

WARRENVILLE FIRE PROTECTION DISTRICT

Minutes of Trustee Meeting July 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 Joe Schrage, Chief Dennis Rogers Jr, Assistant Chief Andy Dina, and Recording Secretary Beth Fairbanks. All guests left during the closed session meeting. Guests were Chief Medic Marty Nelson (left the meeting at the closed session), Capt. Al Thompson (left the meeting at 18:00 hours), Fire Marshal Lee Westrom, Capt. Eric Ermer, Capt. Jeff Fiene, Lt. Joe Levy, Marge Leonard and Lt. Jeff Simmons (arriving at 18:25 hours). Absent was Assistant Chief Jamie Clark.

APPROVAL OF AGENDA

Carstens moved to accept the agenda as presented, Price seconded.

5 AYES MOTION CARRIED

VISITOR'S COMMENTS

None.

APPROVAL OF MINUTES

Price moved to approve the minutes of the regular meeting of June 19, 2019 as presented; Schrage seconded.

5 AYES MOTION CARRIED

Price moved to approve the minutes of the closed meeting of June 19, 2019 as presented; Schrage seconded.

5 AYES MOTION CARRIED

Pertell moved to release the following closed meeting minutes to the public:

January 16, 2019 17:11 hours

January 16, 2019 17:30 hours

February 27, 2019

March 27, 2019

April 17, 2019

May 6, 2019

Price seconded.

5 AYES MOTION CARRIED

FINANCIAL REPORTS

This past month the Cash Activity Report included a Beginning Cash Balance of \$1,346,130.75; Revenues of \$1,433,387.11 and Expenses of \$296,177.30. The ending cash balance was \$2,483,340.56. The Cash Activity Report is part of the minutes.

Chief highlighted some disbursements:

- Wholesale Direct, Inc. – LED scene lighting for Engine 13
- MES Municipal Emergency – 8 regulators for SCBAs
- Schelli Reporting Service, LLC – Court Reporter for a meeting with one of the District Lieutenants
- The Locker Shop – “front loading” for the fulltime, part-time and POC uniform online allowance program

Pertell had some questions regarding various charges on the charge card/requesting clarification. Chief and Capt. Thompson clarified the specifics and noted that the charges are within the budgeted lines.

Chief reported for the month of June: Taxes brought in \$1,379,933.34; the Ambulance billing brought in \$39,527.61 (slightly low); the income from Fire Recovery was \$837.12 and the Fire Bureau brought in \$7,417.60.

Chief reported there should be about 83.4% available in each line of the budget. The line that is noteworthy:

- The regulators were for SCBA maintenance in last fiscal year’s budget, but the invoice was sent and paid in this year’s budget.

Price moved and Perkins 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

None.

OTHER FINANCE

None.

CLOSED SESSION

At 17:15 hours, Price moved to go into closed session to review closed session minutes according to 5ILCS 120/2(c)21; Price seconded.

5 AYES

MOTION CARRIED

Closed session ended at 17:27 hours

CHIEF'S REPORT

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

Chief commended AC Dina and the Captains for working with the Police Department and implementing the Incident Action Plans (IAP) for significant events within the community to foster open communication and have a plan in place for emergency purposes.

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

TRUSTEES

Pertell mentioned that after speaking with AC Dina about the appearance and condition on the outside of the building of Station Headquarters and the parking lot; the situation was taken care of quickly. She appreciated the thoroughness of the resolution. Dina mentioned that the firefighters and Mike Voegtle were quick to respond to his request to clean up the appearance of the station exterior.

ATTORNEY

None.

BUILDINGS

Thompson is still working on the research to repair the lighting for the parking lot. After more research, Thompson found out that it would be less expensive if we (the firefighters) were to install solar lighting. This project is considered maintenance, which can be addressed by the firefighters according to the CBA. Thompson will continue to look at options to fix the parking lot lighting and will bring back more information to the Trustees.

Thompson received three sealed bids for the roof repair. He and AC Dina went over the bids and recommend Seal Tight Exteriors. After a discussion about the different bids and the work that needs to be done; Perkins moved to accept the proposal dated May 13, 2019 from Seal Tight Exteriors Inc. for roofing on the station, not to exceed \$75,000; Price seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

MOTION CARRIED

Installation will probably take place in September/October.

EQUIPMENT

AC Dina discussed the Monthly Apparatus Operating Cost Report (for 6/1/2019 – 6/31/2019) and the Fiscal Year to Date report noting some significant repairs to E11 and E12. T-11 is back in service, unfortunately the cost to repair it was higher than expected. Pertell noticed that the

oil changes for Officer 11 were not performed "in house". Chief noted that it is more cost effective to take the AC and the Chief vehicle to an outside facility, per Engineer Roger Clark.

AC Dina reported that the Engine Committee met with E-ONE and the specs for a new engine are displayed in the kitchen. There will be a meeting with Pierce Manufacturing, to get their specs for a new engine. Trustee Carstens, AC Dina, AC Clark and the rest of the committee will be going to Appleton, Wisconsin, to tour the plant where the Pierce vehicles are built.

PERSONNEL

Chief reported that the District will conduct an orientation for 10 new POC and part-time fire fighters on August 1st.

Perkins noticed, that according to the Chief's contract, there should be a bi-annual review conducted. Since there has not been any review performed in the past, Perkins suggested that a committee be formed to set a procedure in place for a performance review of Chief with objectives. Perkins, Carstens, Chief and Fire Commissioner Nelda Byers will meet and report on their progress at next month's meeting

FIRE BUREAU

The report from the Fire Bureau was accepted.

Westrom reported that he, Chief and Bevier met with a representative from ISO regarding reports of the sprinkler systems in buildings within the District. ISO is very impressed with the program and reporting system that the District is using. Chief noted there is no other fire department in the country capturing the detail that we are. ISO will be reevaluating every building with a sprinkler system in town. ISO will ask for help from the Fire Bureau if they have a problem contacting an owner or inspecting a building.

Westrom mentioned he conducted a fire extinguisher training class at Fuel Tech and FF Vaughn is conducting CPR classes for Fuel Tech as well. The representatives from Fuel Tech are very appreciative.

Chief commended the Fire Bureau for doing great things.

UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS

Captain Ermer presented instructions, to the Trustees, on submitting training information into TARGET Solutions.

Capt. Fiene asked if there were any questions or comments about the proposed amendments to the current Collective Bargaining Agreement. After a lengthy discussion on some of the changes, Price moved to accept the proposed amendments dated June 19, 2019; Perkins seconded.

ROLL CALL:

Carstens – NAY

Perkins – NAY

Pertell – NAY

Price – AYE
Schrage - NAY
MOTION DID NOT CARRY

NEW BUSINESS

None.

ADJOURNMENT

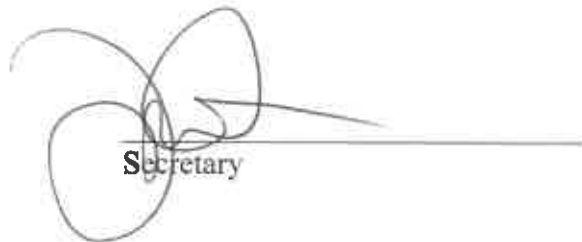
At 18:43 hours Pertell moved to adjourn the meeting; Price seconded.

5 AYES MOTION CARRIED

Those present at the end of the meeting were President Kate Perkins, Treasurer Denise Pertell, Secretary Jeff Carstens, Trustee Randy Price, Trustee Joe Schrage, Chief Dennis Rogers Jr., Assistant Chief Andy Dina, Recording Secretary Beth Fairbanks, Fire Marshal Lee Westrom Capt. Eric Ermer, Capt. Fiene, Lt. Joe Levy, Lt. Jeff Simmons and Marge Leonard.

The meeting adjourned at 18:43 hours.


President


Secretary

WARRENVILLE FIRE PROTECTION DISTRICT
3S472 Batavia Road
Warrenville, IL 60555
CLOSED SESSION
July 17, 2019

Closed session started at 17:15 hours to review closed session minutes in accordance with 5ILCS 120/2(c)21.

Those present were Trustee 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.

REVIEW OF MINUTES

The Trustees discussed the various closed session minutes, which were being considered to be released to the public.

ADJOURNMENT

At 17:27 the closed session ended.

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

Closed session lasted 12 minutes.

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

Beginning Cash Balance		1,346,130.75
Revenues:		
Receipts from the Monthly Receipts report	1,429,700.71	
5/3 Credit Card Reward	-	
Interest Income and Unrealized Gain (Loss) on 5/3 Investment account	2,364.83	
Interest Income 5/3 Money Market account	1,321.57	
Foreign Fire Revenues	-	
Misc Income	-	
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Total Revenues		1,433,387.11
Expenses:		
Vendor checks from the Check Register report	(125,844.35)	
Payroll disbursements and fees from the Precision payroll reports	(148,647.49)	
Voided Payroll Checks (reissued in an earlier period)	-	
Voided Vendor Checks (reissued in an earlier period)	21.00	
Auto Disbursements	(21,476.83)	
Foreign Fire Disbursements	-	
Bank fee 5/3 Checking Account	(77.10)	
Bank fee 5/3 Investment account	(152.53)	
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Total Expenses		(296,177.30)
Ending Cash Balance		<u>2,483,340.56</u>