

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

**Minutes of Trustee Meeting  
August 19, 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, Acting Chief Andy Dina, Assistant Chief Jamie Clark and Recording Secretary Beth Fairbanks.

Guests Ann Van Vooren and Kevin Cavanaugh - representing Lauterbach & Amen (Ann and Kevin left the meeting after their presentation).

The meeting was recessed, to view the Engine dedication, between 18:29-19:08 hours

Guests Fire Marshal Westrom, Captain Eric Ermer and Margie Leonard (left during the Engine dedication).

Guests Lieutenant Nic Tosto, Lieutenant Joe Levy, Lieutenant Jeff Simmons, Lieutenant Mia Ingram and Administrative Assistant Priscilla Jezuit (left the meeting at 18:29 hours)

**APPROVAL OF AGENDA**

Perkins moved to accept the agenda with the presentation of the Audit/Financial Report presented at the beginning of the meeting; Carstens seconded.

5 AYES      MOTION CARRIED

**VISITOR'S COMMENTS**

None.

**APPROVAL OF MINUTES**

Price moved to approve the minutes of the regular meeting on July 15, 2020 and the minutes of the special meetings on July 27, 2020 and August 7, 2020 as presented; Carstens seconded.

5 AYES      MOTION CARRIED

Pertell moved to approve the minutes of the closed sessions on July 15, 2020, July 27, 2020 and August 7, 2020; Schrage seconded.

5 AYES      MOTION CARRIED

## **FINANCIAL REPORTS**

This past month the Cash Activity Report included a Beginning Cash Balance of \$2,833,658.13 and an ending cash balance of \$2,708,247.60; as recorded in the July Financial Report.

Acting Chief Dina noted that the ambulance billing for June and July did not match the expense reports. Paramedic billing made some recommendations to get the information to coincide and get more accurate revenue reports each month. The revenue for ambulance transports for the month of June was \$55,160.83 and May's corrected revenue was \$20,828.90.

Dina reported there should be about 75% available in each line of the budget. Some of the funds that look over budget are being closely watched for areas where the District can be more conservative to make up for the difference.

Dina noted some causes which make the funds look out of sync:

- there are some bills that were submitted for payment last fiscal year but were paid this fiscal year and have caused some funds to look "off". He suggested that some end of the fiscal year polices can change to help with this issue.
- The uniform fund looks over, due to the one lump sum paid to the supplier which allows personnel to go on-line and order uniforms without going over their uniform allotment.

Dina recommended the change from debit and credit charges to P-cards (Purchase cards). This process will help accounting be less complicated to reconcile.

The confusion of why there are two check registers in the Financial Report was discussed. The clarification is one report is for paper checks and the other is for ACH payments.

Previously, Perkins and Dina discussed the Voluntary & Combination Officers Section Symposium held in Florida, in November; it was agreed to cancel attendance at the VCOS and get refunds of all charges regarding the Symposium.

Carstens 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. The Cash Activity Report is part of the minutes.

## **APPROVAL OF BILLS**

The City of Warrentville invoice for the parking lot restoration was on the agenda in case the invoice was submitted to the District. It has not been received. AC Clark mentioned the bill should be submitted soon.

Acting Chief Dina reported that a bill from ETSB for the PURVIS SYSTEM has been received. The payment for the System was approved by the Board of Trustees on September 18, 2018 and the system was completely installed in early 2020. Dina recommended to make the payment of \$18,481 out of Capital.

### **OTHER FINANCE**

The Annual Audit was completed by Lauterbach & Amen (L&A). Ann Van Vooren representing L&A, reported that it was a clean audit process, a clean audit opinion – stating an unmodified opinion, which is the highest result of an audit/no errors.

Van Vooren highlighted portions of the financial report. One management letter comment was issued with the report; this related to the funds over budget. As part of reporting standards, L&A is required to mention which funds are showing as over budget and therefore issue a comment, so management is aware. As a Board, this comment can be viewed as a “housekeeping” item or if the Board knows these funds are going to be over budget again, the Board can approve a Budget Amendment.

Perkins was concerned that the net position has declined – Van Vooren stated that the District does not have control over liabilities, but the day to day is good. Van Vooren noted this report is a snap shot of the financial position as of April 30, 2020 for audit purposes; she stated the funds are in good shape. Perkins requested a depreciation chart, to be sent to Acting Chief Dina – Van Vooren will send it. Van Vooren thanked the office staff and the Chief for the good working relationship.

Price moved to accept the Audit/Annual Financial Report for the Fiscal Year Ended April 30, 2020; Schrage seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

MOTION CARRIED

Kevin Cavanaugh presented the Actuarial reports, (GASB 67&68) for informational purposes only, regarding the Pension Fund and the OPEB obligation (GASB 74&75). The Pension approved the Actuarial Valuation Report at their recent meeting. The bottom line is that the recommendation for the District to levy is \$521,421.00, which is substantially higher than last year. This year’s increase was 37%, historically it has been between 3&4%; he believes going forward it should again be between 3&4%. There were three main factors which resulted in the increase:

1. With new firefighters hired this year, there is an increase in expected benefit payments
2. L&A look at trends and data each year which affect the assumptions. As part of a comprehensive study for Fire & Police Pension Funds in Illinois, several actuarial assumptions were changed

3. The most impactful factor to the increase, was Illinois changing benefits to TIER 2 Firefighters

Fairbanks presented the Trustee Board with a letter along with the Municipal Compliance Report from the Pension Board requesting the District to levy funds and contribute \$521,421 (based on Lauterbach & Amen's Actuarially Determined Contribution) to the Pension Fund. There was a discussion regarding Pension contributions which have been budgeted and any extra due funds due the Pension Fund. Dina will consult with the Accountant to clarify reporting and timing of employer contributions.

**CLOSED SESSION**

None.

**CHIEF'S REPORT**

Acting Chief Dina submitted his report for the month of July. He reported that there were 151 emergency calls, which include 97 EMS and 54 fire related; this is an increase of 14 calls. There were two Specialty Team call outs: SWAT Medics responded to Lisle, and Terese McBride responded to a fire in Winfield, for the DuPage Co Fire Task Force.

The DuPage Forest Preserve has approved, signed and returned the IGA regarding fueling of Fire Protection District vehicles. Captain Ermer and a team will work with DuPage County Forest Preserve District to put our new vehicle fueling practices into effect. This will involve compiling a list of personnel, gathering vehicle information, distributing fobs and pin numbers, creating a policy, and working with our training coordinator to ensure our personnel understand how to use the system. Dina mentioned there should be a big savings using the fuel depot on Mack Road, but will keep the Speedway contract as a backup fuel source.

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

**TRUSTEES**

Acting Chief Dina updated the Trustees on the potential of receiving funds from DuPage County for expenses related to COVID-19. By means of the Cares Act, money was given to municipalities, but there is not a means for the District Governmental Units to get funds from the City; therefore the County created the IGA. The WFPD is eligible for up to \$108,508 in reimbursements. The County has signed the document and will be sending it to the WFPD for signatures. Dina previously sent a draft to the Trustees. Carstens moved to approve THE INTERGOVERNMENTAL AGREEMENT FOR PARTICIPATION IN DUPAGE COUNTY LOCAL GOVERNMENT COVID-19 REIMBURSEMENT PROGRAM; provided there are no changes from the draft. Price seconded.

5 AYES            MOTION CARRIED

Dina noted there will be administrative weekly meetings to gather information and documentation for the request of funds from the County. Records are required to be kept for 10 years.

Price asked how he should handle the work he is doing on the District's Five Year Plan. The Trustee's consensus was for Price to continue to do the research.

**ATTORNEY**

None.

**BUILDINGS**

Capt. Ermer submitted a report with the Trustee's packet, noting current projects and some proposals. There will be a monthly report. The Trustees and Dina noted it was a very informative and good report. Due to the time constraints of this meeting, there was no discussion on the report.

Captain Ermer is working with some Firefighters who are beginning to aesthetically improve the Wangerin property and garage. Dina reminded the Trustees that the City has allowed the Fire District to use it for storage and training.

**EQUIPMENT**

Chief Dina discussed the Monthly Apparatus Operating Cost Report (for 07/1/2020 – 07/31/2020) and the Fiscal Year to Date Report. Dina reported Tower 11 is out of service due to electrical issues (Repairs are estimated to be anywhere between \$2,000 and \$10,000 and between 2-10 weeks to complete. In order to get the vehicle to function safely it will cost about \$2,000 and take two weeks to complete); Engine 12 has been sent out for repairs due to power steering issues (The repair will be approximately \$2,000). The windshield on Medic 11 was fixed today with no deductible.

Dina reported the dedication of the engine has been divided into two events. The first was at 16:00 hours for some representatives of the City and the second is scheduled for 18:30 hours, following the Trustee Board Meeting. The firefighters will do a "push in" of the engine at the 18:30 ceremony. The duty crews have done an awesome job getting the station bay ready for the dedication.

**PERSONNEL**

Perkins moved to appoint Andy Dina as Chief of Warrenville Fire Protection District retroactive to September 29, 2020. Pertell seconded.

5 AYES                      MOTION CARRIED

Price moved to approve the Employment Contract with Andy Dina; Schrage seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

MOTION CARRIED

The meeting was recessed, for the Engine dedication ceremony, at 18:29 hours and the meeting resumed at 19:08 hours.

**FIRE BUREAU**

The report from the Fire Bureau was accepted. FM Westrom noted he previously had a discussion with Chief Dina regarding the Fire Prevention Open House – Westrom will talk to the Police Department as to how they are going to handle National Night Out. Possibly, the District could participate together with the National Night Out event. (the date of National Night Out is the day before the scheduled Fire Prevention Open House). Another possibility is to postpone the Open House until the spring. Westrom reported FF LaForge is working on virtual Pub Ed presentations for the schools.

**UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS**

Chief Dina noted that vision insurance has always been part of the CBA, but it was not used with the last CBA. Currently the majority of the fulltime firefighters would like to participate. The coverage can be started as of September 1, 2020.

Fairbanks reported the Consolidated Election will be held April 6, 2021. Information was sent to be published in the City of Warrentville Hometown Happenings advertising important dates for the candidates. Candidate packets will be made available at the Fire Station, between the hours of 8:30 a.m. and 4:00 p.m. (weekdays) starting on September 14, 2020. By statute, nomination petitions may not be circulated prior to September 22, 2020. Nominating petitions and related documentation will be accepted at the Station from 8:30 a.m. through 5 p.m. on weekdays between December 14-21, 2020. Candidates completing the required paperwork will be placed on the ballot at the April 6, 2021 Consolidated Election. There are two 6 year terms to be filled.

The Secretary of the Board of Trustees is the Election Official, but the Board can appoint an election official for day to day operations.

**NEW BUSINESS**

None.


**ADJOURNMENT**

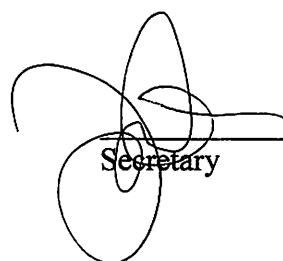
At 19:30 hours Carstens moved to adjourn the meeting; Schrage seconded.

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 Andy Dina, Assistant Chief Jamie Clark, Fire Marshal Lee Westrom, Captain Eric Ermer, Margie Leonard and Recording Secretary Beth Fairbanks,

The meeting adjourned at 19:30 hours.

  
President

  
Secretary

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

Beginning Cash Balance		2,833,658.13
Revenues:		
Receipts from the Monthly Receipts report	135,031.79	
5/3 Credit Card Reward	-	
Interest Income and Gain (Loss) on 5/3 Investment account	422.39	
Interest Income 5/3 Money Market account	247.74	
Foreign Fire Revenues	-	
Misc Income	-	
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Total Revenues		135,701.92
Expenses:		
Vendor checks from the Check Register report	(49,561.27)	
Payroll disbursements and fees from the Precision payroll reports	(172,015.69)	
Auto Disbursements	(36,412.70)	
Foreign Fire Disbursements	-	
Bank fee 5/3 Checking Account	(58.49)	
Bank fee 5/3 Investment account	(161.10)	
Paramedic Billing Fee	(2,903.20)	
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Total Expenses		<u>(261,112.45)</u>
Ending Cash Balance		<u><u>2,708,247.60</u></u>