. He would like to get sealed bids during the next fiscal year budget cycle for a roof replacement.

## **EQUIPMENT**

AC Kruzil handed out the Monthly Apparatus Operating Cost update report (for 2/1/2019 – 3/1/2019). Kruzil mentioned it has been a challenging month; various vehicles have been in and out of service this past month. Tower 11 currently is at Fire Service, Inc with cylinder problems. It could be 4-6 more weeks before it is back in service. Alex Clark is replacing the scene lighting with LEDs on each of the vehicles. Currently the lights on E12 are installed; E13 and Tower 11 will have this accomplished, as funds are available. Hand lights for the apparatus have been upgraded.

## **PERSONNEL**

Andy Dina has signed a contract with the District and will be starting on March 22, 2019 as Part-time Assistant Chief.

## **FIRE BUREAU**

The report from the Fire Bureau was accepted. Fire Marshal Westrom mentioned that the DuPage Fire Investigation Task Force works very well with other agencies, as has been proved during the last incident in February.

Westrom reported that there were updates to the fire alarm system in the building – some old smoke detectors were replaced and two new smoke detectors were added.

Westrom mentioned that there is another revision to the Fire Prevention Bureau fees that will be presented at the next Trustee meeting. These fees will deal with fuel tanks and the new residential townhomes.

Perkins commented that she and Westrom attended a Senior Luncheon at St. Irene's. Westrom spoke about the residential smoke detectors program; their presence was very well received.

## **UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS**

Perkins asked the Chief to develop a safety/security plan for the building. Chief has it on his list to do.

## **NEW BUSINESS**

Chief and Perkins presented a ceremonial axe to AC Kruzil in appreciation of his service to the Fire District. Perkins read the inscription and mentioned that she was very grateful for all

he has done for the Fire District. Chief reminded that Trustees that the retirement celebration, for Dave Kruzil, will be on Friday, March 29<sup>th</sup> from 4pm-6pm at Al's Pizza.

**ADJOURNMENT**

At 18:05 hours Kleinwachter moved to adjourn the meeting; Carstens 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 Jerry Kleinwachter, Chief Dennis Rogers Jr., Assistant Chief Dave Kruzil, Assistant Chief Jamie Clark, Recording Secretary Beth Fairbanks, Fire Marshal Lee Westrom, Capt. Al Thompson, Capt. Jeff Fiene Lt. Nic Tosto, and Joe Schrage.

The meeting adjourned at 18:05 hours.

  
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President

  
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Secretary

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

<b>Beginning Cash Balance</b>		<b>2,209,681.82</b>
<b>Revenues:</b>		
Receipts from the Monthly Receipts report	41,062.74	
MB Credit Card Reward	-	
Interest Income and Unrealized Gain (Loss) on MB Investment account	329.83	
Interest Income MB Money Market account	197.40	
Foreign Fire Revenues	-	
Misc Income	-	
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<b>Total Revenues</b>		<b>41,589.97</b>
<b>Expenses:</b>		
Vendor checks from the Check Register report	(89,058.81)	
Payroll disbursements and fees from the Precision payroll reports	(140,563.27)	
Voided Payroll Checks (reissued in an earlier period)	-	
Voided Vendor Checks (reissued in an earlier period)	-	
Auto Disbursements	(50,884.06)	
Foreign Fire Disbursements	-	
Bank fee MB Checking Account	(58.14)	
Bank fee MB Investment account	(148.96)	
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<b>Total Expenses</b>		<b>(280,713.24)</b>
<b>Ending Cash Balance</b>		<b><u>1,970,558.55</u></b>