

WARRENVILLE FIRE PROTECTION DISTRICT

Minutes of Trustee Meeting April 17, 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 Randy Price, Trustee Jerry Kleinwachter, Chief Dennis Rogers Jr, Assistant Chief Andy Dina, Assistant Chief Jamie Clark and Recording Secretary Beth Fairbanks. Guests (leaving at the closed meeting) were Fire Marshal Lee Westrom, Chief Medic Marty Nelson, Engineer Roger Clark, Capt. Jeff Fiene, Lt. Joe Levy. Guests (who left during the closed session) were Marge Leonard, Amy Krischel and Mike Machowski. Capt. Al Thompson arrived at 17:25 hours and left at 17:39 hours.

APPROVAL OF AGENDA

Perkins moved to accept the agenda, recommending the closed session be held at the end of the meeting and before the appointment of a new Trustee; Price seconded.

5 AYES MOTION CARRIED

VISITOR'S COMMENTS

None.

PUBLIC HEARING

At 17:16 hours President Perkins opened the public hearing to discuss the proposed Ordinance 19-02 Budget and Appropriation for Fiscal Year 2019-2020. Perkins stated that the ordinance was very thorough and mentioned that a good job was done by Chief and staff. There were no other comments.

The hearing was closed at 17:17 hours.

APPROVAL OF MINUTES

Pertell moved to accept the minutes of the regular meeting of March 20, 2019 as presented; Kleinwachter seconded.

5 AYES MOTION CARRIED

Kleinwachter moved to accept the minutes of the special meeting of March 27, 2019 as presented; Pertell seconded.

5 AYES MOTION CARRIED

Pertell moved to accept the minutes of the closed meeting of March 27, 2019 as presented; Price seconded.

5 AYES MOTION CARRIED

FINANCIAL REPORTS

This past month the Cash Activity Report included a Beginning Cash Balance of \$1,970,558.55; Revenues of \$138,351.85 and Expenses of \$305,906.16. The ending cash balance was \$1,803,004.24. The Cash Activity Report is part of the minutes.

Chief highlighted some disbursements:

- Dinges Fire Company – turn out gear
- Air Technology Solutions – installation of the sensor monitor system
- J H Bollweg & Sons – rear outside lighting in parking lot; there is still more to resolve
- Ray O'Herron, Inc – bullet proof vests for the rescue task force
- Jerry's Transmission Service – LED Scene lighting for Ambulance 12
- IPRF – payment due as a result of the annual audit
- Dallas Corporation – referendum brochures and postage
- Zoll Medical Corporation – medical equipment which is used for ambulance calls
- MNJ Technologies Direct – annual charge, on a 3 year contract, for email protection and encryption at work stations

Chief reported for the month of March: Taxes brought in \$1,283.79; the Ambulance billing brought in \$38,194.00; the income from Fire Recovery was \$1,440.00 and the Fire Bureau brought in \$4,620.00. The sale of the 2008 Ford Explorer was \$6,866.70 and the Workers Comp Refunds are reimbursements for the pay for an injured firefighter.

Chief reported there should be about 8.7% available in each line of the budget. Chief noted that the pay for part-time and overtime are high, but the District has been reimbursed by METRO for the District personnel covering of the METRO medic shifts. Currently two METRO medics are going through orientation and should be starting within the next few weeks (after completing their interview to be in Edward's system)

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

Kleinwachter moved to accept the annual Letter of Engagement, dated April 4, 2019, with Sikich LLP, Accounting Services. There is a 4% increase. Pertell seconded.

ROLL CALL:

Carstens – AYE
Kleinwachter – AYE
Perkins – AYE
Pertell – AYE
Price – AYE
MOTION CARRIED

OTHER FINANCE

MB Financial has increase the interest rate for the District Money Market from 1% to 1.75%.

CLOSED SESSION

At 17:51 hours, Perkins moved to go into closed session to discuss personnel according to SILCS 120/2(c)1; Price seconded.

Closed session ended at 18:13 hours

CHIEF'S REPORT

Chief reported that there were two Specialty Team callouts in March; one FIAT/SWAT VIP callout at Fermi Lab and one Swift Water/Dive MABAS 16 Activation in Shorewood.

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. Kleinwachter moved to approve ORDINANCE 19-02, THE BUDGET AND APPROPRIATION FOR 2019-2020; Price seconded.

ROLL CALL:

Carstens – AYE
Kleinwachter – AYE
Perkins – AYE
Pertell – AYE
Price – AYE
MOTION CARRIED

Fairbanks will have it publicized in the local paper.

ATTORNEY

None.

BUILDINGS

Capt. Thompson reported that the door installations are done and the boxes for the card readers have been installed and tested. The ID cards and door fobs will be handed out within the next week; now there will be better control on access to the building. There was a discussion on who, other than employees should be given cards and fobs. The recommendation was to have retired firefighters (of 20 years or more service) allowed to have them. There were differences of opinion on this protocol.

Thompson noted that the reconstruction is going along well, it should be a few more weeks until completion.

Thompson is currently receiving bids for LED lighting for the station and requested that it be on next month's meeting. One of the contractors believes that the payback, by usage, would be about two years. When speaking with the contractors bidding the job, he will request information on lighting for the parking lot.

EQUIPMENT

AC Dina discussed the Monthly Apparatus Operating Cost update report (for 3/1/2019 – 4/1/2019). The Ladder Truck is still out of service, probably another 5 weeks, as the part needed to be fabricated.

Perkins asked that the Apparatus Cost Report be closer to mirroring the Revenue and Expenses Report.

There was a discussion on the apparatus. Trustee Carstens will lead an exploratory committee regarding the realistic condition of apparatus and the possibility of selling an engine and purchasing a new fire engine. He and the committee will bring a recommendation to the meeting next month.

PERSONNEL

Perkins recommended to give staff (non-contract) a 2% increase in pay, with a 2.75% increase to Priscilla Jezuit and a 3% increase to Chief Rogers. Kleinwachter moved to accept the recommendation by Perkins and Price seconded.

ROLL CALL:

Carstens – AYE

Kleinwachter – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

MOTION CARRIED

FIRE BUREAU

The report from the Fire Bureau was accepted.

Westrom mentioned that there is another revision to the Fire Prevention Bureau fees that deal with fuel tanks and the new construction of residential townhomes. Kleinwachter moved to accept EXHIBIT B to be placed with Ordinance 13-01 AN ORDINANCE AMENDING ORDINANCE 08-02 WHICH ORDINANCE AMENDED FEES ASSESSED FOR FIRE PREVENTION BUREAU FUNCTIONS WITH RESPECT TO CONSTRUCTION WITHIN THE BOUNDARIES OF THE WARRENVILLE FIRE PROTECTION DISTRICT, DUPAGE COUNTY, ILLINOIS; Carstens seconded.

ROLL CALL:

Carstens – AYE

Kleinwachter – AYE
Perkins – AYE
Pertell – AYE
Price – AYE
MOTION CARRIED

UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS

Chief reported that the referendum was successful for emergency and rescue crews. It passed by 64%. He congratulated all who worked on the referendum committee. Perkins also conveyed her appreciation and is looking forward to hiring new firefighters to help the current crews.

After the closed session, Perkins mentioned that the appointment of a new Trustee will wait until Trustee Kleinwachter and Trustee Carstens have spoken with Amy Krischel and Joe Schrage. Perkins thanked Mike Machowski for his interest and also thanked him for his work on the referendum.

NEW BUSINESS

The Trustees thanked Trustee Jerry Kleinwachter for his willingness to be the appointed Trustee for the last 2 years, his help and his dedication to the District. Perkins presented him with a token of their appreciation.

ADJOURNMENT

At 18:15 hours Kleinwachter moved to adjourn the meeting; Carstens seconded.


5 AYES MOTION CARRIED

Those present at the end of the meeting were President Kate Perkins, Treasurer Denise Pertell, Secretary Jeff Carstens, Trustee Randy Price, Trustee Jerry Kleinwachter, Chief Dennis Rogers Jr., Assistant Chief Andy Dina, Assistant Chief Jamie Clark, Recording Secretary Beth Fairbanks, Marge Leonard, Amy Krischel and Mike Machowski.

The meeting adjourned at 18:15 hours.



President



Secretary
ACTING

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

Beginning Cash Balance		1,970,558.55
Revenues:		
Receipts from the Monthly Receipts report	130,560.48	
MB Credit Card Reward	-	
Interest Income and Unrealized Gain (Loss) on MB Investment account	7,251.97	
Interest Income MB Money Market account	539.40	
Foreign Fire Revenues	-	
Misc Income	-	
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Total Revenues		138,351.85
Expenses:		
Vendor checks from the Check Register report	(138,043.59)	
Payroll disbursements and fees from the Precision payroll reports	(147,786.54)	
Voided Payroll Checks (reissued in an earlier period)	-	
Voided Vendor Checks (reissued in an earlier period)	-	
Auto Disbursements	(19,862.61)	
Foreign Fire Disbursements	-	
Bank fee MB Checking Account	(64.35)	
Bank fee MB Investment account	(149.07)	
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Total Expenses		(305,906.16)
Ending Cash Balance		<u>1,803,004.24</u>