

WARRENVILLE FIRE PROTECTION DISTRICT

Minutes of Trustee Meeting January 15, 2020

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 Jamie Clark, Assistant Chief Andy Dina, and Recording Secretary Beth Fairbanks.

Guests who left during the closed sessions were Fire Marshal Lee Westrom, Capt. Jeff Fiene, Lt. Nic Tosto, Lt. Joe Levy and Margie Leonard.

Guest Capt. Al Thompson left at the first closed session.

During the Oath of Office of Firefighters Aaron Carstens and Mike Jacobs, many family, friends and Warrenville Firefighters were present.

APPROVAL OF AGENDA

Price moved to accept the agenda with the addition of the Oath of Office for two Firefighters to be conducted at 18:00 hours; Carstens seconded.

5 AYES MOTION CARRIED

VISITOR'S COMMENTS

None.

APPROVAL OF MINUTES

Pertell moved to approve the minutes of the regular meeting of December 18, 2019 as presented; Price seconded.

5 AYES MOTION CARRIED

Pertell moved to approve the minutes of the closed meeting of December 18, 2019 as presented; Schrage seconded.

5 AYES MOTION CARRIED

FINANCIAL REPORTS

This past month the Cash Activity Report included a Beginning Cash Balance of \$2,825,457.87; Revenues of \$62,214.12 and Expenses of \$269,295.44. The ending cash balance was \$2,618,376.55. The Cash Activity Report is part of the minutes.

Chief highlighted some disbursements:

- Ermer – reimbursement for the straw supplied to Naperville Burn Tower

Chief reported for the month of December: Taxes brought in \$10,572.18, Ambulance billing brought in \$28,758.29 (second month of being low, the cause being the new Medics learning the coding for transports and filling out paperwork incompletely); the income from Fire Recovery was \$6,910.00 and the Fire Bureau brought in \$7,591.60.

Chief reported there should be about 33% available in each line of the budget. There are several lines that are noteworthy:

- Accounting and Legal are over budget due to various unforeseen issues as previously reported.

Pertell noticed a specific payment on the credit card and asked for clarification. Chief responded that the charge to GFS was for the kitchen supplies during the Turkey Raffle. This expense is reimbursed to the District by the Firefighters' Association.

Chief noted that the reimbursements to the District cannot be put back into the original budget line; they go into the general fund.

Pertell moved and Price seconded acceptance of the monthly accounting reports. ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

MOTION CARRIED

The reports are approved and hereby ratified.

Perkins asked the Chief if he was satisfied with the service at Fifth Third Bank. Chief noted that it has been a frustrating process transferring from MB Financial to Fifth Third and the customer service is something to be desired. Perkins recommended the District look into sending out Request for Proposals for financial institutions. This issue will be on the agenda for the next regular Trustee meeting.

APPROVAL OF BILLS

None.

OTHER FINANCE

None.

CLOSED SESSION

At 17:20 hours, Pertell moved to go into closed session to discuss collective negotiating matters and a grievance in accordance with 5 ILCS 120/2(c)(2) and personnel in accordance with 5 ILCS 120/2(c)1; Carstens seconded.

5 AYES MOTION CARRIED

Closed session ended at 17:58 hours.

At 18:11 hours, Carstens moved to go into closed session to discuss personnel in accordance with 5 ILCS 120/2(c)1; Schrage seconded.

5 AYES MOTION CARRIED

Closed session ended at 18:25 hours.

CHIEF'S REPORT

Chief reported that there were no Specialty Team callouts in December:

Chief reported that for 2019, the District responded to a total of 1,787 calls (a 2.5% decrease from 2018); 62% of the calls were EMS related. The District responded to 11 confirmed structure fires, which included auto-aid responses to neighboring communities. The dollar loss due to fires was over \$159,130.00.

Chief noted that Lt. Zabler was acknowledged as a peer reviewer of the 4th edition of Firefighting & Tactics text book.

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

TRUSTEES

Chief reported he has verified that the Firefighters' Appreciation Dinner will still be at the Courtyard, even though it has been sold. The dinner will be on March 14, 2020 with a buffet dinner. Administrative Assistant Jezuit has contacted a local band to perform (cost is less than the previous band). Trustees directed Fairbanks to secure gifts for the women at a cost not to exceed \$20 per gift. Fairbanks noted she will not be in attendance at the dinner, but Jezuit will secure the gifts.

Perkins mentioned it has come to her attention that the illumination of the American flag in front of the station is not very bright. AC Dina and Capt. Thompson will look into the light currently being used and have the issue corrected.

Pertell mentioned that the Warrenville Pension Board has terminated Fifth Third Bank as Investment Manager and hired Sawyer Falduto Asset Management to manage the Pension Fund investments.

ATTORNEY

None.

BUILDINGS

None.

EQUIPMENT

AC Dina discussed the Monthly Apparatus Operating Cost Report (for 12/1/2019 – 12/31/2019) and the Fiscal Year to Date Report noting that the expenses of \$2,000 for miscellaneous small parts is not correct for the month. Dina will have a meeting with Administrative Assistant Jezuit and Mechanic Ellison regarding the report.

Global's report on the new engine will be sent at the end of January. The new engine will possibly be delivered by May of 2020.

PERSONNEL

Chief reported that the Fire Commissioners met on January 14th to discuss the background checks of three fulltime firefighter candidates. Chief was able to contact two of them regarding the new positions. One applicant still needs to reply to Chief's message. The start date will be February 10, 2020.

Perkins moved to increase compensation of AC Dina to \$80,000 per year effective March 22, 2020; Price seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

MOTION CARRIED

The Oath of Office was conducted at 18:00 hours. Perkins and Chief commended both Firefighter Aaron Carstens and Firefighter Mike Jacobs. Perkins conducted the Oath of Office for the two Firefighters. Friends, family and several Warrenville Firefighters were in attendance during the ceremony.

FIRE BUREAU

The report from the Fire Bureau was accepted. Fire Marshal Westrom reported that the report has the totals, for 2019, of events, reviews and inspections relating to the Fire Bureau and Public Education. Westrom will supply another end of year report at the February Trustee meeting. Perkins commended the Fire Bureau on the percentage of collected fees for 2019.

UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS

There was a discussion regarding the possible amendment to the Permanent PartTime health benefits and OPT-Out Program. Chief will further investigate the choices within the benefit structure.

NEW BUSINESS

None.

ADJOURNMENT

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

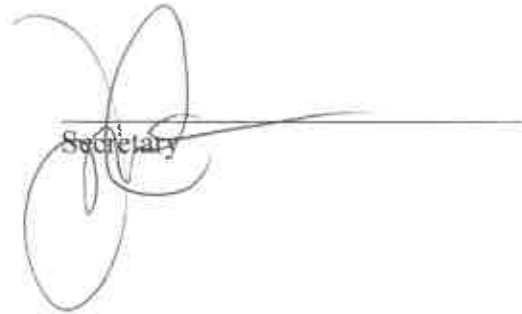
5 AYES MOTION CARRIED

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 Jamie Clark, Assistant Chief Andy Dina, Recording Secretary Beth Fairbanks, Fire Marshal Lee Westrom, Capt. Jeff Fiene, Lt. Nic Tosto, Lt. Joe Levy and Margie Leonard.

The meeting adjourned at 18:43 hours.


President


Secretary

WARRENVILLE FIRE PROTECTION DISTRICT
3S472 Batavia Road
Warrenville, IL 60555
CLOSED SESSION 18:11 hours
January 15, 2020

Closed session started at 18:11 hours to discuss personnel in accordance with 5 ILCS 120/2(c)(1)

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 Jamie Clark, Assistant Chief Andy Dina and Recording Secretary Beth Fairbanks. AC Dina left for a portion of the closed session (from 18:12 hours to 18:24 hours).

PERSONNEL

Chief led the discussion regarding AC Dina's position. The discussion highlighted Dina's dedication to his job, the recommended increase of his compensation and a procedure to move him to fulltime. Chief recommended an increase in pay effective Dina's anniversary date of hire and to make Dina's position fulltime effective October 2020 or January 2021.

ADJOURNMENT

At 18:25 hours the closed session ended.

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

Closed session lasted 14 minutes.

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

Beginning Cash Balance		2,825,457.87
Revenues:		
Receipts from the Monthly Receipts report	59,394.67	
5/3 Credit Card Reward	-	
Interest Income and Gain (Loss) on 5/3 Investment account	577.15	
Interest Income 5/3 Money Market account	1,742.30	
Foreign Fire Revenues	-	
Misc Income	500.00	
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Total Revenues		62,214.12
Expenses:		
Vendor checks from the Check Register report	(60,864.22)	
Payroll disbursements and fees from the Precision payroll reports	(176,132.96)	
Auto Disbursements	(32,262.82)	
Foreign Fire Disbursements	-	
Bank fee 5/3 Checking Account	(50.56)	
Bank fee 5/3 Investment account	(155.31)	
Payroll Check Voided and Reissued	170.43	
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Total Expenses		(269,295.44)
Ending Cash Balance		2,618,376.55