

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

**Minutes of Trustee Meeting  
July 15, 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 (Chief Rogers, AC Clark, & AC Dina left during the closed session) and Recording Secretary Beth Fairbanks.

Guests Captain Eric Ermer, Lieutenant Nic Tosto, Lieutenant Matt Banaszek, Lieutenant Nic Rossi and Firefighter/Medic Mike Vaughn (left the meeting during the closed session).

Guest Attorney Ericka Thomas (left after the closed session)

At 18:30 -18:40 hours many more guests were in the Station Bay for the swearing in ceremony of Firefighter/Medic Bryan LaForge.

Guest Lieutenant Jeff Simmons arrived at the meeting at 1905 and left at 1915.

Absent was Fire Marshal Westrom.

**APPROVAL OF AGENDA**

Carstens moved to accept the agenda, moving the closed session to the beginning of the meeting; Price seconded.

5 AYES      MOTION CARRIED

**VISITOR'S COMMENTS**

None.

**APPROVAL OF MINUTES**

Price moved to approve the minutes of the regular meeting on June 17, 2020 and the minutes of the special meeting on June 25, 2020 as presented; Carstens seconded.

5 AYES      MOTION CARRIED

Schrage moved to approve the minutes of the closed sessions on June 17, 2020; Carstens seconded.

5 AYES      MOTION CARRIED

**FINANCIAL REPORTS**

This past month the Cash Activity Report included a Beginning Cash Balance of \$1,256,143.88; Revenues of \$1,842,491.74 and Expenses of \$264,977.49. The ending cash balance was \$2,833,658.13. The Cash Activity Report is part of the minutes.

Chief highlighted some disbursements:

- Electrical Solutions for four parking lot pole lights which will come out of Capital
- Hogan Plumbing Inc. for the gas line and underground barriers and gas fittings

Chief reported for the month of June: DuPage County Tax income was \$1,768,793.23; Ambulance billing brought in \$44,381.73 (should be between \$45-50,000); the income from Fire Recovery was \$1,950.00 and the Fire Bureau brought in \$20,963.00.

Chief reported there should be about 83.4% available in each line of the budget.

The lines that were notable:

- Legal - is over budget as a result of union negotiations and some personnel matters

Schrage moved and Carstens 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**

Chief noted there was a bill (\$15,000) from College of DuPage that should have been paid in February.

Chief reported that there is now Vision Care for Fulltime firefighters according to the CBA – there will be an added expense to the District of about \$3,000 per year.

**CLOSED SESSION**

At 17:03 hours, Schrage moved to go into closed session to discuss personnel matters in accordance with 5ILCS 120/2(c)(1); Price seconded.

5 AYES            MOTION CARRIED

Closed session ended at 17:55 hours.

## **CHIEF'S REPORT**

Chief reported that there were 137 emergency calls, which include 94 EMS and 43 fire related. There were six Specialty Team callouts in June; Capt. Karl and FF LaForge with the Dive/Swift Water Rescue Team responded to Naperville (rescue); Capt. Ermer and Lt. Tosto with the Metro SWAT to Naperville (two Protests) and Glendale Heights (one Protest); and FM Westrom for the DuPage Co Fire Task Force responded to Westmont (fatal fire) and Hanover Park (residential fire).

It was noted that Chief Medic Nelson used to prepare a report that included a list and a breakdown of calls. It was requested to have that report included in the Trustee packet again.

Chief noted in the month of June there had been a steady improvement in the call volume, compared to the decrease in March and April.

Chief congratulated AC Dina, as Dina was recognized for his five years as the State of Illinois Director of the Cancer Firefighter Support Network.

The National Fire Sprinkler Assoc. highlighted a commercial fire located on Butterfield Road because the sprinkler system kept the fire in check until the fire crews arrived.

There were two Black Lives Matter protests in town both of which were peaceful in nature with no incidents.

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

## **TRUSTEES**

Price moved to ratify the actions of the virtual meetings on April 15, 2020, May 20, 2020 and June 17, 2020; Carstens seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

MOTION CARRIED

The IGA with the Forest Preserve has been reviewed by Attorney Flaherty. Chief noted there could be a savings of about \$3,000-4,000 as a result of this agreement. Pertell requested a report to include each transaction with the PIN, vehicle, date and amount of fuel purchased. This report will be requested.

Carstens moved to ratify THE INTERGOVERNMENTAL AGREEMENT BETWEEN THE FOREST PRESERVE DISTRICT OF DUPAGE COUNTY AND THE WARRENVILLE FIRE PROTECTION DISTRICT FOR THE PURCHASE OF VARIOUS FUELS;

Price seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE  
Pertell – AYE  
Price – AYE  
Schrage - AYE  
MOTION CARRIED

Chief requested a discussion about amending the EMS billing rates for the District. Perkins noted that the BLS and ALS rates are substantially higher than surrounding communities; she is not in favor of raising the rates. Chief mentioned that the agreement with Ground Emergency Medical Transport (GEMT), which will be Medicaid revenue could bring in additional income to the District.

Perkins proposed that policies affecting the Trustees should be discussed with the Trustees before the policy is in force.

Chief noted, he will wait until the Governor changes the “Phase” level and loosens restrictions within the State before investigating the Firefighters Appreciation Dinner/Event.

#### **ATTORNEY**

None.

#### **BUILDINGS**

The Trustees received a report from Capt. Ermer regarding the generator. Chief and AC Dina asked Ermer to come up with a three year plan for building maintenance and improvements.

#### **EQUIPMENT**

AC Dina discussed the Monthly Apparatus Operating Cost Report (for 06/1/2020 – 06/31/2020) and the Fiscal Year to Date Report. Dina reported there are some vehicles leaking oil and those repairs are a priority; a new battery was installed in Chief’s vehicle.

AC Dina, Capt. Mike Karl and FF Ben Carstens went to Wisconsin for the final inspection of the new engine. The engine has arrived and will be in service within 3-4 weeks. The engine will be fitted with hose and equipment before placing it in service. Engine training, with the vendor, is scheduled for each shift at the end of the month.

Dina noted that \$10,119.31 paid to Macqueen Emergency was for pull out steps, level 2 heat protection, extend-a-gun and peg boards on the new engine. It was thought that the IPRF Grant money could be used for these upgrades on the engine, but instead the IPRF funds will go to fire gear, which was budgeted, and use that money for the engine upgrades (it balances out).

#### **PERSONNEL**

Perkins reported that she, Trustee Price and Chief met regarding Chief’s goals. Trustees have received a final copy. Price moved to adopt the Chief goals; Pertell seconded.

5 AYES          MOTION CARRIED

The investigation regarding an employee complaint needs another meeting. Fairbanks was directed to query the Trustees and schedule a special meeting.

The meeting was moved to the Station Bay at 16:30 hours for the swearing in ceremony of FF/Medic Bryan LaForge. Family, friends and firefighters were in attendance. The meeting moved back to the McNatt room at 18:40 hours.

### **FIRE BUREAU**

The report from the Fire Bureau was accepted. Chief reported on behalf of FM Westrom, noting the IGA with the City of Warrenville is a slow process. There are three major items that still need to be worked out. Westrom is doing his due diligence. Price expressed his concern regarding Fire District liability when the City does not support the requirements of the Fire Bureau. Chief responded, the Fire Bureau documents the code requirements and since the City is considered the Fire Code Official, the liability then falls on the City. Westrom continues to try to explain fire operations to the City representatives. Chief forwarded an accolade from the City Mayor for Fire Marshal Westrom; a letter was received from a new business in town commending Westrom.

Chief has scheduled a meeting with Administrator Coakley regarding a new truck purchase. There is no meeting currently scheduled with Community Director Mentzer.

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

Perkins mentioned she had emailed Community Director Mentzer regarding the City's up to date five-year plan. Perkins recommended, that due to the length of this meeting, have a special meeting to discuss the WFPD Master Plan and Capital Improvement Plan 2020-2024. Lt. Tosto asked to speak at that meeting regarding the POC program.

Fairbanks was directed to query the Trustees and schedule a special meeting.

Lt. Matt Banaszek and Lt. Nic Rossi presented an update of the Recruitment and Retention Committee and what has been done since the fall of 2018. They are very appreciative of the Trustee's support; the Trustees are very impressed and commended the committed on the work done. Fulltime firefighters have been very helpful with the new hire orientation process. Things were put on hold because of COVID-19 issues, but are slowly getting back in motion. The new POC/PT firefighters that have been recruited seem to be very dedicated. The only issue is that some of the firefighters may be looking for fulltime jobs, which has always been a concern. Banaszek noted this is a unique department; the requirements make it difficult to find a person with drive and commitment. Perkins expressed her impression that the Warrenville FPD gives the most meaningful assignments to their POC/PT firefighters compared to other departments within DuPage County.

### **NEW BUSINESS**

Pertell expressed her concern that the Trustees should have access online to any critical documents in order to make well-informed decisions. AC Dina noted he knows of some options to resolve this issue. It was concluded, Dina and Pertell will work together to get this started. If anyone has any suggestions, please send them to Pertell.


**ADJOURNMENT**

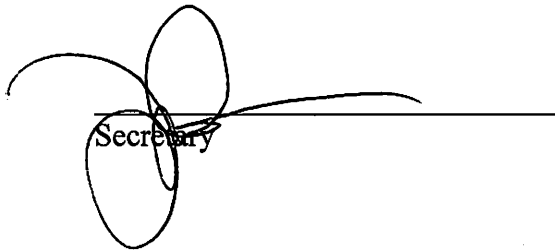
At 19:19 hours Carstens moved to adjourn the meeting; Price seconded.

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, Assistant Chief Jamie Clark, Recording Secretary Beth Fairbanks, Captain Eric Ermer, Lieutenant Nic Tosto, Lieutenant Matt Banaszek, Lieutenant Nic Rossi and Firefighter/Medic Mike Vaughn

The meeting adjourned at 19:19 hours.

  
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President

  
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Secretary

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

Beginning Cash Balance		1,256,143.88
Revenues:		
Receipts from the Monthly Receipts report	1,841,329.26	
5/3 Credit Card Reward	-	
Interest Income and Gain (Loss) on 5/3 Investment account	899.31	
Interest Income 5/3 Money Market account	263.17	
Foreign Fire Revenues	-	
Misc Income	-	
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Total Revenues		1,842,491.74
Expenses:		
Vendor checks from the Check Register report	(71,673.05)	
Payroll disbursements and fees from the Precision payroll reports	(168,200.85)	
Auto Disbursements	(23,751.52)	
Foreign Fire Disbursements	-	
Bank fee 5/3 Checking Account	(94.95)	
Bank fee 5/3 Investment account	(160.86)	
Paramedic Billing Fee	(1,096.26)	
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Total Expenses		<u>(264,977.49)</u>
Ending Cash Balance		<u><u>2,833,658.13</u></u>