

WARRENVILLE FIRE PROTECTION DISTRICT

Minutes of Trustee Meeting May 15, 2019

The Board of Trustees met at Headquarters Station. President Perkins called the meeting to order at 17:01 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, Trustee Randy Price, Trustee Joe Schrage, Chief Dennis Rogers Jr, Assistant Chief Andy Dina, Assistant Chief Jamie Clark and Recording Secretary Beth Fairbanks. Guests (leaving at the closed meeting) were Capt. Eric Ermer, Capt. Al Thompson, Lt. Nic Tosto, Lt. Matt Banaszek, FF Nick Rossi, Ryan McIntyre and Dave Kruzil. Absent was Secretary Jeff Carstens.

During the absence of Jeff Carstens, Randy Price will be Acting Secretary for this meeting

APPROVAL OF AGENDA

Perkins moved to accept the agenda, recommending the Oath of Office be held at the beginning of the meeting and the recognition of the Friends of the Fire District be held near the beginning of the meeting (Keith Lipski may be able to attend after the start of the meeting); Price seconded.

3 AYES 1 ABSENT 1 ABSTAIN MOTION CARRIED

UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS

Perkins conducted the Oath of Office for Joe Schrage (appointed Trustee) and Randy Price (elected Trustee).

Perkins moved to appoint Ryan McIntyre to serve on the Fire Commissioner Board; Pertell seconded.

4 AYES 1 ABSENT MOTION CARRIED

Perkins conducted the Oath of Office for Ryan McIntyre (Fire Commissioner).

ELECTIONS OF OFFICERS

Price moved to keep the Trustees in their current offices: President Kate Perkins, Treasurer Denise Pertell and Secretary Jeff Carstens; Pertell seconded.

4 AYES 1 ABSENT MOTION CARRIED

VISITOR'S COMMENTS

None.

APPROVAL OF MINUTES

Pertell moved to accept the minutes of the regular meeting of April 17, 2019 as presented; Price seconded.

4 AYES 1 ABSENT MOTION CARRIED

Pertell moved to accept the minutes of the special meeting of May 6, 2019 as presented; Price seconded.

4 AYES 1 ABSENT MOTION CARRIED

Pertell moved to accept the minutes of the closed meeting of April 17, 2019 and May 6, 2019 as presented; Price seconded.

4 AYES 1 ABSENT MOTION CARRIED

FINANCIAL REPORTS

This past month the Cash Activity Report included a Beginning Cash Balance of \$1,803,004.24; Revenues of \$62,555.60 and Expenses of \$350,826.53. The ending cash balance was \$1,514,733.31. The Cash Activity Report is part of the minutes. Perkins noted that the balance is \$83,000 more at the end of this fiscal year than at the end of last fiscal year. She congratulated the Chief on using the funds wisely.

Chief highlighted some disbursements:

- Restoration Techs (taken from Capital) for the restoration the first floor of the living side of the station, which has been reimbursed by the insurance company
- Air One Equipment – for maintenance of cascade tanks and O rings; the purchase of a helmet, a gas 4G devise and nozzle
- Goldy Locks – security doors
- College of DuPage – for the training and completion for 2 firefighters with Basic Ops Firefighter classes
- Illinois Association of Firefighters – training and certification for Capt. Ermer and Capt. Thompson for Chief Fire Officer.

Chief reported for the month of April: Taxes brought in \$6,430.59; the Ambulance billing brought in \$42,067.63; the income from Fire Recovery was \$1,860.00 and the Fire Bureau brought in \$5,522.80.

Chief noted that there was an error in recording the payment of the Liability Insurance. It will be correctly recorded for the next month’s report.

Price moved and Schrage seconded acceptance of the monthly accounting reports. The reports are approved and hereby ratified.

ROLL CALL:

- Carstens – ABSENT
- Perkins – AYE
- Pertell – AYE
- Price – AYE

Schrage - AYE
MOTION CARRIED

APPROVAL OF BILLS

Perkins moved to accept the three year Letter of Engagement, dated April 15, 2019, with Lauterbach and Amen, LLP for the annual financial audits. Pertell seconded. The increase in this contract is 2.7%.

ROLL CALL:

Carstens – ABSENT

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

MOTION CARRIED

OTHER FINANCE

None.

CLOSED SESSION

At 17:58 hours, Price moved to go into closed session to discuss personnel according to 5ILCS 120/2(c)1; Pertell seconded.

Closed session ended at 18:03 hours

CHIEF'S REPORT

Chief reported that there was one Specialty Team callout in April for the DuPage County Fire Investigation Task Force to West Chicago. There were also three significant calls in April; a West Chicago MABAS Box alarm, a severe carbon dioxide poisoning and a near drowning. All the crews that were involved were exemplary in their responses.

The referendum election results were very interesting with the different portions of town and how the votes were counted.

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

TRUSTEES

Perkins mentioned that she and Chief updated Schrage regarding the application of the Safer Grant. Schrage suggested contacting the State Representatives and asking for their support on the application. Perkins reported that she has reached out and perhaps there will be a favorable result.

Schrage thanked the Trustees for supporting and appointing him to fill the two year term.

Pertell noted that she had attended the Fire Commissioner's meeting on Tuesday and found out that Commissioner Nelda Byers was elected to the Illinois Fire and Police Commissioners Association, Board of Directors.

ATTORNEY

None.

BUILDINGS

Capt. Thompson reported that security doors done; there is some tweaking to be done regarding specific usage.

Thompson noted that the reconstruction of the first floor living side of the station should be completed by the end of May.

Thompson only received two bids for LED lighting for the station, but by the next meeting he should have three bids and requested that it be on next month's meeting.

Thompson is researching the possibility of solar lighting for the parking lot. Com Ed offers incentives for solar lighting.

Thompson should have three sealed bids for the roof repair for the June Trustee meeting.

EQUIPMENT

AC Dina discussed the Monthly Apparatus Operating Cost Report (for 4/1/2019 – 5/1/2019). Dina responded to the request of Trustee Perkins to have the Revenue and Expenses Report and the reports from Maintenance Pro mirror each other. Dina explained that there are discrepancies that can occur with these reports. Maintenance Pro is the report that is most up to date by month and he will be focusing on that report each month.

Dina reported that they are waiting on the correct part for Tower 11.

AC Clark and AC Dina updated the Board regarding the progress of the Apparatus Committee – noting that every avenue was explored in relation to whether replacing Engine 11 would be in the best interest of the District. Their recommendation is to replace Engine 11.

Pertell moved authorize the Apparatus Committee to explore options for removal of Engine 11; Price seconded.

4 AYES 1 ABSENT MOTION CARRIED

Dina noted that the Committee will recommend what would be the most advantageous procedure

Dina recognized and noted that Priscilla did a great job putting all the information that was needed for the Apparatus Committee.

Schrage moved to authorize the Apparatus Committee to investigate the purchase of a new engine and bring back options to the Trustee Board; Pertell seconded.

4 AYES 1 ABSENT MOTION CARRIED

PERSONNEL

Lt. Matt Banaszek and FF Nick Rossi updated the Trustees regarding the Recruit and Retention Committee's work dealing with POCs, Part-time and Cadet Fire Fighters. There have been some changes to the administration procedures. The Committee will be focusing on the actual recruitment process; attending community events and investigate the use of social media. Applications continue to be received and the Committee is processing them. Two firefighters have completed the spring College of DuPage Academy and two firefighters are currently going through the Naperville Academy. Lt. Banaszek thanked the Trustees for financing the program – they are enthusiastic about how things are going.

FIRE BUREAU

The Fire Marshal was out of town. The report from the Fire Bureau was accepted. Chief mentioned the old Navistar building, on Winfield Road is to be occupied by Edward/Elmhurst Hospital and buildout plans were submitted and reviewed which resulted in a \$37,432 fee.

Perkins thanked Chief Rogers, AC Dina and FM Westrom for attending the Bike to School Day at Bower.

NEW BUSINESS

At 17:15 hours, Chief and Perkins presented awards of recognition to the members of the Friends of the Fire District. Chief mentioned that it was quite a bit of hard work and that being a part of a great, supporting community was the reason for a 64% success rate of the referendum. Perkins thanked the members of the Committee and the Fire Department – the Committee for their hard work and the Fire Department for the relationships and service provided to the community. Members of the Committee recognized were: Avory Peterson, Keith Lipski, Mike Machowski, Kate Perkins, Denise Pertell, Dave Kruzil, Dennis Rogers, Al Thompson, Eric Ermer, Nic Tosto and Fred Bevier.


ADJOURNMENT

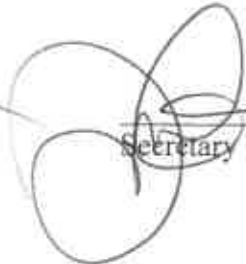
At 18:04 hours Price moved to adjourn the meeting; Pertell seconded.

4 AYES 1 ABSENT MOTION CARRIED

Those present at the end of the meeting were President Kate Perkins, Treasurer Denise Pertell, Trustee Randy Price, Trustee Joe Schrage, Chief Dennis Rogers Jr., Assistant Chief Andy Dina, Assistant Chief Jamie Clark and Recording Secretary Beth Fairbanks.

The meeting adjourned at 18:04 hours.


President


Secretary

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

Beginning Cash Balance		1,803,004.24
Revenues:		
Receipts from the Monthly Receipts report	62,280.33	
MB Credit Card Reward	-	
Interest Income and Unrealized Gain (Loss) on MB Investment account	(322.33)	
Interest Income MB Money Market account	597.60	
Foreign Fire Revenues	-	
Misc Income	-	
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Total Revenues		62,555.60
Expenses:		
Vendor checks from the Check Register report	(189,146.16)	
Payroll disbursements and fees from the Precision payroll reports	(153,371.75)	
Voided Payroll Checks (reissued in an earlier period)	-	
Voided Vendor Checks (reissued in an earlier period)	-	
Auto Disbursements	(8,106.29)	
Foreign Fire Disbursements	-	
Bank fee MB Checking Account	(50.92)	
Bank fee MB Investment account	(151.41)	
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Total Expenses		(350,826.53)
Ending Cash Balance		1,514,733.31