

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

**Minutes of Trustee Meeting  
September 16, 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 Andy Dina, Assistant Chief Jamie Clark and Recording Secretary Beth Fairbanks.

Guests were Fire Marshal Westrom, Captain Eric Ermer, Lieutenant Joe Levy, FF/ Medic Mike Vaughn and Kevin Matthews.

Guest Lieutenant Nic Tosto arrived at 17:26 hours.

**APPROVAL OF AGENDA**

Perkins moved to accept the agenda with the swearing in ceremony conducted at the end of the meeting; Pertell seconded.

5 AYES      MOTION CARRIED

**VISITOR'S COMMENTS**

None.

**APPROVAL OF MINUTES**

Pertell moved to approve the minutes of the regular meeting on August 19, 2020 as presented; Carstens seconded.

5 AYES      MOTION CARRIED

**FINANCIAL REPORTS**

This past month the Cash Activity Report included a Beginning Cash Balance of \$2,708,247.60 and an ending cash balance of \$2,782,451.12; as recorded in the August Financial Report. The budget is balanced.

Chief Dina noted the revenue for ambulance billing for the month of July was \$44,678 and for August was \$55,591. The August revenue for Fire Recovery was \$1,176.

Chief Dina reported there should be about 66% available in each line of the budget. He is continuing to watch the total expenditures for Personal Services and Contractual Services, not necessarily individual budget lines. If there is an issue towards the end of the budget year, a budget amendment can be approved; so far things look good.

Chief reported that there were two disbursements to Call One – for the POTS Line (this is the land line), the 2 charges were to make up for one month's payment missed. The AT&T payment is for a backup landline and the internet.

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

### **APPROVAL OF BILLS**

The City of Warrenville invoice for the parking lot restoration has been submitted to the District. Perkins reminded the Trustees, a lower amount was previously approved. AC Clark mentioned because of the patching for electrical equipment, the cost was more. Pertell moved and Price seconded to pay the bill from the City of Warrenville for \$70,907.02.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

MOTION CARRIED

### **OTHER FINANCE**

Chief reported Capt. Ermer and Lt. Levy are assisting him, by getting the annual cost report completed by October 1<sup>st</sup> for GEMT (funding from MEDICAID). Ermer and Levy are doing a great job.

Chief reported FF/EMT Aaron Carstens completed a grant request, submitted to American Water for \$1,000. The money will be used for water handling equipment. Chief noted we should know by October whether the District will receive the funds.

Chief mentioned there have been and will continue to be administrative weekly meetings to gather information and documentation for the request of funds from the County. DuPage Co COVID-19 Care Act reimbursement forms are being completed online. So far, the District's request is up to \$28,000 for reimbursement.

Chief reported he had consulted with the Accountant and Attorney for clarification on the Pension Fund Board's request to levy and contribute funds. The request will be in this year's 2020 Levy and Ordinance (adopted at the end of this year) then payable in next year's fiscal budget year (2021-22). The levy is dollar for dollar and the more that goes to the pension, less

goes to operations. Chief also explained that the large increase in the Actuarial Determined Contribution was because of adding new firefighters this year, but mostly due to the State increasing the benefits for TIER 2 Firefighters.

### **CLOSED SESSION**

None.

### **CHIEF'S REPORT**

Chief Dina submitted his report for the month of August. He reported that there were 147 emergency calls, which include 90 EMS and 57 fire related; this is an decrease of 4 calls from the previous month. Chief believes the District is on track for about 1500 calls by the end of the year, which is much less than last year.

There was a structure fire, which was accidentally started. There were some challenges, but because good strategies were followed, personnel worked well together and no injuries occurred. There was one complaint regarding the board up company, which DUCOM calls out on a rotating basis. The company responded to the location, boarded up the house quickly, but misrepresented their relationship with the District. Chief reported the complaint from the homeowner to DUCOM; the company will probably be taken of the rotating list of call-out board up companies.

Chief reported the DuPage Forest Preserve fueling process has begun. Capt. Ermer, Lt. Ingram, Lt. Krischel and Lt. Rossi have done a great job in getting it up and running.

The monthly COVID-19 reports are reporting more specifically if a call involves confirmed COVID, suspected COVID, unknown COVID or no COVID involvement.

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

### **TRUSTEES**

Perkins congratulated Trustee Schrage and mentioned he has been promoted to Deputy Chief at Highland Park Fire Department.

Price is continuing to work on the District's Five Year Plan. He is researching others on the internet and has emailed the IL Fire Protection District Association, looking for resources.

Pertell reported, on behalf of a citizen; her neighbor fell during the evening, called 911, and commented on the quick response, the efficiency and the kindness of the responding firefighters. She was very impressed with the firefighters.

Perkins also mentioned, she had come across a person who had fallen off their bicycle and needed the fire department. This person noted how professional and appropriate the response of the firefighters were.

### **ATTORNEY**

None.

## **BUILDINGS**

The Logistics Monthly Report submitted by Capt. Ermer was accepted. Ermer mentioned the resealing and striping of the south side parking lot is complete. The shifts are continuing to work with the City to spruce up the Wangerin property. Ermer is researching to repair the cracks on the apron in front of the station before winter. Ermer updated the Trustees on the “slow” drains – code doesn’t allow for flow tubes and therefore air replacement is diminished; to keep the drains emptying correctly, they will be required to be plunged periodically.

## **EQUIPMENT**

Chief Dina discussed the Monthly Apparatus Operating Cost Report (for 08/1/2020 – 08/31/2020) and the Fiscal Year to Date Report. Dina reported the new engine is operating well; it will be sent in for some minor “punch list” warranty items next week. Mechanic Ellison added radio chargers in the new engine, so there will be no issues with dead batteries at an emergency scene. Tower 11 was out of service for 2 weeks due to a hydraulic leak, inter lock valve and ladder certification requirements – still waiting for the invoice. Engine 13 (2004) was out of service for 2 weeks due to power steering and various parts that needed replacement (\$4,500).

## **PERSONNEL**

Perkins noted, she and Chief Dina reviewed the goals worksheet to be used for the evaluation of Chief in the future. Carstens moved to approve the Fire Chief Performance Goals and Appraisal worksheet for the Evaluation Period of August 1, 2020 to February 28, 2021; Price seconded.

5 AYES      MOTION CARRIED

Chief noted that during the next few months two firefighters, at a time, will be sworn in so we can keep the crowd to a limited number.

Carstens moved to conduct the swearing in ceremony for Chief Andy Dina and FF/EMT Miguel Luis at 18:30 hours in the Station Bay; after the Trustee meeting is adjourned; Pertell seconded.

5 AYES      MOTION CARRIED

## **FIRE BUREAU**

The report from the Fire Bureau was accepted. FM Westrom noted this seems to be the busiest time of year. Schools are back in session. We cannot physically be present for Pub Ed so FF LaForge is planning to e-blast monthly videos to schools and post the videos on Facebook and the District Website. Westrom and FF LaForge are scheduling fire drills for September and October.

The decision has been made to cancel the Fire Prevention Open House due to COVID-19 restrictions.

Chief explained FF/Medic Eisele wrote a FM Grant for an Electronic Fire Inspection Program; the District has received \$2,345 to purchase IPADS towards that program. Eisele is currently working with Firehouse software to implement the program. Unfortunately, after this is complete, Eisele will be leaving the District for another part-time job.

**UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS**

The Secretary of the Board of Trustees is the Election Official, but the Board can appoint someone to the contact with the County. Carstens moved to appoint Administrative Assistant Priscilla Jezuit as an election official for daily operations for the Consolidated Election to be held April 6, 2021; Schrage seconded. Fairbanks will also help with the daily operations as well.

5 AYES      MOTION CARRIED

**NEW BUSINESS**

None.

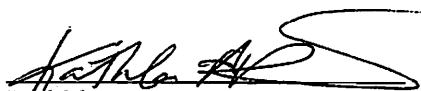
**ADJOURNMENT**

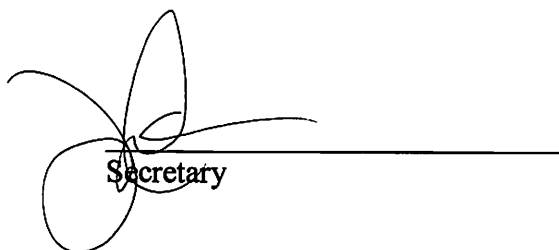
At 17:40 hours Carstens moved to adjourn the meeting; Pertell seconded.

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, Recording Secretary Beth Fairbanks, Fire Marshal Lee Westrom, Captain Eric Ermer, Lieutenant Joe Levy, FF/Medic Mike Vaughn, Lieutenant Nic Tosto and Kevin Matthews.

The meeting adjourned at 17:40 hours.

  
President

  
Secretary

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

Beginning Cash Balance		2,708,247.60
<b>Revenues:</b>		
Receipts from the Monthly Receipts report	396,518.28	
5/3 Credit Card Reward	-	
Interest Income and Gain (Loss) on 5/3 Investment account	6.84	
Interest Income 5/3 Money Market account	226.29	
Foreign Fire Revenues	-	
Misc Income	-	
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Total Revenues		396,751.41
<b>Expenses:</b>		
Vendor checks from the Check Register report	(96,741.65)	
Payroll disbursements and fees from the Precision payroll reports	(180,426.36)	
Auto Disbursements	(38,121.31)	
Foreign Fire Disbursements	(4,688.46)	
Bank fee 5/3 Checking Account	(57.44)	
Bank fee 5/3 Investment account	(161.19)	
Paramedic Billing Fee	(2,351.48)	
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Total Expenses		<u>(322,547.89)</u>
Ending Cash Balance		<u><u>2,782,451.12</u></u>