

WARRENVILLE FIRE PROTECTION DISTRICT

Minutes of Trustee Meeting March 18, 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 were Captain Jeff Fiene and Lieutenant Joe Levy (both left the meeting at the closed session).

APPROVAL OF AGENDA

Price moved to accept the agenda with the postponement, until another meeting, of the presentation by Kay McKeen regarding SCARCE; Pertell seconded.

5 AYES MOTION CARRIED

VISITOR'S COMMENTS

None.

APPROVAL OF MINUTES

Carstens moved to approve the minutes of the regular meeting on February 19, 2020 and of the Special meeting on February 28, 2020 as presented; Price seconded.

5 AYES MOTION CARRIED

Pertell moved to approve the minutes of the closed meeting on February 19, 2020 as presented; Schrage seconded.

5 AYES MOTION CARRIED

Pertell moved to approve and release to the public the minutes of the closed meeting of the Special meeting on February 28, 2020, as presented; Schrage seconded.

5 AYES MOTION CARRIED

FINANCIAL REPORTS

This past month the Cash Activity Report included a Beginning Cash Balance of \$2,316,174.74; Revenues of \$85,914.85 and Expenses of \$483,509.37. The ending cash balance was \$1,918,580.22. The Cash Activity Report is part of the minutes.

Chief highlighted some disbursements:

- Bennett 3 Leasing - payment from Capital Outlay for the ambulance and the cardiac monitor
- Ottosen – Negotiations and personnel issues
- ESO – annual software update for Fire House
- Metro Paramedics – should be the last check for the contract. Currently Metro owes the Fire District \$27,327.44 for personnel coverage of open shifts.
- Sikich – for work on the budget with Chief
- Skippy’s – food for WYFS Quest; funds used for Quest is reimbursed to the District by the Firefighters’ Association.(usually quarterly)

Chief reported for the month of February: There was not any Tax income as it is the end of the year; Ambulance billing brought in \$56,191.36; the income from Fire Recovery was \$6,256.00 and the Fire Bureau brought in \$15,163.60.

Chief reported there should be about 16.7% available in each line of the budget.

- Legal is over budget due to personnel and union negotiations (25% in arrears).

Pertell moved and Schrage 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

None.

OTHER FINANCE

There was a discussion on the proposed Ordinance 20-01 Budget and Appropriation. Included in the discussion was dialog regarding the personnel projection, which is higher because of the unknown salary increases due to the Contract Negotiations and hiring new fulltime and part-time firefighters (due to the passage of the referendum); training is higher as there are changes with Edwards EMS Certifications and additional requirements to adhere to the National Standards; health insurance went up between 7-8%. Trustee Perkins asked specifically about purchasing PPE - Chief responded that Capt. Thompson had developed a schedule for the rotation of turnout gear with the desire to move in the direction of eventually having a second set of gear for all fulltime firefighters. Perkins noted that she thought this was a high priority. Chief stated, the District is working toward that goal. AC Dina mentioned he is working on a

Small Tool and Equipment Grant for gear - hopefully to hear within the next 2-3 months. The consensus from the Trustees was that a good job was done on the preparation of the budget.

Fairbanks was directed to have Notice of the Public Hearing on April 15, 2020 published and the proposed ordinance displayed at the station and on the website.

CLOSED SESSION

At 18:38 hours, Price moved to go into closed session to discuss collective negotiating matters in accordance with 5 ILCS 120/2(c)(2); Pertell seconded.

5 AYES MOTION CARRIED

Closed session ended at 18:54 hours.

CHIEF'S REPORT

Chief reported that there was one Specialty Team callout in February for FM Westrom, with DuPage County Fire Investigative Task Force, to respond to a restaurant fire in Glen Ellyn.

Chief mentioned that AC Dina has applied for the Assistance Firefighter Grant (AFG) (for \$100,000) to update the exhaust system removal in the bay with a New Source Capture Exhaust Removal System (cost \$110,000). The Fire District will be required to pay 20% of the cost.

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

TRUSTEES

The Trustees asked the Chief to update them about the COVID-19 situation. Chief responded the Fire Station is on Lockdown/ effective at the end of the Trustee meeting - no public or retired personnel will be admitted into the building. Admins will do as much of their work as possible remotely. The District is working with different organizations; may need to add additional personnel to staff shifts; is implementing due diligence to keep employees safe and continually keep the employees up to date on new information and protocols. New information is coming in daily. The major challenge is that currently there is a shortage of PPE supplies. AC Dina commented that the District is documenting all expenses having to do with COVID-19 as of March 1st. The question that still needs to be addressed is: What if an employee needs to be isolated? Dina is working with the County and State for answers. Also videoconferencing may be possible for future Trustee meetings. Trustee Perkins commented that a major message is – Don't come to the station if you feel sick.

Trustee Pertell reminded the other Trustees to complete and submit the Economic Interest form with DuPage County.

ATTORNEY

None.

BUILDINGS

AC Clark informed the Trustees that the cost for the parking lot restoration, which includes, curbs, sidewalk, dumpster corrals and other necessary repairs will be just under \$60,000. The

date for the job to be done is still to be determined, but a timeframe should be known by the April meeting.

AC Dina reported that the Station alerting system will be completed when the lockdown is lifted and the workers can be admitted into the station.

EQUIPMENT

AC Dina discussed the Monthly Apparatus Operating Cost Report (for 02/1/2020 – 02/29/2020) and the Fiscal Year to Date Report noting that the annual report shows a significant expense regarding Tower 11. Chief will speak with City Administrator John Coakley concerning funds for a new tower/vehicle.

Price moved to declare the old gym equipment and damaged roof ladder as surplus equipment; Carstens seconded.

5 AYES MOTION CARRIED

PERSONNEL

Chief announced that three fulltime Firefighter/Medic Candidates (Brandon Fairfield, Samuel Ruzicka and Dylan Schroeder) are scheduled to start on March 23, 2020

FIRE BUREAU

The report from the Fire Bureau was accepted. Chief noted that they are making slow progress with the IGA. City Code Official Dale Engebretson and Fire Marshal Westrom are meeting monthly to discuss code amendments and then the IGA should go forward.

UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS

Chief included the WFPD Master Plan and Capital Improvement Plan 2020-2024 in the Trustee packets. Trustee Perkins asked the Trustees to send their feedback to the Chief in writing and mentioned that the discussion on the plan can be at the next Trustee meeting.

Chief reported that there was a last minute cancellation of the Firefighter Appreciation Dinner due to the concern of the corona virus situation. The District was required to pay 60% of the price for the dinner. The Courtyard will send dates that are available in the next few months; Chief would like to wait to schedule another dinner until things calm down.

NEW BUSINESS

Trustee Pertell asked if there is a guess on the population increase due to the new apartment and townhome complexes being built and what the property tax implication is for the District. AC Clark suggested that the Township or County Tax Assessor be contacted.

ADJOURNMENT

At 18:55 hours Schrage moved to adjourn the meeting; Carstens seconded.

5 AYES MOTION CARRIED

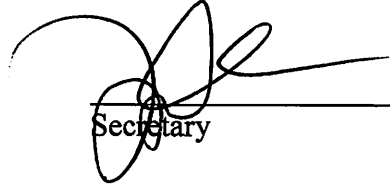
Those present at the end of the meeting were President Kate Perkins, Treasurer Denise Pertell, Secretary Jeff Carstens, Trustee Randy Price, Trustee Joe Schrage, Chief Dennis Rogers Jr.,

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

The meeting adjourned at 18:55 hours.



President



Secretary

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

Beginning Cash Balance		2,316,174.74
Revenues:		
Receipts from the Monthly Receipts report	79,635.60	
5/3 Credit Card Reward	-	
Interest Income and Gain (Loss) on 5/3 Investment account	5,323.90	
Interest Income 5/3 Money Market account	955.35	
Foreign Fire Revenues	-	
Misc Income	-	
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Total Revenues		85,914.85
Expenses:		
Vendor checks from the Check Register report	(61,009.04)	
Vendor checks from the Check Register report	(224,742.41)	
Payroll disbursements and fees from the Precision payroll reports	(159,772.87)	
Auto Disbursements	(37,694.80)	
Foreign Fire Disbursements	(33.57)	
Bank fee 5/3 Checking Account	(100.13)	
Bank fee 5/3 Investment account	(156.55)	
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Total Expenses		<u>(483,509.37)</u>
Ending Cash Balance		<u><u>1,918,580.22</u></u>