

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

**Minutes of Trustee Meeting
November 18, 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 82902767 0789 password 517526*).

**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 (arriving at 17:04 hours), Secretary Jeff Carstens, Trustee Randy Price, Trustee Joe Schrage, Chief Andy Dina and Recording Secretary Beth Fairbanks.

Guests were Fire Marshal Westrom, Captain Eric Ermer, Captain Joe Levy, Lieutenant Nic Tosto Firefighter, Mike Vaughn and Administrative Asst. Priscilla Jezuit (arriving at 17:10 hours). The guests left the meeting, into the waiting room, during the closed session.

Absent was Assistant Chief Jamie Clark

APPROVAL OF AGENDA

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

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – ABSENT

Price – AYE

Schrage - AYE

MOTION CARRIED

VISITOR'S COMMENTS

The request to the public for comments or questions was publicized on the agenda/notice of the meeting, which was posted on the Warrenville FPD website and at the Warrenville Fire Station. There were no comments or questions submitted.

APPROVAL OF MINUTES

Price moved to approve the minutes of the regular meeting on October 21, 2020 and special meetings of October 29, 2020 and November 5, 2020 as presented; Carstens seconded.

ROLL CALL:

Carstens – AYE

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

Carstens moved to approve the minutes of the closed special meetings on October 29, 2020 and November 5, 2020 as presented; Price seconded.

ROLL CALL:

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

FINANCIAL REPORTS

This past month the Cash Activity Report included a Beginning Cash Balance of \$3,839,814.47 and an ending cash balance of \$3,499,886.23; as recorded in the October Financial Report.

Chief Dina noted the revenue for ambulance billing for the month of October was \$48,480.46. The October revenue for Fire Recovery was \$1,800.32. (Chief met with the Captains reviewing what is to a chargeable occurrence and what it not.) The District received an IPRF grant for \$16,558. This money is to be used on specific items noted on the IPRF website. Dina will keep the Trustees updated.

Chief noted the following disbursements:

- The DuComm bill is paid quarterly, not monthly
- The interest on the new engine payment was \$23,044. The Engine was financed over 5 years. Because of the cost of the interest, it may be in the best interest of the District to pay off the engine out of Capital. He will give a recommendation in the future.

Chief mentioned the Revenue and Expenses Compared with Budget Report highlighted areas, is the Accountant noting areas of possible concern. The percent available of funds in Total Personnel is 48.18% and 6 months into the budget year should be 50%. Chief will keep an eye on this issue; if it stays the course, a budget amendment may be needed in the spring.

Chief reported the credit card report eventually will be replaced with a report using procurement cards. Procurement cards are assigned to specific personnel. Training on the use of the cards will begin in early December and then their use will begin.

Chief mentioned he and the staff have already started working on the budget and looking into hiring new personnel (in response to the passed referendum last year). There will be some challenges due to the pension contribution increases.

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

None.

OTHER FINANCE

Price moved to approve the LEVY ORDINANCE 20-02 AN ORDINANCE LEVYING AND ASSESSING TAXES OF THE WARRENVILLE FIRE PROTECTION DISTRICT, DUPAGE COUNTY, ILLINOIS FOR 2020; Pertell seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage – AYE

MOTION CARRIED

Fairbanks will have it published and Chief will make an appointment to file the ordinance with DuPage County.

Perkins noted this levy is 2% higher than last year. Chief mentioned the Attorney received information from Naperville and Winfield Townships regarding the new construction and the effect on taxes.

Chief reported, today, the District received \$108,508.91 from DuPage County COVID-19 Cares Grant and it has been deposited into the bank.

CLOSED SESSION

At 17:15 hours, Pertell moved to go into closed session to discuss personnel in accordance with 5 ILCS 120/2(c)(1); Price seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

MOTION CARRIED

Closed session ended at 17:28 hours

CHIEF'S REPORT

Chief Dina started his report by acknowledging all firefighters who have stepped up during this pandemic and especially this last week as 1 firefighter was COVID positive and 7 firefighters were required to quarantine. Several firefighters have assisted in filling staffing needs. The department has demonstrated great team work. Perkins, on behalf of the community and Trustees, thanked Chief and all involved.

Chief Dina submitted his report for the month of October. He reported there were 145 emergency calls, which include 96 EMS and 49 fire related; this is an increase of 9 calls from the previous month.

The Fire Investigation Task Force responded to Woodridge, to assist Darien Woodridge FPD for a structure fire.

Chief noted there are 2 new members on the water rescue team; Lt. Zabler and FF/MEDIC Chasten.

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

TRUSTEES

Carstens moved to approve RESOLUTION 20-01, 2021 WARRENVILLE FIRE PROTECTION DISTRICT BOARD MEETING DATES, noting the June meeting will be June 23, 2021; Price seconded

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

MOTION CARRIED

Carstens moved to approve RESOLUTION 20-02, 2021 WARRENVILLE FIRE PROTECTION DISTRICT HOLIDAY SCHEDULE; Price seconded

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

MOTION CARRIED

Chief reported there has not been a lot of interest in participating in the Warrenville FPD Mission Statement and a Mission/Vision/Value exercise. Two Trustees have shown interest; Chief will assign the project to a few firefighters.

Perkins mentioned she voted, on behalf of the Fire District, for 2 Executive Trustees for the Illinois Fire Pension Investment Fund Board. She personally spoke to both of the candidates.

Perkins stated she listened to the Winfield Board of Trustee meeting and found out the Board will put another referendum on the Consolidated Election Ballot in April 2021. Their District is struggling with similar concerns as Warrenville is.

ATTORNEY

None.

BUILDINGS

The Logistics Monthly Report submitted by Capt. Ermer was accepted. Ermer mentioned all projects have been completed before winter. He is looking at the susceptible sprinklers in the building that may have issues during the cold weather.

Ermer reported the process of getting every firefighter a second set of bunker gear is moving along slowly; it should take about 1½- 2 years until completion of this goal.

Perkins remarked the report was very informative.

EQUIPMENT

Chief Dina discussed the Monthly Apparatus Operating Cost Report (for 10/1/2020 – 10/31/2020) and the Fiscal Year to Date Report. The largest costs this past month were for Engine 13, Medic 12 and Tower 11. The specific breakdown is included in the report.

There was a discussion on the replacement of the 2006 Fire Prevention Bureau vehicle with the purchase of a new one. Chief reported that after a conversation with the Fire Marshal, the need of a new vehicle outweighed the need of an electronic plan review table.

Pertell moved to purchase a 2020 Ford Escape for the Fire Prevention Bureau not to exceed the cost of \$26,000; Price seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

MOTION CARRIED

PERSONNEL

Chief reported there will be interviews, by the Fire Commissioners and the Chief, on December 1st of three fulltime firefighter candidates to fill the fulltime firefighter/medic vacancy.

Price moved to approve to hire 1 Part-time firefighter and 5 Paid on Call Firefighters; Pertell seconded.

ROLL CALL:

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

Chief noted the candidates will be interviewed by himself, AC Clark, Lt Banaszek and Lt Rossi. The contract signed, will be the same for both POC and PT firefighters. The new POCs and PT firefighters will replace firefighters who have left the department, mostly due to other job offers. The POCs will start the COD Fire Academy in January. Capt. Fiene is verifying there are funds in the budget to send them.

FIRE BUREAU

The report from the Fire Bureau was accepted. FM Westrom mentioned he was down a part-time employee due to COVID. Westrom is handling as many inspections and tests by himself to limit the potential COVID exposure of other Fire Bureau employees. Westrom reported we have a good working relationship with the building contractors working in town.

UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS

Price reported he has organized the ordinances into categories. There is a list of things to go over to help clarify subject matter, numbering and amendments in the ordinances. Price and Pertell will continue to work on this project and report back to the Board.

Chief updated the Trustees regarding the 100 Day Plan he had proposed this summer. Chief highlighted things that have been accomplished and some of the things that still need to be accomplished. There will be a department meeting on December 2nd. The external meetings with community members has been a challenge due to COVID pandemic; he is making progress. Data review has been difficult because the data is hard to collect due to the IT weakness and everyday issues. There will be an IT audit on Monday, he will start to look at different companies to help strengthen the IT support. The promotion of a Captain and a Lieutenant have been completed and he will work on getting an Assistant Chief, probably sometime in February. He is looking to a potential SAFER Grant to help with the staffing for an 8th fulltime firefighter position. Funds will be accessible, with the termination of the METRO Contract (this past February) and the referendum, in the next budget year. Perkins conveyed her appreciation at his effort.

NEW BUSINESS

Carstens moved to declare the old kitchen stove, a television, 3 file cabinets as surplus equipment; Schrage seconded.

ROLL CALL:

Carstens – AYE
Perkins – AYE
Pertell – AYE
Price – AYE
Schrage - AYE

MOTION CARRIED

ADJOURNMENT

At 18:27 hours Carstens moved to adjourn the meeting; Schrage seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

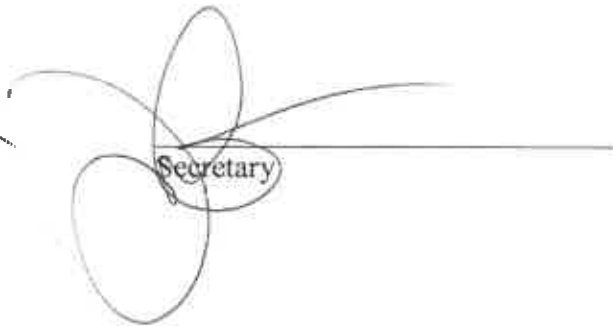
Schrage - AYE

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, Recording Secretary Beth Fairbanks, Fire Marshal Westrom, Captain Eric Ermer, Captain Joe Levy, Lieutenant Nic Tosto, Firefighter Mike Vaughn and Administrative Asst. Priscilla Jezuit.

The meeting adjourned at 18:27 hours.


President


Secretary

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

Beginning Cash Balance		3,839,814.47
Revenues:		
Receipts from the Monthly Receipts report	118,966.31	
5/3 Credit Card Reward	-	
Interest income and Gain (Loss) on 5/3 Investment account	(1,426.20)	
Interest Income 5/3 Money Market account	323.66	
Foreign Fire Revenues	30,204.48	
Misc Income	-	
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Total Revenues		148,068.25
Expenses:		
Vendor checks from the Check Register report	(36,593.82)	
Payroll disbursements and fees from the Precision payroll reports	(249,043.40)	
Auto Disbursements	(194,707.76)	
Foreign Fire Disbursements	(7,230.00)	
Bank fee 5/3 Checking Account	(211.66)	
Bank fee 5/3 Investment Account	(162.16)	
Bank fee Hinsdale Lockbox Account	(47.69)	
Paramedic Billing Fee	-	
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Total Expenses		(487,996.49)
Ending Cash Balance		<u>3,499,886.23</u>