

**WARRENVILLE FIRE PROTECTION DISTRICT  
3S472 Batavia Road, Warrenville, IL 60555**

**Minutes of Trustee Meeting  
April 15, 2020**

The Board of Trustees met at Headquarters Station. President Perkins called the meeting to order at 17:00 hours via ZOOM teleconferencing (*meeting ID 22505710670 password 564854*).

*\*any action taken during this meeting will be ratified at the next meeting that is held in person.*

**PLEDGE OF ALLEGIANCE**

The meeting started with pledge of allegiance to the flag.

**ROLL CALL**

Present for the meeting were President Kate Perkins, 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 Eric Ermer and Fire Marshal Westrom (both left the meeting during the closed session).

Absent was Treasurer Denise Pertell.

**APPROVAL OF AGENDA**

Carstens moved to accept the agenda; Price seconded.

4 AYES 1 ABSENT MOTION CARRIED

**VISITOR'S COMMENTS**

The request to the public for comments or questions was publicized on the agenda/notice of the meeting, which was posted on the Warrenville FPD website and at the Warrenville Fire Station. There were no comments or questions submitted.

**PUBLIC HEARING**

At 17:15 hours President Perkins opened the Public Hearing to discuss the proposed Ordinance 20-01 Budget and Appropriation Ordinance for Fiscal Year 2020-2021.

There were no members of the public logged into the videoconference, there were no comments or questions submitted via email, mail or voicemail, therefore, no comments were made from the public. Chief noted that he had started working on the budget at the beginning of the year with estimated figures – the actual figures sent by the County were less than his first estimate. Chief did mention that the District's budget is healthy as of May 1<sup>st</sup>.

Perkins closed the Public Hearing at 17:20 hours.

## **APPROVAL OF MINUTES**

Price moved to approve the minutes of the regular meeting on March 18, 2020 as presented; Carstens seconded.

4 AYES 1 ABSENT MOTION CARRIED

Schrage moved to approve the minutes of the closed meeting on March 18, 2020 as presented; Carstens seconded.

4 AYES 1 ABSENT MOTION CARRIED

## **FINANCIAL REPORTS**

This past month the Cash Activity Report included a Beginning Cash Balance of \$1,918,580.22; Revenues of \$58,258.60 and Expenses of \$310,845.30. The ending cash balance was \$1,665,993.52. The Cash Activity Report is part of the minutes.

Chief highlighted some disbursements:

- Electric Conduit Construction Co – the new generator, which has been installed, still has a few things to be completed – this disbursement was for a portion of the total bill.
- Dominion Lighting, Inc. – was for electrical work with Comm Ed and the station lighting
- Courtyard Banquets – payment of 60% of the bill from the canceled Firefighters Appreciation Dinner
- Galusha Farm. LLC – for bales of straw for the burn tower in Naperville, which allows the District to use the Naperville burn tower at no cost
- Rosatti's Warrenville – pizza for the monthly get together with WYFS Quest students. The Firefighters' Association reimburses the District quarterly.
- Sherwin Williams and LC Licht – for supplies (masks, gowns and eye protection) secured by AC Dina and Admin Jezuit because of the COVID-19 crisis – Chief mentioned they did a great job in locating the supplies.

Chief reported for the month of March: Tax residual was \$963.07; Ambulance billing brought in \$38,938.89 (Chief would like this revenue to average \$50,000 per month); the income from Fire Recovery was \$2,568.00 and the Fire Bureau brought in \$3,799.50.

Chief reported there should be about 8.4% available in each line of the budget.

- Legal is over budget due to personnel matters throughout the fiscal year and union negotiations.

Perkins noted that even though there are “ups and downs” for each of the budget lines, the contractual services as a whole are ahead by 8-9%. She commended Chief on this.

Carstens moved and Price seconded acceptance of the monthly accounting reports.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – ABSENT

Price – AYE

Schrage - AYE

**MOTION CARRIED**

The reports are approved and hereby ratified.

**APPROVAL OF BILLS**

Carstens moved to accept the annual Letter of Engagement, dated April 6, 2020 with Sikich, LLP Accounting Services; Price seconded. There was a 4% increase.

**ROLL CALL:**

Carstens – AYE

Perkins – AYE

Pertell – ABSENT

Price – AYE

Schrage - AYE

**MOTION CARRIED**

Chief mentioned that the bill for the parking lot will be submitted next month and be taken from Capital.

**OTHER FINANCE**

Price moved to approve ORDINANCE 20-01 THE BUDGET AND APPROPRIATION ORDINANCE FOR 2020-2021; Carstens seconded.

**ROLL CALL:**

Carstens – AYE

Perkins – AYE

Pertell – ABSENT

Price – AYE

Schrage - AYE

**MOTION CARRIED**

Fairbanks will have the Ordinance published.

Chief suggested that the IGA with the DuPage Forest Preserve be tabled until after the Attorney has a chance to look the contract over. Perkins thanked AC Dina and AC Clark for their hard work in researching an efficient means of purchasing fuel for the District vehicles. The IGA approval will be put on next month's agenda.

The City of Warrenville has submitted an intergovernmental agreement (IGA) regarding the restoration of the parking lot. Chief received the IGA from the City late last week. Chief mentioned the Attorney has been very busy and was not able to review the IGA. The District is saving a few thousand dollars working with the City. Carstens conveyed his thoughts; noting that he was less than pleased with the way it was written and thought it was very one-sided. Perkins mentioned she was not happy with the indemnification clause. Perkins also noted that there should have been an itemized list of what the District is getting. After a discussion and based on the past relationship and trust with the City of Warrenville, Price moved to approve the INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE CITY OF WARRENVILLE AND THE WARRENVILLE FIRE PROTECTION DISTRICT regarding the restoration of the parking lot; Schrage seconded.

**ROLL CALL:**

Carstens – AYE  
Perkins – AYE  
Pertell – ABSENT  
Price – AYE  
Schrage - AYE

**MOTION CARRIED**

The recommendation was to convey to the City that in the future, to please, give the District more notice and input with the presentation of future IGAs.

AC Clark is at the Station every day checking on the progress of the construction.

**CLOSED SESSION**

At 17:44 hours, Carstens moved to go into closed session to discuss collective negotiating matters in accordance with 5 ILCS 120/2(c)(2); Schrage seconded.

4 AYES 1 ABSENT MOTION CARRIED

Closed session ended at 17:56 hours.

**CHIEF'S REPORT**

Chief reported that there was one Specialty Team callout in March; Capt. Ermer responded to a MERIT SWAT Team Callout. Chief also reported that there was a 20% decrease in the call volume. He attributes the decrease in calls to the COVID-19 situation, as people are only calling for serious problems. The decrease in calls may be reflected in a decrease in the ambulance billing.

The update by the Recruit and Retention Committee will be presented in the future, when the meeting can be held “in person”.

FF LaForge has completed one year as a career Firefighter. He has been with the District for 8 years as a POC/PT firefighter. His Swearing-in will be held at a future “in person” meeting.

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

**TRUSTEES**

Perkins mentioned that she learned, at the Pension meeting, the Statement of Economic Interest certification needs to be uploaded in TARGET Solutions. Capt. Ermer stated he can present the directions on how to upload in TARGET at the next meeting.

Carstens asked the Chief and AC how the morale of the firefighters was with respect to the COVID-19 crisis. Chief responded that there is a good showing of POC responses to calls and he believes the morale is good. There are currently 13 positive COVID-19 cases in the City Warrenville. Fortunately, District firefighters are healthy. Thanks to AC Dina and his constant communication, District firefighters have been acting safe with the new protocols.

**ATTORNEY**

None.

**BUILDINGS**

AC Clark informed the Trustees that the parking lot resurfacing and restoration has started and the project should be complete by end of May or beginning of June – depending upon weather conditions. Capt. Ermer has been and will continue to send out emails regarding updates on the work being done.

### **EQUIPMENT**

AC Dina discussed the Monthly Apparatus Operating Cost Report (for 03/1/2020 – 03/31/2020) and the Fiscal Year to Date Report noting that this month's cost is low. The average monthly cost for maintenance and repairs seems to be about \$5,000. During the next few months, the engine costs will increase, as the required pump testing will be accomplished. The new engine is under construction and AC Dina will forward the updates to the Trustees, as he receives them. The District's Mechanic is coming in on an "as needed" basis. AC Dina thanked Trustee Carstens for the donation of an ozone generator. This generator supplements the current disinfectant process of the ambulances.

### **PERSONNEL**

Carstens moved to give District staff a 2% pay increase and the Fire Marshal a 3% pay increase as of May 1, 2020; Schrage seconded. Perkins noted that this increase does not affect the POC/PT, AC Dina or the Collective Bargaining Agreement with the career firefighters.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – ABSENT

Price – AYE

Schrage - AYE

MOTION CARRIED

### **FIRE BUREAU**

The report from the Fire Bureau was accepted. Fire Marshal Westrom stated he and City Code Official Dale Engebretson met last Tuesday and will meet again next month to discuss code amendments. Westrom mentioned he is asking for basic operational factors dealing with the code amendments.

Westrom reported that many things have stopped (PUB ED and company inspections) due to COVID-19, but some construction is continuing in town and therefore inspections/tests are scheduled on one day, every other week.

Westrom is working to get the electronic plan review table and all the IT requirements for it.

### **UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS**

The WFPD Master Plan and Capital Improvement Plan 2020-2024 presented is a template for a document to continue to be worked on. Chief received some feedback this past month from a few Trustees. It was recommended that two Trustees work with Chief on the document and come to an agreement on several ideas (budgeting process, data input, 5 year vision, etc.) There was a recommendation to have a separate meeting devoted to the plan and vision. Perkins

stated she will look into an available date for the meeting, after the COVID-19 situation is over.

AC Clark inquired as how to distribute the appreciation awards, service pins and recognize retirements since the Firefighters' Appreciation Dinner was canceled. Chief commented he has been thinking about this, stating there will be a time to accomplish this.

**NEW BUSINESS**

There was a discussion on how to compensate the firefighters for all the work they have done, above and beyond, during the COVID-19 crisis. The Trustees would like to make a gesture of thanks and show their appreciation to the firefighters during this difficult time. After a discussion, Price moved to purchase gift certificates valued at \$75 each, not to exceed a total expenditure of \$4,000, from local establishments for the District firefighters (ranks of firefighter to Captain); Carstens seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – ABSENT

Price – AYE

Schrage - AYE

MOTION CARRIED

A list of gift certificate options will be presented to the firefighters and they can choose one of the local establishments from which to receive their gift certificate.

**ADJOURNMENT**

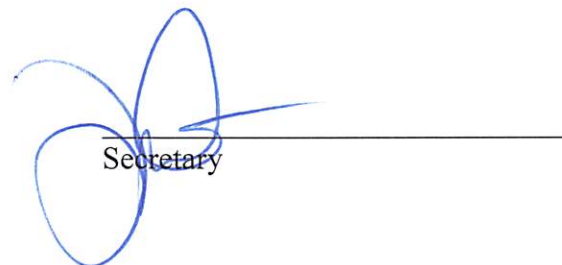
At 18:50 hours Carstens moved to adjourn the meeting; Price seconded.

4 AYES 1 ABSENT MOTION CARRIED

Those present at the end of the meeting were President Kate Perkins, 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, Captain Eric Ermer and Fire Marshal Westrom

The meeting adjourned at 18:50 hours.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary

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

Beginning Cash Balance		1,918,580.22
Revenues:		
Receipts from the Monthly Receipts report	48,061.23	
5/3 Credit Card Reward	-	
Interest Income and Gain (Loss) on 5/3 Investment account	9,737.34	
Interest Income 5/3 Money Market account	460.03	
Foreign Fire Revenues	-	
Misc Income	-	
	<hr/>	
Total Revenues		58,258.60
Expenses:		
Vendor checks from the Check Register report	(93,649.73)	
Payroll disbursements and fees from the Precision payroll reports	(177,542.52)	
Auto Disbursements	(34,877.51)	
Foreign Fire Disbursements	(4,351.34)	
Bank fee 5/3 Checking Account	(265.93)	
Bank fee 5/3 Investment account	(158.27)	
	<hr/>	
Total Expenses		<u>(310,845.30)</u>
Ending Cash Balance		<u><u>1,665,993.52</u></u>