

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

**Minutes of Trustee Meeting
January 20, 2021**

The Board of Trustees met via ZOOM teleconferencing (*meeting ID 812 3620 7778 password 890166*). President Perkins called the meeting to order at 17:09 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, Trustee Joe Schrage, Chief Andy Dina (present at the Fire Station), Assistant Chief Jamie Clark and Recording Secretary Beth Fairbanks.

Guests were Fire Marshal Westrom, Captain Eric Ermer, Captain Joe Levy and Administrative Assistant Priscilla Jezuit.

APPROVAL OF AGENDA

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

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

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

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

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE
MOTION CARRIED

Pertell moved to approve the minutes of the closed meeting on December 16, 2020 as presented; Carstens 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 \$3,453,285.73 and an ending cash balance of \$3,219,373.12 as recorded in the December 2020 Financial Report.

Chief Dina noted the revenue for ambulance transports for the month of December was \$90,427.24. The December revenue for Fire Recovery was \$1,248.00

Chief highlighted two of the receipts to the District: the monthly health insurance premium from Dave Kruzil and a \$250 cash donation from a resident who wanted to thank the District for their service.

Chief explained several disbursements

- Edward Occupational health - for the annual department physicals (there will be additional charges when new firefighter physicals are complete and part 2 of the annual physicals take place)
- Ray O’Haran - completed the purchase of ballistic protection
- Panera Bread – the District supplied dinner for the nurses and doctors who came to the station to conduct the annual physicals

Chief noted most accounts have about 33% left according to the Revenue and Expenses Compared with Budget Report / good news – the total expenditures are on track.

Chief reported the Speedway credit card has been deactivated; the P-Cards (which are assigned to specific personnel) will be used at a gas station as backup. Also when the P-cards are fully functional, Chief Rogers’ name will be taken off the Fifth Third account.

Pertell 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

None.

OTHER FINANCE

Chief explained the annual summary report showing the Payer Mix – the total payments from non-residents and residents (Medicare, Medicaid, Commercial Insurance and Private patient revenues).

There was a discussion regarding the billing amendment from Paramedic Billing Service (PBS). The amendment proposes the commission change from 5% to 4.5% of revenue collected and retained by Warrenville to offset the additional revenue being collected due to the participation in the Medicaid GEMT (Ground Emergency Medical Transportation) program. Carstens moved to approve the agreement with PBS in the First Amendment to Billing Agreement for Warrenville Fire Protection District; Price seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

MOTION CARRIED

President Perkins will sign the Agreement.

There was a question as to when ambulance bills are sent to collection – Chief will research the answer.

Two grants are being worked on: State of Illinois Small Tools and Equipment Grant for EMS and safety related equipment; and Assistance to Firefighters Grant for health related equipment.

CLOSED SESSION

None.

CHIEF'S REPORT

Chief Dina submitted his report for the month of December. He reported there were 125 emergency calls, which include 73 EMS and 52 fire related; this is a decrease of 3 calls from the previous month. The call volume has steadily decreased the past few years. 2020 was especially low, but that was a result of the COVID pandemic issues. Chief is confident when things get back to “normal” calls will increase.

Chief noted there were three specialty call outs: SWAT Medic Team responded to an incident in Lisle, the DuPage Task Force Arson Investigator responded to a fire in OakBrook Terrace

and a fire in Wheaton. FM Westrom noted that one of the fires was reported as undetermined; that way more information can be added to the report.

Chief reported that a hazmat call at a gas station in Warrenville was initially not reported as an emergency; Chief was notified through DuPage County. Chief contacted the gas station to have their procedure changed.

Chief is working with the Fire Commissioners to amend the firefighter application process to change some requirements to be satisfied at time of hire instead of at time of application and to include preference points for experience, Cadet service and a fluency in a second language.

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

TRUSTEES

Price moved to destroy the following closed session minute tapes according to the Open Meeting Act: 8/16/2017, 3/21/2018, 6/27/2018 and 7/18/2018; Pertell seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

MOTION CARRIED

Perkins had previously given Chief a sealed envelope/ Chief opened it - gift certificates and a congratulations card, for completing his Bachelor's degree were in the envelope. Chief mentioned he was glad to be done and has been accepted into the Master's program.

Perkins asked for recommendations at how the Trustees can recognize firefighters and personnel for achievements since there was not a firefighters' recognition dinner again this year. This subject will be on next month's agenda.

Perkins asked that Chief Dina write up achievements, for the Trustees, to be included in the Chief's review. Perkins asked for the Chief's review process to be on next month's agenda.

Pertell requested the District to purchase the latest edition of the ILFPD Handbook or if it is to be updated in 2021, purchase it when available.

Pertell reported that the Pension Board approved, at their last meeting, to employ Lauterbach & Amen as Professional Service Administrators of the Pension Fund as of February 1st. Lauterbach and Amen's services will replace the work that Beth Fairbanks has done for the Pension Board.

ATTORNEY

None.

BUILDINGS

The Logistics Monthly Report submitted by Capt. Ermer was accepted. Ermer's report submitted a spreadsheet with capital assets associated with the building. The report broke down the plan to 5, 10 and beyond 10 years to establish benchmarks for budgeting.

There was a discussion on the air scrubber. The current one is obsolete and the air quality is of great importance for the health and wellness of the District's employees. The air scrubber (about \$99,000) would be part of the Assistance Firefighters Grant that Chief is working on.

EQUIPMENT

Chief Dina discussed the Monthly Apparatus Operating Cost Report (for 12/1/2020 – 12/31/2020) and the Fiscal Year to Date Report. Chief noted the total annual cost for 2020 District vehicle "in-house" maintenance and operations was \$35,000; Carstens commented that it was not bad for the year.

PERSONNEL

Chief reported the part-time and POCs will attend the COD Fire Academy at the end of January. Orientation for the new personnel was the week of January 11th, the group is doing well. Fulltime Firefighter Dylan Hughes started his shift on January 18, 2021.

Chief reported that he has posted ads (at two locations: the Blue Line and the COD website) for Part-time firefighters; the District is currently down with Part-time personnel and hopefully these ads will result in new firefighters.

There was a discussion regarding a new Assistant Chief's position and compensation. Chief started with the current job description, made a few revisions and clarifications to make most of the District officers eligible for the position. The residency requirement was changed to - must live within the Fire District. The process may take a couple months. Chief summarized the process: a written assessment, an assessment center and an interview with the Trustees and one Fire Commissioner.

Carstens moved to direct the Chief to advertise for the position of Fulltime Assistant Chief; Price seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

MOTION CARRIED

Carstens moved to approve the job description for a Fulltime Assistant Chief, as revised and presented by the Chief; Pertell seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE
Price – AYE
Schrage - AYE
MOTION CARRIED

Schrage moved to approve the salary of \$125,000 plus applicable benefits for the Fulltime Assistant Chief position; Carstens seconded.

ROLL CALL:
Carstens – AYE
Perkins – AYE
Pertell – AYE
Price – AYE
Schrage - AYE
MOTION CARRIED

FIRE BUREAU

The report from the Fire Bureau was accepted. FM Westrom mentioned Pub Ed donations from local businesses have always been part of the revenue in the Fire Bureau. Due to the COVID pandemic, he did not send out requests last year or this year. Westrom noted that he will be working with Trustee Price and Pertell regarding the old and obsolete ordinances.

UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS

Price reported the project to organize the ordinances is a bigger job than first expected. He is reading and researching other Fire District ordinances; it is difficult to find information. Pertell noted it would be a good idea to develop a template so nothing is missed for future ordinances. The repeal process will be investigated. There was a discussion regarding the difference between resolutions and ordinances. Fairbanks will send out a list, to the Trustees, of all approved ordinances and resolutions the District has passed.

Chief reported there is no update on the Warrentville FPD Mission Statement and a Mission/Vision/Value exercise. He will try to have an update at the next meeting.

NEW BUSINESS

Chief reported that the District is down 10 personnel because of a COVID exposure. All are in quarantine and so far no symptoms. Chief would like to thank the fulltime, part-time and POCs who have stepped up to fill in the shifts!


ADJOURNMENT

At 18:39 hours Carstens moved to adjourn the meeting; Pertell seconded.

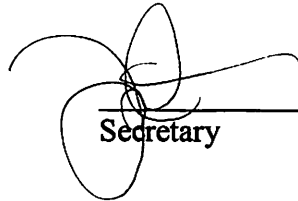
ROLL CALL:
Carstens – AYE
Perkins – AYE
Pertell – AYE
Price – AYE
Schrage - AYE
MOTION CARRIED

Those present at the end of the meeting were President Kate Perkins, Treasurer Denise Pertell, Secretary Jeff Carstens, Trustee Randy Price, Trustee Joe Schrage, Chief Andy Dina, Assistant Chief Jamie Clark, Recording Secretary Beth Fairbanks, Fire Marshal Westrom, Captain Eric Ermer, Captain Joe Levy and Administrative Assistant Priscilla Jezuit.

The meeting adjourned at 18:39 hours.



President



Secretary

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

Beginning Cash Balance		3,453,285.73
Revenues:		
Receipts from the Monthly Receipts report	79,342.81	
5/3 Credit Card Reward	-	
Interest Income and Gain (Loss) on 5/3 Investment account	239.90	
Interest Income 5/3 Money Market account	168.29	
Foreign Fire Revenues	-	
Misc Income	-	
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Total Revenues		79,751.00
Expenses:		
Vendor checks from the Check Register report	(36,953.11)	
Payroll disbursements and fees from the Precision payroll reports	(206,989.01)	
Auto Disbursements	(65,723.81)	
Foreign Fire Disbursements	-	
Bank fee 5/3 Checking Account	(262.59)	
Bank fee 5/3 Investment Account	(161.53)	
Bank fee Hinsdale Lockbox Account	(53.07)	
Paramedic Billing Fee	(3,520.49)	
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Total Expenses		<u>(313,663.61)</u>
Ending Cash Balance		<u><u>3,219,373.12</u></u>