

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

**Minutes of Trustee Meeting
June 17, 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 83522431605 password 477745*)
**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, Trustee Joe Schrage, Chief Dennis Rogers Jr, Assistant Chief Andy Dina, and Recording Secretary Beth Fairbanks.

Guests Fire Marshal Westrom, Captain Eric Ermer, Lieutenant Nic Tosto and Firefighter/Medic Mike Vaughn (left the meeting during the closed session).

Guest Captain Jeff Fiene arrived at the meeting at 18:07 hours.

Absent was Assistant Chief Jamie Clark.

APPROVAL OF AGENDA

Carstens moved to accept the agenda as presented; Price seconded.

5 AYES 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

Pertell moved to approve the minutes of the regular meeting on May 20, 2020 and the minutes of the special meetings on May 27, 2020 and June 2, 2020 as presented; Schrage seconded.

5 AYES MOTION CARRIED

Pertell moved to approve the minutes of the closed sessions on May 20, 2020 and June 2, 2020 as presented; and May 27, 2020 noting that Trustee Schrage was present at the meeting; Price seconded.

5 AYES MOTION CARRIED

FINANCIAL REPORTS

This past month the Cash Activity Report included a Beginning Cash Balance of \$1,484,825.20; Revenues of \$97,604.99 and Expenses of \$326,286.31. The ending cash balance was \$1,256,143.88. The Cash Activity Report is part of the minutes.

Chief highlighted some disbursements:

- Paddock Publishing was for publication of the Budget Ordinance, which is required.

Carstens inquired about the credit card charge to Ocean Technology System – Chief responded that FF/Medic Hamman purchased an intercom system to communicate under water for the dive team. This purchase is within the allotted budget.

Chief reported for the month of May: County Tax income was \$32,469.24; Ambulance billing brought in \$37,531.46; the income from Fire Recovery was \$2,872.00 and the Fire Bureau brought in \$19,605.00.

CARES Act reimbursement (\$7,510.73) from HHS for the provider relief act was received.

Chief reported there should be about 91% available in each line of the budget.

The lines that were notable:

- Overtime - after Capt. Thompson retired, when Lt. Levy is off duty (vacation, Kelly days or sick time) a career officer is required to fill that position.
- Payroll and office - should balance out in time
- The alarm expense - some repair work may need to be performed; the Fire Marshal will keep the Trustees up to date on anything that needs to be done.

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

The City of Warrenville invoice for the parking lot restoration was on the agenda in case the invoice was submitted to the District. It has not been received.

OTHER FINANCE

None.

CLOSED SESSION

At 17:22 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); Carstens seconded.

5 AYES MOTION CARRIED

There was a technical issue with the teleconferencing and the closed session started at 17:32 hours.

Closed session ended at 17:48 hours.

CHIEF'S REPORT

Chief reported that there were 134 emergency calls, which include 87 EMS and 47 fire related; there was one Specialty Team callout in May; The Dive/Swift Water Rescue Team responded to Winfield to help search for a drowning victim. The rescue search lasted three days, the victim was found 12 days later.

Chief highlighted a COVID-19 Discovery Report for March, April and May. There was a 48% increase in call volume in May, but the revenue was 20% less than the normal revenue stream.

The update by the Recruit and Retention Committee on hold because of COVID-19 issues.

FF LaForge completed his probation in April and the swearing in ceremony has been delayed because of COVID-19. Chief suggested that the Swearing-in Ceremony of LaForge be conducted at the July meeting out in the bay – the doors can be open and there is plenty of space. The Trustees agreed.

The IGA with the DuPage County Forest Preserve, regarding fuel purchase, needs to be revised. Chief noted that when the signed agreement was sent to the Forest Preserve they decided some points needed to be revised. The IGA is currently being review by Attorney Flaherty. It should be on the agenda for the July meeting.

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

TRUSTEES

Price moved to ratify the Contractual Agreement between the Warrenville Fire Protection District and the Warrenville Professional Firefighters Association, Local 5036 IAFF; Schrage seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

MOTION CARRIED

Perkins mentioned that since a revised personnel policy was just received before this meeting, it can be discussed at the next meeting.

Perkins commented that since the Appreciation Dinner was canceled due to COVID-19, something should be done before the year is over. There was a discussion regarding the rescheduling the event and possibly including families, if it is a pig roast or outside event. The Trustees directed Chief to investigate some dates, venues and vendors. It was suggested that when the Governor announces a timeframe for "Phase 5", a decision on the date can be made.

ATTORNEY

None.

BUILDINGS

The Trustees commended Capt. Ermer on all the updates regarding the progress of the parking lot restoration and new generator installation. Ermer was advised by the contractor, that the parking lot has cured and regular activity can occur on it.

EQUIPMENT

AC Dina discussed the Monthly Apparatus Operating Cost Report (for 05/1/2020 – 05/31/2020) and the Fiscal Year to Date Report. Dina reported that significant expenses for this month were for E8372 (E12) \$264.49 for an annual pump test, pump valve indicator light repair and left rear seal leak; for M3263 \$389.65, for a PM inspection, broken ground light, grease, oil, and filter change and vehicle inspection. Upcoming repairs will be for M0215 (approximate \$4000.00) for engine oil leak repair; for E5026 (approximate \$4000.00) for engine oil leak repair and (approximate \$2000.00) for frame rail corrosion repair; and for Tower 11 which will require a hydraulic oil leak repair; there is no cost estimate at this time

AC Dina, Capt Mike Karl and FF Ben Carstens will be traveling to Wisconsin for the final inspection of the new engine. Dina mentioned, if all goes well with the inspection, the engine could be delivered to the District early July.

Carstens moved to declare the following pieces of equipment as surplus: two old air compressors; the old station generator; the out of date and out of service AED; and the gas lawn edger; Pertell seconded.

5 AYES MOTION CARRIED

Chief noted the District uses an online auction site to sell items.

PERSONNEL

Carstens moved to hire an attorney, recommended by Attorney Shawn Flaherty, to investigate an employee complaint; Price 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 noted negotiations with the City, regarding the codes, is moving along. Communicating with non-firefighters the importance of the codes, how fire suppression and monitoring is important for fire prevention is a challenge. Westrom is communicating with Chief and AC Dina on the progress. Perkins thanked Westrom for his hard work on updating the codes.

Westrom mentioned, during the next few months, he would like to discuss with the Trustees decisions regarding the Fire Prevention Open House. He is concerned that National Night Out is the night before the regularly scheduled Open House.

UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS

A Special meeting will be held, June 25, 2020 at 6pm, to discuss a portion of the WFPD Master Plan and Capital Improvement Plan 2020-2024. The topic suggested was the POC Program, response times and performance issues.

Fairbanks was directed to set up the Zoom meeting.

NEW BUSINESS

Chief commented that a number of firefighters and other members of the community helped a previous Warrentville firefighter who was in need of a new roof. The donation of time and money by the community shows how great our community and firefighters are.


ADJOURNMENT

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

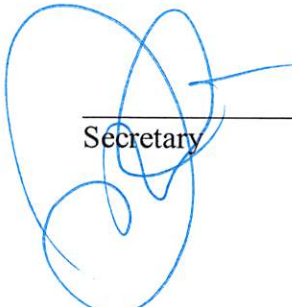
5 AYES MOTION CARRIED

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 Andy Dina, Recording Secretary Beth Fairbanks, Fire Marshal Lee Westrom, Captain Eric Ermer, Captain Jeff Fiene, Lieutenant Nic Tosto and FF/Medic Mike Vaughn

The meeting adjourned at 18:18 hours.



President



Secretary

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

Beginning Cash Balance		1,484,825.20
Revenues:		
Receipts from the Monthly Receipts report	97,924.16	
5/3 Credit Card Reward	-	
Interest Income and Gain (Loss) on 5/3 Investment account	(345.91)	
Interest Income 5/3 Money Market account	26.74	
Foreign Fire Revenues	-	
Misc Income	-	
	<hr/>	
Total Revenues		97,604.99
Expenses:		
Vendor checks from the Check Register report	(52,018.15)	
Payroll disbursements and fees from the Precision payroll reports	(229,699.45)	
Auto Disbursements	(43,003.90)	
Foreign Fire Disbursements	-	
Bank fee 5/3 Checking Account	(109.88)	
Bank fee 5/3 Checking Account Reversal	330.00	
Bank fee 5/3 Investment account	(161.03)	
Paramedic Billing Fee	(1,623.90)	
	<hr/>	
Total Expenses		<u>(326,286.31)</u>
Ending Cash Balance		<u><u>1,256,143.88</u></u>