

WARRENVILLE FIRE PROTECTION DISTRICT

Minutes of Trustee Meeting February 19, 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 at closed session were Fire Marshal Lee Westrom, Lt. Nic Tosto and Fire Commissioner Nelda Byers.

Guests who were in attendance except for the closed session and for some fire calls were Capt. Jeff Fiene, Lt. Joe Levy, Lt Banaszek and Firefighter/Medic Mike Vaughn.

Guest Kalli Ortega, representative from Corkill Insurance, left at 17:15 hours after her presentation.

Guest Capt. Al Thompson left at 18:00 hours after his presentation.

Attorney Shawn Flaherty was in attendance, via telephone, during the conversation regarding the grievance, from 17:30 hours-18:45 hours.

During the Oath of Office ceremony of Lieutenants Mia Ingram, Jeff Krischel and Nick Rossi; many family, friends and Warrenville Firefighters were present. This ceremony took place in the Bay of Station 1 at the end of the Trustee meeting.

APPROVAL OF AGENDA

Price moved to accept the agenda with the addition of the presentation from Kalli Ortega at the beginning of the meeting and when Attorney Flaherty arrives, the information regarding the grievance will be discussed; Pertell seconded.

5 AYES MOTION CARRIED

VISITOR'S COMMENTS

None.

APPROVAL OF MINUTES

Pertell moved to approve the minutes of the regular meeting of January 15, 2020 as presented; Carstens seconded.

5 AYES MOTION CARRIED

Pertell moved to approve the minutes of the closed meetings of January 15, 2020 (at 1720 hours and at 1811 hours) as presented; Price seconded.

5 AYES MOTION CARRIED

Of the closed minutes that were reviewed, Pertell moved to open the closed meeting minutes of January 15, 2020 (at 1811 hours) to the public; Schrage seconded.

5 AYES MOTION CARRIED

FINANCIAL REPORTS

This past month the Cash Activity Report included a Beginning Cash Balance of \$2,618,376.55; Revenues of \$118,035.54 and Expenses of \$420,237.35. The ending cash balance was \$2,316,174.74. The Cash Activity Report is part of the minutes.

Chief highlighted some disbursements:

- Seal Tight – final payment for the new roof for the station
- Justin Voss – reimbursement for the cost of the Fire Academy. He has been an employee for the required 2 years to qualify for reimbursement.
- Priscilla Jezuit – reimbursement for the purchase of various gifts for the DuPage Fire Chiefs' Installation Dinner. DuPage Chief's organization has reimbursed the Fire District already.
- TransAmerica – for the Annual Contribution to VEBA/ each fulltime employee designates a prescribed number of hours from vacation, sick or comp-time for this program.

Pertell inquired as to the date of coverage for the Metro payment. Chief responded that it was for the January; February still needs to be paid.

Chief reported for the month of January: Taxes brought in \$4,844.35, Ambulance billing brought in \$88,999.67; the income from Fire Recovery was \$2,496.00 and the Fire Bureau brought in \$9,611.

Chief reported there should be about 25% available in each line of the budget. There are several lines that are noteworthy:

- Legal is over budget due to personnel and union negotiations.

It was noted that the health insurance premium paid by Dave Kruzil will happen until he is 65 years old and eligible for MEDICARE.

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.

APPROVAL OF BILLS

Chief reported that the payment of the ambulance and the monitor will be next month, at the end of the contract with the Metro Paramedics.

Capt. Thompson noted that the bill to repair the leaking sprinkler head and the replacement of 2 corroded sprinkler heads will be noted on next month's financial report.

OTHER FINANCE

Chief asked that the Request for Proposals (RFPs) for financial institutions be tabled until a later date if problems with Fifth Third continue. The Trustees agreed to table the discussion.

CLOSED SESSION

At 18:15 hours, Perkins moved to go into closed session to discuss collective negotiating matters 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 18:35 hours.

CHIEF'S REPORT

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

Chief updated the Trustees with data regarding the decrease of revenue in 2019 from ambulance billing. Chief presented a spread sheet noting the last 2 months have had better revenue. There was a lag time when moving from Andres billing back to Metro and the billing issue should be getting better each month.

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

TRUSTEES

There was a discussion regarding a grievance from the Warrenville Professional Firefighters Association Local #5036 regarding Policy 01.04.02 Injured District Employee. Capt. Fiene presented the concern for privacy of employees, noted the possible violation of HIPAA and with the growing increase of firefighter suicide rate, the policy may inhibit a firefighter to reach out and ask for help. He also added that it is the personal choice of an individual and therefore it should not be required to contact the Fire District according to the policy. Lt Tosto asked what the purpose or intent of the policy was. Chief responded that the intent is to look out for the wellbeing of the employee, not looking for personal information; the policy does not require a name. Lt Banaszek, being in the health insurance industry and being abreast of HIPAA, noted that the policy follows the rule of the law, except that the requirement of the name of an employee could be "read" into the policy. Attorney Flaherty noted he had assisted in the step 1 response to the grievance and legally the policy does not violate HIPAA. Perkins

mentioned that the question of the grievance is not to change the policy but to determine if the policy is legal. Schrage moved that based on legal review, the grievance regarding Policy 01.04.02 Injured District Employee is denied; Carstens seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

MOTION CARRIED

Perkins stated that possibly the content could be discussed at a later date.

Perkins appointed Beth Fairbanks as a Pension Trustee to fill a three year term ending 2023;

ATTORNEY

None.

BUILDINGS

Captain Thompson informed the Trustees of the following:

1 – The Generator is installed and hooked up – still need to trench the gas line, through the parking lot, from the meter to the generator (this was unexpected). Funds from the sale or scrapping of the old generator will help to cover some of the charges for the connection to the meter.

2 – New insulation is required in the attic of the north side of the station. The insulation is not doing the job necessary to protect the sprinklers. A sprinkler head needed to be repaired due to the lack of efficiency of the insulation. The cost of the insulation will be determined in the future. It will be installed in phases.

3 – Thompson has been installing lights over the man doors during his shifts. A quote for the south side of the parking lot lighting should be a few hundred dollars. Solar lighting was more expensive and it was determined that the trees and building actually prohibit the amount of sun needed to sufficiently charge the lights.

4 – Thompson presented a capital cost of about \$60,000 for the parking lot restoration, which includes, curbs, sidewalk, dumpster corrals and other necessary repairs. He and AC Clark have worked with the City Engineers. The trenching for the gas line for the generator and the parking lot restoration will be done simultaneously. AC Clark will bring an exact price for this project sometime in March or April, as this project is included with the City bidding process for City projects.

5 – The LED package for the building lights still has not been paid because the final walkthrough still needs to occur.

EQUIPMENT

AC Dina discussed the Monthly Apparatus Operating Cost Report (for 01/1/2020 – 01/31/2020) and the Fiscal Year to Date Report noting that the air leak in Tower 11 still needs to be addressed.

Dina reported that there was a change from a single frame to a galvanized frame with a galvanized liner for the new engine. This is unexpected and is an upgrade, with no added cost to the District and a 20 year corrosion warrantee. Everything seems to be going well. Dina mentioned that accessories will be ordered this next month.

Price moved to declare the old generator as surplus equipment when it is no longer needed; Carstens seconded.

5 AYES MOTION CARRIED

Chief noted that the old generator will be listed on GovDeals for a potential sale.

The old workout equipment and damaged ladder will be put on the March agenda to be declared as surplus.

PERSONNEL

Chief advised the Trustees that Captain Al Thompson, after 30 years of service to WFPD, has announced his retirement from the District as of February 29, 2020. There will be a retirement party on February 29th at Arrowhead Golf Course from 1800-2100 hours.

Chief reported that the Fire Commissioners met on February 11th to interview four fulltime candidates. There are three openings to be filled within the next two months.

Chief announced that Frankie Wong started as a fulltime Firefighter/Medic Candidate on February 10, 2020.

The Oath of Office was conducted at 18:45 hours in the Bay of Station 1. Perkins and Chief commended all three, Lt. Mia Ingram, Lt. Jeff Krischel and Lt. Nick Rossi. Perkins conducted the Oath of Office for the three Lieutenants, AC Dina presented them with a shield and AC Clark presented them with a helmet. Friends, family and several Warrenville Firefighters were in attendance during the ceremony.

Chief reported that POC Firefighter Will Watkins has recovered from a motorcycle accident and has been cleared by the District's doctor to return back to work at the District. Watkins will again begin the College of DuPage Fire Academy.

Pertell moved to retain Chief Medic Marty Nelson as a part time employee, not to exceed 10 hours per week at an hourly rate of \$25, end the annual stipend and conduct a quarterly review (relevant on June 1, 2020); Carstens seconded.

ROLL CALL

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

MOTION CARRIED

FIRE BUREAU

The report from the Fire Bureau was accepted. Fire Marshal Westrom reported he has worked with AC Dina updating the code amendments and has set up a meeting with City Code Official Dale Engebretson on March 2, 2020.

Chief reported that he has been meeting with Development Director, Ron Mentzer on a quarterly basis hoping to improve communications. Chief is hoping to get support from the City to help with the purchase of a new tower truck to work with the increasing high density construction in Warrenville. Chief also mentioned that he believes there could be an IGA within 6-12 months. The recommendation is that Code Official Dale Engebretson and Fire Marshal Westrom have monthly meetings to discuss code amendments.

Chief reported that the Fire Bureau is working toward an online process for plan reviews. Perkins asked that this subject be discussed further.

UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS

Kalli Ortega, representative of Corkill Insurance, presented information on the Permanent PartTime health benefits and OPT-Out Program. Ortega provided a “Snap Shot” of the options for the Permanent PartTime benefits. She explained the type of benefits, carrier options and the options for the 100% member paid benefits. The program is effective immediately at date of hire after January 1, 2020.

There was a determination that no amendment is necessary to the OPT-Out Program.

NEW BUSINESS

None.

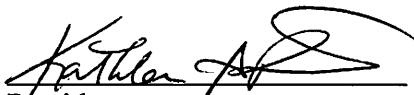
ADJOURNMENT

At 18:42 hours Schrage moved to move the meeting to the Bay of Station 1 for the Promotion ceremony of 3 new POC Lieutenants and adjourn the meeting immediately following the ceremony; Pertell seconded.

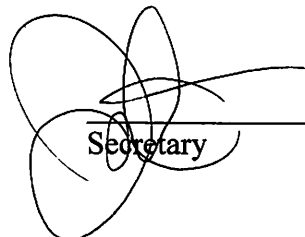
5 AYES MOTION CARRIED

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 Jamie Clark, Assistant Chief Andy Dina, Recording Secretary Beth Fairbanks, friends and family of the three new lieutenants and many Warrenville firefighters.

The meeting adjourned at 18:55 hours.



President



Secretary

**Warrenville Fire Protection District
Cash Activity
January 2020**

Beginning Cash Balance		2,618,376.55
Revenues:		
Receipts from the Monthly Receipts report	112,831.65	
5/3 Credit Card Reward	-	
Interest Income and Gain (Loss) on 5/3 Investment account	3,465.26	
Interest Income 5/3 Money Market account	1,331.43	
Foreign Fire Revenues	407.20	
Misc Income	-	
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Total Revenues		118,035.54
Expenses:		
Vendor checks from the Check Register report	(212,187.09)	
Payroll disbursements and fees from the Precision payroll reports	(158,783.18)	
Auto Disbursements	(39,064.32)	
Foreign Fire Disbursements	(9,999.99)	
Bank fee 5/3 Checking Account	(47.32)	
Bank fee 5/3 Investment account	(155.45)	
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Total Expenses		<u>(420,237.35)</u>
Ending Cash Balance		<u><u>2,316,174.74</u></u>