

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

**Minutes of Trustee Meeting  
February 17, 2021**

The Board of Trustees met at the Fire Station and via ZOOM teleconferencing (*meeting ID 825 6208 2881 password 956269*).

President Perkins called the meeting to order at 17:00 hours.

*\*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, Secretary Jeff Carstens, Trustee Randy Price (via zoom), Trustee Joe Schrage (joined via zoom at 17:30 hrs), Chief Andy Dina, Assistant Chief Jamie Clark and Recording Secretary Beth Fairbanks.

Guests were Captain Eric Ermer (via zoom), Captain Jeff Fiene (via zoom), Captain Joe Levy, Lieutenant Nic Tosto, Lieutenant Matt Banaszek, Administrative Assistant Amber Nadeau and Mitch Backes representing Corkill Insurance (left at 17:30 hrs).

Absent was Fire Marshal Lee Westrom.

**APPROVAL OF AGENDA**

Carstens moved to accept the agenda moving the presentation by Mitch Backes after the VISITORS COMMENTS; Pertell seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - ABSENT

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**

Pertell moved to approve the minutes of the regular meeting on January 20, 2021 as presented; Carstens seconded.

**ROLL CALL:**

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

**MOTION CARRIED**

After reviewing the closed session minutes, there were not any closed minutes to release to the public.

**FINANCIAL REPORTS**

This past month the Cash Activity Report included a Beginning Cash Balance of \$3,219,373.12 and an ending cash balance of \$2,972,542.81 as recorded in the January 2021 Financial Report.

Chief Dina noted the revenue for ambulance transports for the month of January was \$41,745.00. The January revenue for Fire Recovery was \$536.00

Chief noted the receipt of the Health insurance premium from Dave Kruzil. He is currently covered through March. Kruzil contracted an Attorney on a fact finding investigation regarding the health insurance premium. Chief reported that Attorney Flaherty seems to believe is it just a fact finding investigation.

Chief reported there were 3 fraud charges on the credit card; those charges will be removed.

Chief noted most accounts have about 25% left according to the Revenue and Expenses Compared with Budget Report / things are going well. Perkins noted there is about \$660,000 more than last year; this is due in part to receiving \$630,000 as a result of the referendum.

Carstens moved and Pertell 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 tires will be purchased for the grass truck and 2 fire engines.

Chief mentioned there is a new record management system that will replace FireHouse. ESO owns FireHouse but is a different system. There will be a one-time set up fee to change systems and then a recurring fee; but the cost will probably be less than the current charge for FireHouse.

### **OTHER FINANCE**

Two grants have been submitted: State of Illinois Small Tools and Equipment Grant for EMS and safety related equipment; and Assistance to Firefighters Grant for health related equipment.

Capt. Fiene is the lead working on the SAFER grant for three additional fulltime firefighters. The grant could bring in between \$800,000 and \$1,000,000. This is the second time applying. The deadline is in March.

Chief is continuing to work in the Budget. He will be meeting with President Perkins. The desire is to put about \$200,000 into Capital to help pay for improvements on the building and for the Engine loan payment.

### **CLOSED SESSION**

None.

### **CHIEF'S REPORT**

Chief Dina submitted his report for the month of January. He reported there were 122 emergency calls, which include 75 EMS and 47 fire related; this is a decrease of 3 calls from the previous month.

Chief noted there was one specialty call out: the DuPage Task Force Arson Investigator responded to a fire in Winfield, which was deemed accidental. Engine 11 responded and one firefighter on the engine was taken to the hospital with a non-life threatening injury.

Chief Dina is finalizing the Warrenville Fire Protection District Annual Report 2020, which should be completed by the end of the month. He requested the Trustees forward any suggestions to President Perkins. Dina is happy with this report. It is the first of many annual reports to come. Each section was completed by the head of the each department. When it is complete, it will be sent out to internal and external constituents and posted on the website.

Chief mentioned he is an Ex-Officio member of the City of Warrenville's Inclusion, Diversity, Equity and Awareness Commission. It is a new group, consisting of members of the Warrenville community, many of which are young professionals.

Lt. Jeff Krischel volunteered to work on updating the District's website. Chief would like the website to be revised and have information entered "in house" as opposed to relying on the part-time IT employee. This could save the District some money.

Chief reported there was an update by the CDC noting that it is not necessary for personnel, who have been vaccinated, to quarantine if they are exposed to COVID. The IL Department of Public Health and the DuPage Health Department do not agree and still recommend all personnel to quarantine if they have been exposed to COVID. We will follow IDPH and DuPage Health Dept's recommendations.

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

### **TRUSTEES**

(Near the beginning of the meeting) Mitch Backes, representing Corkill Insurance Agency, presented liability options and costs between Continental Western and Selective Insurance for the property and casualty insurance. Both companies are good and specialize in Fire Service. Backes compared the two companies with respect to premiums, coverage, limits and deductions. The premium increase with Selective (which is the company the District has been with around 7 years) is typical. After questions and answers, Backes was directed to go back to Selective for a more competitive premium. This issue will be put on next month's agenda.

There was a discussion regarding how the Trustees can recognize firefighters and personnel for achievements, since there was not a firefighters' recognition dinner again this year. The consensus is, it is important to express the Trustees' appreciation to the firefighters and staff. Perkins will send out an email to all personnel conveying the Trustees' appreciation with the hopes of getting together soon. This subject will be put on the April agenda.

Perkins reported she received a Facebook message from a citizen noting, that due to the extensive snow fall, the fire hydrant on the citizen's cul-de-sac was covered in snow. Perkins forwarded the concern to Assistant Chief Jamie Clark and within 24 hours the situation was rectified.

### **ATTORNEY**

None.

### **BUILDINGS**

The Logistics Monthly Report submitted by Capt. Ermer was accepted.

### **EQUIPMENT**

Chief Dina discussed the Monthly Apparatus Operating Cost Report (for 1/1/2021 – 1/31/2021) and the Fiscal Year to Date Report. Chief reported that Tower 11 was the largest expense, \$3,716 for a safety lane check, repairs to hydraulic leaks and the repair of a ground light.

### **PERSONNEL**

Perkins reported, to start the review process for Chief Dina, Dina will send a write up of his achievements to the Trustees by the first week of March. Perkins and Carstens will write a primary evaluation which will be presented to the Chief during a closed session at a future regular meeting or a special meeting.

Chief announced that Fulltime FF/Medic Frankie Wong will be leaving the Department, as of February 25, 2021, to work at Darien-Woodridge Fire Protection District. Chief noted there were 12 people left on the hiring list, and after contacting all of them, one person positively responded and will go through the hiring process. The hiring list is now exhausted. Chief is working with the Fire Commissioners to set up testing to create a new list.

Chief reported FF/Medic Jamilla Jackson is a Sargent in the Illinois National Guard and has been called to duty at Triton College to conduct vaccinations for a couple months. She was in a news report on TV.

Chief reported there currently are 3 responses to the new Assistant Chief's position that was posted on January 18<sup>th</sup>. The deadline for applications is February 19<sup>th</sup>. Chief noted he will conduct the first step, which is a written assessment; on April 8<sup>th</sup> there will be an assessment center and then the Trustees will set a date for interviews.

### **FIRE BUREAU**

The report from the Fire Bureau was accepted. Chief noted Fire Marshal Westrom is on vacation.

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

Price reported on the project to organize the ordinances. He has been reading the Warrenville Fire District ordinances; it seems that all ordinances between 1939-1985 are Levys and Appropriations. Several things were accomplished via an ordinance in 1985 and continue as the Fire District grows. The Fire Bureau was created in 1987 per ordinance and since then have been many amendments with relation to that original ordinance. Pertell hopes the process, going forward, is improved to get the ordinances written with a more consistent format. Price mentioned it will be a continuing process to evaluate old and outdated ordinances. Eventually the ordinances will be digitalized, posted on the website and periodically reviewed.

Lt Banaszek reported on Warrenville FPD Mission Statement and a Mission/Vision/Value exercise. He noted it was a very good experience for all those who were involved. He noted they looked at other departments' statements and then created the end result, which he believes captures Warrenville FPD's uniqueness. Banaszek read the Mission, Vision and Values that resulted:

#### **“MISSION:**

The mission of the Warrenville Fire Protection District is to respond to and mitigate emergencies in a safe and efficient manner. We will serve our community by providing high quality public education, fire prevention and risk reduction services all while displaying a high level of respect and compassion for our residents, our visitors and one another.

#### **VISION:**

Our vision is to pursue excellence in emergency and non-emergency services through continuous improvement in all that we do while honoring the foundation of selfless service, tradition, family values, and fiscal responsibility that our institution was built upon.

#### **VALUES:**

**Respect:** Respect is a guiding value for all members of the Warrenville Fire Protection District. We will treat others in the same way we would like to be treated ourselves. Open and honest communication is key to building a respectful environment in which trust and transparency thrive.

**Integrity:** Integrity is the foundation on which relationships and trust are built. We are honest with ourselves, with each other and with the community we serve. When faced with difficult decisions and hard choices, we do the right thing even in the face of adversity.

Compassion: Putting the needs of others above our own. Working together to serve others strengthens relationships with each other and the community we serve.

Dedication: Dedication is complete and committed loyalty. It is connecting oneself physically, mentally, and principally to a course of action and seeing it through. It is the last of our core values because without dedication, the other values are meaningless.”

Chief requested the Trustees to reread it and approve it at the March meeting. If there are any comments on it, please let Chief know. Chief mentioned the current District flag will be replaced with a new one that has the 4 values stated on it.

### **NEW BUSINESS**

None.

### **ADJOURNMENT**

At 18:22 hours Carstens moved to adjourn the meeting; Pertell seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

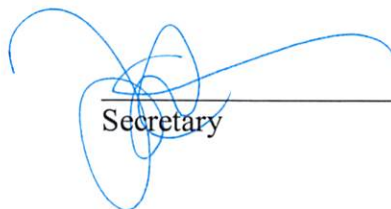
Schrage - AYE

MOTION CARRIED

Those present at the end of the meeting were President Kate Perkins, Treasurer Denise Pertell, Secretary Jeff Carstens, Trustee Randy Price (via zoom), Trustee Joe Schrage (via zoom), Chief Andy Dina, Assistant Chief Jamie Clark, Recording Secretary Beth Fairbanks, Captain Eric Ermer (via zoom), Captain Jeff Fiene (via zoom), Captain Joe Levy, Lieutenant Nic Tosto, Lieutenant Matt Banaszek and Administrative Assistant Amber Nadeau.

The meeting adjourned at 18:22 hours.

  
President

  
Secretary

**Warrenville Fire Protection District  
Cash Activity  
January 2021**

|                                                                   |              |                            |
|-------------------------------------------------------------------|--------------|----------------------------|
| Beginning Cash Balance                                            |              | 3,219,373.12               |
| Revenues:                                                         |              |                            |
| Receipts from the Monthly Receipts report                         | 90,953.06    |                            |
| 5/3 Credit Card Reward                                            | -            |                            |
| Interest Income and Gain (Loss) on 5/3 Investment account         | (407.60)     |                            |
| Interest Income 5/3 Money Market account                          | 144.17       |                            |
| Foreign Fire Revenues                                             | -            |                            |
| Misc Income                                                       | -            |                            |
|                                                                   | <hr/>        |                            |
| Total Revenues                                                    |              | 90,689.63                  |
| Expenses:                                                         |              |                            |
| Vendor checks from the Check Register report                      | (111,306.83) |                            |
| Payroll disbursements and fees from the Precision payroll reports | (183,957.75) |                            |
| Auto Disbursements                                                | (37,206.00)  |                            |
| Foreign Fire Disbursements                                        | -            |                            |
| Bank fee 5/3 Checking Account                                     | (274.48)     |                            |
| Bank fee 5/3 Investment Account                                   | (161.56)     |                            |
| Bank fee Hinsdale Lockbox Account                                 | (111.91)     |                            |
| Paramedic Billing Fee                                             | (4,488.14)   |                            |
| Fraudulent Charge to be Refunded                                  | (13.27)      |                            |
|                                                                   | <hr/>        |                            |
| Total Expenses                                                    |              | (337,519.94)               |
| Ending Cash Balance                                               |              | <u><u>2,972,542.81</u></u> |