

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

**Minutes of Trustee Meeting
October 21, 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 and Lieutenant Nic Tosto.

Guest Lieutenant Matt Banaszek arrived at 17:50 hours.

APPROVAL OF AGENDA

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

5 AYES MOTION CARRIED

VISITOR'S COMMENTS

None.

APPROVAL OF MINUTES

Carstens moved to approve the minutes of the regular meeting on September 16, 2020 as presented; Schrage seconded.

5 AYES MOTION CARRIED

Perkins moved to release the closed meeting minutes of August 21, 2019 to the public; Pertell seconded.

5 AYES MOTION CARRIED

Pertell moved to release the closed meeting minutes of September 18, 2019 to the public; Carstens seconded.

5 AYES MOTION CARRIED

Pertell moved to release the closed meeting minutes of December 18, 2019 to the public; Price seconded.

5 AYES MOTION CARRIED

Pertell moved to release the closed meeting minutes of August 7, 2020 to the public; Price seconded.

5 AYES MOTION CARRIED

FINANCIAL REPORTS

This past month the Cash Activity Report included a Beginning Cash Balance of \$2,782,451.12 and an ending cash balance of \$3,839,814.47; as recorded in the September Financial Report.

Chief Dina noted the revenue for ambulance billing for the month of September was \$38,096.41. Tax revenue was a large portion of the receipts in September. The large tax deposits are usually in June and September. The September revenue for Fire Recovery was \$1,176. The district received \$2,271 as part of a stimulus grant from IPRF; above the annual IPRF grant. Since the start of the program, GovDeals, items sold has brought in \$1,903. The Illinois American Water Grant for \$1,000 was received; thanks to FF/EMT Aaron Carstens who submitted the grant request. These funds will be used for a valve on one of the engines.

Chief noted the following disbursements:

Speedway – this disbursement should soon disappear, as all fuel will be purchased through the County’s fueling station.

Interstate Power Systems - power steering failure repair on E-12

Romeoville Fire Academy – sent new firefighter to Fire Apparatus Training (FAE)

City of Warrenville – final payment for the parking lot repair

Bio Tron, Inc – maintenance on Zoll cardiac defibrillator

Hogan Plumbing - work on the new generator

Chief mentioned the Revenue and Expenses Compared with Budget Report with highlighted areas (Accountant’s highlights, noting areas of possible concern) will be sent electronically to the Trustees each month. This has been a very helpful report.

There was a question on whether the ambulance billing company receives a percentage of the GEMT - Chief will investigate the inquiry.

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. The Cash Activity Report is part of the minutes.

APPROVAL OF BILLS

Chief noted the first bill for the new engine is due in November. This will be paid annually.

OTHER FINANCE

There was a discussion about setting up a reserve fund for emergencies or to be used when there is a sudden loss of revenue which needs to be replaced. Chief noted funds, currently in a money market that was earmarked for a new station, could possibly be declared as a reserve fund. Chief was directed to speak with the accountant to get recommendations on the appropriate percentage of the budget to be in a reserve fund, how it is shown on the books and any other necessary information for a reserve fund.

Chief mentioned he submitted the online application to DuPage County COVID-19 Cares Grant. If approved, the District will receive \$108,508.91.

Chief reported the District has been approved for FEMA PA. We will submit funds that were not submitted to the DuPage Cares Grant.

CLOSED SESSION

None.

CHIEF'S REPORT

Chief Dina submitted his report for the month of September. He reported there were 136 emergency calls, which include 85 EMS and 51 fire related; this is a decrease of 11 calls from the previous month.

There were two Specialty team call outs: SWAT Medics responded to West Chicago. The Fire Investigation Inspector responded to Addison for a house fire (not a garage fire in Winfield as mentioned in his written report).

Chief mentioned, today he responded to an EMS call with the response team, and the team did an awesome job with a cardiac save.

Chief reported we continue to be alert to COVID issues and there have been some close calls – the threat to the fire department personnel is great. Capt. Ermer, Capt. Fiene, Lt. Levy and Lt. Weber have created a Continuity of Operations Plan for the response to COVID. Chief stated, he and AC Clark are reviewing the plan and will return it to the committee with any recommendations.

Perkins asked what is being done about the mental health of personnel. Chief responded that there are procedures and processes in place, resources available (all are documented in Aladtech). There are testing sites identified for personnel to go to/ if there is a balance to be paid after their insurance pays, the District will cover that cost. The County's testing site is free of cost. It was noted that a reminder to all personnel about these things is a good idea.

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

TRUSTEES

There was a discussion regarding the Warrenville FPD Mission Statement and a Mission/Vision/Value exercise that Chief proposed. Perkins mentioned she believes the

mission comes from the community regarding what the fire department does. Chief noted the exercise is intended to engage our employees, leadership team and governing body, by involving them in creating critical documents that will serve as the foundation that future decisions will be based upon. The consensus was it will be an important exercise for all to participate in. Chief invited the Trustees to participate; come to the meetings to observe, or whatever involvement makes them comfortable.

Perkins reminded the Trustees of the Illinois Fire Safety Alliance, Virtual 5K – fund raiser. Fred Bevier is establishing a route around town for people to run/walk.

ATTORNEY

Chief and Lt Tosto will be meeting (via a Zoom meeting) with the Attorney regarding a lawsuit. They are providing information, because the firefighter involved in the incident is no longer employed by the District.

BUILDINGS

The Logistics Monthly Report submitted by Capt. Ermer was accepted. Ermer mentioned there are different ideas/opinions regarding the patching of the concrete apron. Ermer stated after several discussions, it seems the fiscally responsible and effective repair is with SIKAFLEX filling the cracks. This should extend the life of the apron by 3-4 years. The cost is about \$3,200 (below the need to approve expenditure of the funds). In the future there will be an evaluation on replacing the apron, possibly with blacktop.

Price moved to approve the purchase of 5 sets of bunker gear and 4 helmets, not to exceed \$11,000; Pertell seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

MOTION CARRIED

Ermer is continuing to research the replacement verses repair of the kitchen oven. Repairs are expensive on the current type of stove. The current hood can be used with a commercial or a residential stove. If the stove is replaced, the current stove can be sold. Ermer will weigh all the options, wanting a good decision to be made.

EQUIPMENT

Chief Dina discussed the Monthly Apparatus Operating Cost Report (for 09/1/2020 – 09/30/2020) and the Fiscal Year to Date Report. Dina reported T-11, Tower Truck, was the largest expense this month due to a hydraulic leak, inter lock valve and other necessary repairs. It did pass the ladder certification.

There was a short discussion on modifications to the Apparatus Report. Chief will look into the program regarding some changes.

PERSONNEL

Carstens moved to approve the promotions of FF/MEDIC Josh Hamman to Lieutenant and Lieutenant Joe Levy to Captain; Pertell seconded

5 AYES MOTION CARRIED

Perkins noted that J Levy and J Hamman will be sworn in on Monday at 8AM, October 26, 2020 in the McNatt Training room, so they can be officially promoted. The timing of the promotions, due to shift changes, are in accordance with the CBA. The badge ceremony, hopefully, can be next month – depending on the state guidelines due to COVID restrictions.

Chief reported that FF Dylan Schroeder submitted his resignation as of October 10, 2020. Dina asked for approval to fill the fulltime vacancy. Pertell moved to authorize Chief to proceed with the process of filling the fulltime vacancy; Carstens seconded.

5 AYES MOTION CARRIED

Chief reported background checks are being conducted on two fulltime firefighter candidates and after they are complete interviews will be scheduled.

FIRE BUREAU

The report from the Fire Bureau was accepted. FM Westrom mentioned Chief asked him to be on the Safety Committee with School District 200. Westrom reported, he is continuing to conduct school and high rise building fire drills. FF LaForge, in regards to Pub Ed is continuing to e-blast monthly videos to schools, post the videos on Facebook and the District Website. FF LaForge is also continuing to carefully conduct the Pub Ed with preschools in person.

Westrom reported that he and a representative from ISO certified sprinkler systems in buildings within the Fire District. During the District's ISO evaluation, our reports impressed them very much.

Westrom mentioned, he found out the heat detectors in the fire station are recalled. They will need to be replaced (at the cost to the District) but there will not be a charge for the installation.

“Change your clocks, change your batteries” message is scheduled to be on the City of Warrenville electronic sign.

Perkins inquired if the Fire Marshal had been to any career days – Westrom responded, he has attended some at Hubble Middle School and Warrenville Youth & Family Services, but has not been invited to Wheaton Warrenville South High School.

UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS

There was a discussion regarding Fire Recovery billing, consistency, waiving of fees and the process of handling complaints. Chief will continue to work with the billing company for some guidance. Chief and Capt. Ermer are working on the operational portion – this is a work in process.

It was noted that some ordinances could be more concise and consistent. Price suggested the idea to review the ordinances and identify variations. It was suggested that a portion of the Board meetings be set aside, or Special meetings to discuss some of the ordinances. Price and Pertell will start to work on this project and report back to the Board.

NEW BUSINESS

Perkins noted the 2020 Valor and Awards Dinner for The Hundred Club of DuPage has been postponed to 2021 due to the COVID-19 pandemic and social distancing requirements. Price moved to donate \$750, which was the cost of a table at previous dinners, to The Hundred Club of DuPage; Pertell seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

MOTION CARRIED


ADJOURNMENT

At 18:21 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 Andy Dina, Assistant Chief Jamie Clark, Recording Secretary Beth Fairbanks, Fire Marshal Lee Westrom, Captain Eric Ermer, Lieutenant Nic Tosto and Lieutenant Matt Banaszek.

The meeting adjourned at 18:21 hours.



President



Secretary

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

Beginning Cash Balance		2,782,451.12
Revenues:		
Receipts from the Monthly Receipts report	1,334,437.53	
5/3 Credit Card Reward	-	
Interest Income and Gain (Loss) on 5/3 Investment account	3,203.47	
Interest Income 5/3 Money Market account	269.28	
Foreign Fire Revenues	-	
Misc Income	-	
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Total Revenues		1,337,910.28
Expenses:		
Vendor checks from the Check Register report	(60,067.81)	
Payroll disbursements and fees from the Precision payroll reports	(180,402.46)	
Auto Disbursements	(39,418.84)	
Foreign Fire Disbursements	(210.09)	
Bank fee 5/3 Checking Account	(286.59)	
Bank fee 5/3 Investment account	(161.14)	
Paramedic Billing Fee	-	
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Total Expenses		(280,546.93)
Ending Cash Balance		<u>3,839,814.47</u>