

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

**Minutes of Trustee Meeting
May 20, 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, Treasurer Denise Pertell, Secretary Jeff Carstens, Trustee Randy Price, Chief Dennis Rogers Jr, Assistant Chief Jamie Clark, Assistant Chief Andy Dina, and Recording Secretary Beth Fairbanks.

Guests Captain Eric Ermer and Lt Nic Tosto (left the meeting during the closed session).

Guests Fire Marshal Westrom and Fire Commissioner Ellen Meuch (left the meeting at the closed session).

Absent was Trustee Joe Schrage.

APPROVAL OF AGENDA

Pertell moved to accept the agenda, noting the closed session be moved to the end of the meeting; Carstens 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 posted on the Warrenville FPD website and posted at the Warrenville Fire Station. There were no comments or questions submitted. There were no comments from the guests.

APPROVAL OF MINUTES

Price moved to approve the minutes of the regular meeting on April 15, 2020 and the minutes of the special meetings on May 6, 2020 and May 13, 2020 as presented; Carstens seconded.

4 AYES 1 ABSENT MOTION CARRIED

Pertell moved to approve the minutes of the closed sessions on April 15, 2020, May 6, 2020 and May 13, 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 \$1,665,993.52; Revenues of \$96,382.54 and Expenses of \$277,550.86. The ending cash balance was \$1,484,825.20. The Cash Activity Report is part of the minutes.

Perkins observed that with all that has happened this past year, the ending cash balance is only \$30,000 less at the end of this fiscal year than the year before. She thanked Chief and all who were involved with the budget for a job well done.

Chief highlighted some disbursements:

- Edward Occupational Health - for the new employment physicals for the four new hires
- Voegtle's Lawn Service - for spring clean up around the station and preparation for the parking lot renovation (Chief also noted, that since Mike Voegtle - owner of the business - is a District POC Firefighter; he is not allowed to be paid over \$600 for the year. Chief will keep an eye on the situation)
- Corkill Insurance, Inc – written in error, was corrected and payment was sent to Selective Insurance Co for the District's Liability Insurance annual premium.

Chief reported for the month of April: Tax residual was \$6,649.87; Ambulance billing brought in \$56,945.00 (Chief would like this revenue to average between \$45,000 and \$50,000 per month); the income from Fire Recovery was \$1,552.00 and the Fire Bureau brought in \$3,275.00.

Chief reported Metro Paramedics/Superior Ambulance Service sent the final payment to cover the Medic shifts that were worked by District personnel.

Chief reported there should be 0% available in each line of the budget, as April 30th is the end of the fiscal year.

The lines that showed over budget were:

- Uniforms – some funds were recovered when firefighters left the department
- Legal – due to union negotiations and some personnel issues
- Client Relations – some funds were reimbursed by the Firefighters' Association to cover the food purchased for the monthly WYFS Quest meetings.

Chief reminded the Trustees, when funds are reimbursed to the District, those funds go into the general fund, not the specific budget line.

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

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - ABSENT

MOTION CARRIED

The reports are approved and hereby ratified.

APPROVAL OF BILLS

A discussion regarding the future invoice from the City for the parking lot restoration is recorded under **BUILDINGS**.

OTHER FINANCE

The IGA with the Forest Preserve, regarding purchasing fuel, was reviewed by the District's Attorney; he had no concerns with the document. Chief noted that the District will keep the contract with the current gas station, in case of an emergency. It was noted that the average utilization of fuel is approximately 500 gallons per year.

Carstens moved to approve AN AMENDED AND RESTATED INTERGOVERNMENTAL AGREEMENT BETWEEN THE FOREST PRESERVE DISTRICT OF DUPAGE COUNTY AND THE WARRENVILLE FIRE PROT. DISTRICT FOR THE PURCHASE OF VARIOUS FUELS. Pertell seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - ABSENT

MOTION CARRIED

AC Dina has applied for two federal grants – the AFG-S grant and the FEMA Public Assistance grant. Both are federal grants. The AFG-S (supplements some of the District's expenditures due to COVID-19) is a one-time application; the FEMA Public Assistance grant (pertains to specific personnel cost due to COVID-19) which can be applied for each month.

CLOSED SESSION

At 18:12 hours, Pertell moved to go into closed session to discuss collective negotiating matters in accordance with 5 ILCS 120/2(c)(2) and personnel matters in accordance with 5ILCS 120/2(c)(1); Price seconded.

4 AYES 1 ABSENT MOTION CARRIED

Closed session ended at 18:40 hours.

CHIEF'S REPORT

Chief reported that there were 90 emergency calls, which include 57 EMS and 33 fire related; there was one Specialty Team callout in April; FM Westrom responded with the DuPage Co Fire Investigation Task Force to Hanover Park for an arson investigation.

Chief highlighted a COVID-19 Discovery Report for March and April. There was a decrease in call volume by 40%, due to the COVID-19 situation. The ambulance billing for the next few months will probably be lower due to these circumstances. Chief did note, during the last couple of weeks, calls have increased.

The update by the Recruit and Retention Committee and the Swearing-in of FF LaForge as a career Firefighter is on hold because of COVID-19 issues.

The District applied for a reimbursement of training costs from the Office of the IL State Fire Marshal. This is the first time the District has applied. The District received \$6,522.90 for a portion (30%) of the department training costs during the calendar year of 2019. Chief mentioned he will continue to apply for this reimbursement each year.

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

TRUSTEES

Perkins mentioned, during the previous few years, Nelda Byers, as a Fire Commissioner, has been devoted and brought energy to the Fire Commission Board.

Perkins moved to appoint Nelda Byers to serve, a three year term, on the Warrenville Fire Commissioner Board, beginning June 1, 2020; Pertell seconded.

4 AYES 1 ABSENT MOTION CARRIED

ATTORNEY

None.

BUILDINGS

Capt. Ermer updated the Trustees on the progress of the parking lot restoration and new generator installation.

Generator:

The gas service has been upgraded and hopefully next week the new generator will be "fired up". It was requested that the old generator be put on the next month's agenda to be declared as surplus equipment.

Parking lot:

The parking lot lights are functional; the striping is complete; landscaping and the dumpster corral will be the last items completed. AC Clark reported that the cost of this project (\$71,500) is more than originally presented (\$59,434.26), although it is close to the range that was set previously (between \$50,000 and \$70,000). The work associated with the gas lines and the lighting was not included in the initial bid. The invoice from the City should be submitted after completion of the project (maybe in June). Carstens noted, working with the City is much less expensive than if the District were to contract the project out. Pertell, on behalf of the Trustees, commended AC Clark, as he has gone "above and beyond" to oversee this project.

The Trustees thanked Ermer for the emails regarding the progress of the parking lot and generator projects.

Ermer reported other building and grounds matters of concern for the future:

- Seal coating and striping of the south side parking lot (first bid is \$1,900)
- Front ramp/apron – cracks need to be addressed; clean out and epoxy of the front apron which should lengthen the life/use of the concrete
- Apparatus floor should be refinished

- Fire Marshal office remodel – it is still the same configuration as when it was originally used as the workout room.

Chief noted, all items on the list don't need to be completed within this next fiscal year. It is good to get a list of things to work on.

EQUIPMENT

AC Dina discussed the Monthly Apparatus Operating Cost Report (for 04/1/2020 – 04/30/2020) and the Fiscal Year to Date Report. Dina reported expenses were lower this past month. T-11 was the most expensive vehicle to maintain during Fiscal Year 19-20; over 1/2 annual funds used were for T-11. There will be a significant expense for the repair of an oil leak on M-12 (2012 Ambulance). Dina will continue to send fire department personnel emails and pictures of the new engine as it is constructed. Progress is going along quickly; the delivery date is scheduled for late June, early July.

Dina, at the direction of Chief, is preparing a cost benefit analysis for replacing T-11 with a Quint. Chief will contact the City to discuss timing to help with financing the new vehicle.

Chief noted that the declaration of the two old air compressors as surplus equipment will be put on the next Trustee meeting agenda.

PERSONNEL

None.

FIRE BUREAU

The report from the Fire Bureau was accepted. Fire Marshal Westrom stated that COVID-19 has put a break on most inspections. Some essential inspections are being conducted, usually scheduled for one day per week. He is not sending out donation request letters to the local businesses this year due to the difficult times with the economy. Westrom applied for \$1,500 from the First Responders Childrens' Foundation Grant. He will use the money from the grant for Pub Ed instead of donations from local businesses.

UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS

It was suggested, the WFPD Master Plan and Capital Improvement Plan 2020-2024 be discussed in small segments, possibly at special meetings and during a portion of regular Trustee meetings (an hour discussion for each segment). Trustees were in agreement to start with a special meeting on May 27, 2020 at 6pm. (The Governor still allows public meetings to be virtual, until the end of May) Perkins suggested starting with setting the vision/what the District will be like in the future. Fairbanks was directed to set up the Zoom meeting.

Capt. Ermer presented instructions on how to submit training or certificates to TARGET Solutions.

NEW BUSINESS

Perkins noted her concerns relating to District personnel adhering to Governor Pritzker's Executive Order regarding COVID-19. Perkins mentioned, the Trustees support what guidelines the Chiefs decide are most important. AC Dina reported that initially a plan was

implemented and District personnel strictly adhered to it. As time went on, there was complacency, but he sent out emails to remind personnel of the policies. When the Governor starts to open the state, the District will start a demobilization plan. Dina also reported, two houses have become available to train in before they are demolished. He assured the Trustees, the training companies are striving to adhere to the social distancing recommendations.

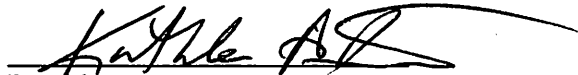
ADJOURNMENT

At 18:41 hours Carstens moved to adjourn the meeting; Pertell seconded.

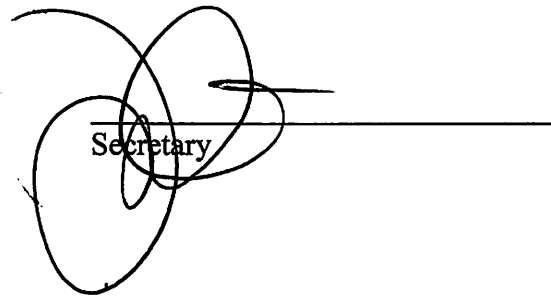
4 AYES 1 ABSENT MOTION CARRIED

Those present at the end of the meeting were President Kate Perkins, Treasurer Denise Pertell., Secretary Jeff Carstens, Trustee Randy Price, Chief Dennis Rogers Jr., Assistant Chief Jamie Clark, Assistant Chief Andy Dina, Recording Secretary Beth Fairbanks, Captain Eric Ermer and Lt. Nic Tosto.

The meeting adjourned at 18:41 hours.



President



Secretary

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

Beginning Cash Balance		1,665,993.52
Revenues:		
Receipts from the Monthly Receipts report	97,384.43	
5/3 Credit Card Reward	-	
Interest Income and Gain (Loss) on 5/3 Investment account	(1,151.72)	
Interest Income 5/3 Money Market account	149.83	
Foreign Fire Revenues	-	
Misc Income	-	
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Total Revenues		96,382.54
Expenses:		
Vendor checks from the Check Register report	(70,372.50)	
Vendor checks from the Check Register report (voided)	50.00	
Payroll disbursements and fees from the Precision payroll reports	(170,841.08)	
Auto Disbursements	(35,942.24)	
Foreign Fire Disbursements	-	
Bank fee 5/3 Checking Account	(283.57)	
Bank fee 5/3 Investment account	(161.47)	
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Total Expenses		<u>(277,550.86)</u>
Ending Cash Balance		<u><u>1,484,825.20</u></u>