

# WARRENVILLE FIRE PROTECTION DISTRICT

## Minutes of Trustee Meeting June 19, 2019

The Board of Trustees met at Headquarters Station. President Perkins called the meeting to order at 17:02 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 Joe Schrage, Chief Dennis Rogers Jr, Assistant Chief Andy Dina, and Recording Secretary Beth Fairbanks. All guests left during the closed meeting except Nelda Byers. Guests were Chief Medic Marty Nelson (left the meeting at the closed meeting), Capt. Eric Ermer (left the meeting at 18:05), Capt. Al Thompson (left the meeting at 18:05), Avory Peterson (arriving at 17:58 hours and left after the Friends of the Fire District recognition), Mike Machowski (left the meeting after the Friends of the Fire District recognition), Fire Commissioner Chairperson Nelda Byers (left the meeting after the closed meeting), Fire Marshal Lee Westrom, Capt. Jeff Fiene, Lt. Nic Tosto, Marge Leonard and Keith Lipski. Absent was Assistant Chief Jamie Clark.

### APPROVAL OF AGENDA

Perkins moved to accept the agenda, recommending a change in the order of the meeting: the Oath of Office of Jeff Carstens and the the Fire Commissioners Annual Report be at the beginning on the meeting, followed by the closed meeting. When Avory Peterson arrives at the meeting, the recognition of the Friends of the Fire District members that were not at the last meeting can occur. Pertell seconded.

5 AYES      MOTION CARRIED

### VISITOR'S COMMENTS

None.

### APPROVAL OF MINUTES

Pertell moved to approve the minutes of the regular meeting and the closed meeting of May 15, 2019 as presented; Price seconded.

5 AYES      MOTION CARRIED

### FINANCIAL REPORTS

This past month the Cash Activity Report included a Beginning Cash Balance of \$1,514,733.31; Revenues of \$179,953.61 and Expenses of \$348,556.17. The ending cash balance was \$1,346,130.75. The Cash Activity Report is part of the minutes.

Chief highlighted some disbursements:

- Aladtech, Inc. – the annual contract for the computer software used for scheduling and forms
- Kipp’s Lawnmower Sales – the riding mower repair
- Chicago Communications/ 2 entries – E11 and E13 Sierra wireless Hub
- Alarm Detection Systems – Access Systems and Locks / Security system at the station

Chief reported for the month of May: Taxes brought in \$71,476.56; the Ambulance billing brought in \$52,182.44 (which is about average); the income from Fire Recovery was \$1,160.00 and the Fire Bureau brought in \$43,334.26 (\$37,432 was for the renovation of the building located at 4201 Winfield Road/Edward/Elmhurst HealthCare).

Chief reported there should be about 91.7% available in each line of the budget. The line that is over budget and is noteworthy:

- Overtime – District shifts that fill covering METRO openings are reimbursed and currently Metro owes the District for the 1<sup>st</sup> contract quarter in the amount of \$13,540.30.

Pertell moved and Carstens seconded acceptance of the monthly accounting reports. The reports are approved and hereby ratified.

**ROLL CALL:**

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

**MOTION CARRIED**

**APPROVAL OF BILLS**

Pertell moved to accept the three year Letter of Engagement, dated June 12, 2019, with Lauterbach and Amen, LLP for the annual GASB 74/75 Actuarial Reports following a biennial reporting cycle; Carstens seconded. This is a new report required for the annual audit.

**ROLL CALL:**

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

**MOTION CARRIED**

**OTHER FINANCE**

None.

**CLOSED SESSION**

At 17:09 hours, Perkins moved to go into closed session to discuss personnel according to 5ILCS 120/2(c)1; Price seconded. Nelda Byers was invited to stay during the meeting.

Closed session ended at 17:18 hours

**CHIEF'S REPORT**

Chief reported that there were two Specialty Team callouts in May; one for the DuPage County Fire Investigation Task Force in unincorporated Wheaton and one for the MABAS 16 Haz Mat in Warrenville.

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

**TRUSTEES**

Price express his appreciation for the plant, sent to his family, from the District and to all who conveyed condolences after his father's passing.

Perkins noted that she received a complaint from a Warrenville resident regarding a grill, which was placed on a balcony and therefore was concerned about fire safety. Perkins passed the information to the Chief, who went to investigate the situation. Chief asked the Fire Marshal to send a letter to the resident, who was in violation of the fire code and the Homeowner Associations in town, regarding the issue of grills on balconies. The resident was very appreciative of the quick and thorough response.

**ATTORNEY**

None.

**BUILDINGS**

Capt. Thompson presented two bids for switching to LED lighting for the station. There was a discussion comparing the contractors, what needs to be accomplished, the COMED PSF Incentive and the best form of action. After the discussion, Price moved to accept the contract with Dominion Lighting Inc. for \$8,538.70 to retro fit and replace lighting in the station with LED lighting. Carstens seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

MOTION CARRIED

Thompson is still working on the research of obtaining solar lighting for the parking lot. It could cost up to \$25,000. After some research, Thompson found out that Com Ed does not offer incentives for solar lighting. He will continue to look at options to fix the parking lot lighting.

Thompson is still contacting contractors, trying to get sealed bids for the roof repair. It has been hard getting responses. He will hopefully have some bids for the July Trustee meeting.

Thompson reported that the generator is completed and the installation should be in late July. The bill for this will be coming in soon.

### **EQUIPMENT**

AC Dina discussed the Monthly Apparatus Operating Cost Report (for 5/1/2019 – 5/31/2019). He noted this month's costs were low as preventative maintenance was performed on the two pumpers and Mechanics Alex and Roger were off most of the month. Next month the Fiscal Year to Date report will commence.

Dina reported that Tower 11 is still out of service at Fire Service Inc. There are ongoing issues with the hydraulic cylinder.

AC Dina received a letter, with an offer, from Command Fire Apparatus (CFA) to purchase Engine 11 (1997 E-One 1500/100 pumper). Dina discussed other options for disposing of E11. There was a discussion on how the District will be affected by losing an engine. Carstens asked for Dina's opinion; Dina responded that he and the Chief recommend this offer from CFA. After the discussion of the other options, Price moved to sell E11 to CFA for \$29,000 and to authorize AC Dina to ask CFA to consider a reasonable amount of time for the District to relinquish the engine and that the District is allowed to disclose the price of the sale. Schrage seconded.

#### **ROLL CALL:**

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

**MOTION CARRIED**

AC Dina reported that the Engine Committee has settled on a design and currently has Global Emergency Products and Fire Service Inc. putting specifications together to meet the District's specifications and budget. Dina will report to the Trustees when he receives the information. It will be about a year from order to delivery of the vehicle.

### **PERSONNEL**

Chief reported that the District hired a new part-time mechanic, Ted Ellison. He was hired to replace Alex Clark (who moved to Wisconsin) and was recommended by Alex and Roger. Ellison will be working mostly evenings.

### **FIRE BUREAU**

The report from the Fire Bureau was accepted. Fire Marshal Westrom noted that a representative from ISO was impressed with how GIS Fred Bevier has incorporated alarms, pre-plans, inspections and The Compliance Engine together for comprehensive reporting. ISO has asked for a meeting to discuss what Bevier has accomplished.

## **UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS**

Perkins conducted the Oath of Office for Jeff Carstens (elected Trustee) at the beginning of the meeting.

At 18:00 hours, Perkins presented awards of recognition to the rest of the members of the Friends of the Fire District. Members of the Committee recognized were: Avory Peterson, Keith Lipski and Mike Machowski. Perkins thanked each of the members individually. Keith Lipski commented that it was a great group to work with and he was glad to help with another referendum.

Capt. Ermer's presentation of instructions to the Trustees on how to enter their training information into TARGET Solutions was postponed until next month's meeting.

Capt. Fiene and Lt. Tosto presented the proposed amendments to the current Collective Bargaining Agreement. There was a lengthy discussion on the changes. The Trustees were concerned that they did not have "side by side" information on each of the changes. There was a document that was used during the discussion with the Union Representatives, Chief and AC Dina. Capt. Fiene will recreate the document that highlights the changes and send it to the Trustees along with a current CBA. The amendments will be discussed again at the Trustee meeting in July. When other amendments are submitted, in the future, a document tracing the changes will be presented to the Trustees.

## **NEW BUSINESS**

Chairperson Nelda Byers presented the first Warrenville Fire Commission Annual Report. Byers stated this report is part of the Rules and Regulations of the Commission. The Commission is a cohesive group and communication is good. Byers highlighted parts of the report, which was in the Trustee's packet. There are certifications from the State that are required for each member and these certifications should be complete by the end of 2020. The Trustees conveyed their appreciation to the Commission for their work and dedication. Byers mentioned she was elected to serve on the Illinois Board of Fire and Police Commissioners.

## **ADJOURNMENT**


At 18:58 hours Price moved to adjourn the meeting; Pertell 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 Joe Schrage, Chief Dennis Rogers Jr., Assistant Chief Andy Dina, Fire Marshal Lee Westrom, Recording Secretary Beth Fairbanks, Capt. Fiene, Lt. Tosto, Marge Leonard and Keith Lipski

The meeting adjourned at 18:58 hours.

  
President

  
Secretary

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

<b>Beginning Cash Balance</b>		<b>1,514,733.31</b>
<b>Revenues:</b>		
Receipts from the Monthly Receipts report	175,681.48	
5/3 Credit Card Reward	-	
Interest Income and Unrealized Gain (Loss) on 5/3 Investment account	3,972.32	
Interest Income 5/3 Money Market account	299.81	
Foreign Fire Revenues	-	
Misc Income	-	
	<hr/>	
<b>Total Revenues</b>		<b>179,953.61</b>
<b>Expenses:</b>		
Vendor checks from the Check Register report	(132,694.82)	
Payroll disbursements and fees from the Precision payroll reports	(206,713.72)	
Voided Payroll Checks (reissued in an earlier period)	-	
Voided Vendor Checks (reissued in an earlier period)	-	
Auto Disbursements	(8,916.99)	
Foreign Fire Disbursements	-	
Bank fee 5/3 Checking Account	(79.39)	
Bank fee 5/3 Investment account	(151.25)	
	<hr/>	
<b>Total Expenses</b>		<b>(348,556.17)</b>
<b>Ending Cash Balance</b>		<b>1,346,130.75</b>