

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

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

The Board of Trustees met at the Fire Station and via ZOOM teleconferencing (*meeting ID 823 6594 8576 password 723908*).

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, Chief Andy Dina, Assistant Chief Jamie Clark, Attorney Shawn Flaherty (arriving at 1735 and leaving at 1757 hours), Administrative Assistant Priscilla Jezuit, Administrative Assistant Amber Nadeau and Recording Secretary Beth Fairbanks,

Guests were Fire Marshal Lee Westrom (left during the closed session), Captain Eric Ermer (left at the closed session), Lieutenant Nic Tosto (arrived via zoom at 17:24 and left during the closed session), Lieutenant Matt Banaszek (arrived at 17:20 hours and left at the closed session), FF Mike Vaughn (arriving at 16:20 hours) and Joe Rogers (via zoom, left during the closed session).

**APPROVAL OF AGENDA**

Carstens moved to accept the agenda moving the closed session to the time when Attorney Flaherty arrives at the meeting; Price 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**

Pertell moved to approve the minutes of the regular meeting on February 17, 2021 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 \$2,972,542.81 and an ending cash balance of \$2,766,598.76 as recorded in the February 2021 Financial Report.

Chief noted there were several voided checks due to a printing error.

Chief noted a disbursement to Mary Lou Sheldon was for straw for the training towers at West Chicago and Naperville. The District has an agreement to provide the straw for burning; therefore is no cost for the District to train at the towers in West Chicago or Naperville.

There were 2 notable reimbursements; one from IFPCA and one from TSI due to duplicate disbursements to those organizations.

Chief Dina noted the revenue for ambulance transports for the month of February was \$46,590.00. The February revenue for Fire Recovery was \$915.00. Chief mentioned the budget is for \$50,000 per month for Ambulance and \$1,000 for Fire Recovery. February was close to those budgeted amounts.

Chief noted according to the Revenue and Expenses Compared with Budget Report / things are on task or better. There will be a few more expenses this fiscal year (for the second physicals for some of the firefighters, for tables and chairs for the training room and the SCBA regulators, among others).

Perkins noted there is \$850,000 more in remaining in the budget than last year at this time. Chief mentioned it is probably due to the inventory of assets (the new engine and the new ambulance).

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 reported, Mitch Backes, from Corkill Insurance Agency, last month, was directed to go back to Selective for a more competitive premium. Chief met with Backes and after going over the policy, they increased the value on the vehicles to be replacement cost, removed a vehicle that should no longer be on the policy and then unfortunately had an incident with the roof leaking due to an ice dam. The premium is \$600 less than the quote from last month.

Carstens moved to approve the annual premium of \$35,960 for insurance coverage through Corkill Insurance Agency (3/23/2021-3/23/2022); Pertell seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

MOTION CARRIED

### **OTHER FINANCE**

Chief reported the SAFER grant has been submitted. The grant could bring in over \$1,000,000 during a three year period for 3 additional firefighters. The District could be notified anytime within the next year.

There was a discussion regarding the proposed Budget and Appropriation. Perkins mentioned the tax revenue will not be finalized from the County until the beginning of April. Chief noted he prepared the budget at the Accountant's advice, according to the historical evidence of the tax revenue percentage. Perkins would like the estimated fund balance of the Workers Compensation not to be a negative number. Chief will speak with the Attorney and the Accountant. Chief mentioned this budget has been challenging due to the increase in the Pension obligations, worker compensations and health insurance premiums (these increases cut into the operating budget). Fairbanks will post the draft Ordinance at the station and have it posted on the District website. A public hearing will be advertised for April 21, 2021.

Captain Ermer and Captain Fiene submitted a Capital improvement procurement form and RFP for new tables and chairs for the training room. Because of classes not being attended this past year due to COVID pandemic, there is money that can be used for updates in the training room. These expenditures will be in the current fiscal year.

Pertell moved to approve to purchase tables and chairs for the training room, not to exceed \$20,000; Carstens seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

MOTION CARRIED

Lieutenant Tosto submitted a Capital improvement procurement form and quote (\$8,880) to purchase 6 new regulators for SCBAs.

Schrage moved to approve the purchase of 6 new regulators for the SCBAs, not to exceed \$9,000; Carstens seconded.

**ROLL CALL:**

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

**MOTION CARRIED**

### **CLOSED SESSION**

At 17:35 hours, Pertell moved to go into closed session to discuss possible litigation in accordance with 5 ILCS 120/2(c)11: Carstens seconded.

**ROLL CALL:**

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

**MOTION CARRIED**

The visitors left during the closed session.

Closed session ended at 17:51 hours.

### **CHIEF'S REPORT**

Chief Dina submitted his report for the month of March. He reported there were 143 emergency calls, which include 76 EMS and 67 fire related; this is a increase of 21 calls from the previous month.

Chief noted there were three specialty call outs for the SWAT Medics, one to Harvey, one to Bloomingdale and one to Bensenville; there were no injuries to any first responders during these responses.

Chief reported that COVID restrictions are slowly being loosened and updated by the DuPage County Health Department. There is still a mask mandate at the Station.

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

### **TRUSTEES**

Perkins noted it is time to appoint a Pension Trustee for the Pension Board. She spoke with Captain Ermer (the President of the Pension) and to Terese Krafcheck (current appointed member of the Pension). Krafcheck agreed to serve another term on the Pension Board. Perkins mentioned as President of the Trustee Board she is appointing Terese Krafcheck to serve a 3 year term on the Warrenville Firefighter Pension Board, term to end in 2024.

Pertell asked if there will be something special for those who are leaving who have worked here at the District a long time; Lt Jeff Simmons retired after 28 years. Chief responded that next month he will be recognized, Simmons did not want a “walk out” ceremony – but he will be recognized after the April Trustee meeting.

### **ATTORNEY**

Attorney Shawn Flaherty, updated the Trustees on litigation/lawsuit filed by some Firefighter Pensions, Police Pensions, retired firefighters and retired police officers against the State and the Consolidation of the Pension Funds. The litigation is challenging the constitutionality of the new law. Flaherty thinks it may slow the timing of transferring funds from local Pension Funds to the State funds.

### **BUILDINGS**

The Logistics Monthly Report submitted by Capt. Ermer was accepted. Chief highlighted items on the report, noting:

- the ice maker is operational
- the Air Scrubbers (exhaust filtration system) is having problems and is not very effective. Air Technologies Solutions cannot get anyone out here until the last week of March to work on it.
- Plumbing parts for some of the bathrooms are on back order. They will be repaired as soon as the parts get in.
- The front bay ceiling had a leak in it due to an ice dam, we are working with the repair company and insurance company. It is a work in progress.
- The training room will be getting updates and refreshed by painting walls, donating some of the pictures and trophies to the Historical Society, updating audio visual equipment.

### **TRAINING**

Chief highlighted some items on the Training Report submitted by Captain Fiene:

- the amount of training completed
- expenditures for training
- in person training began again in February
- Officer acting as instructors counts as training for them

This report should be a monthly report going forward. There was a comment that the pie chart looked skewed.

### **EQUIPMENT**

Chief Dina discussed the Monthly Apparatus Operating Cost Report (for 2/1/2021 – 2/28/2021) and the Fiscal Year to Date Report. It was noted that some vehicles are missing in the Fiscal Year to Date report; Chief will revise the report. The new Pierce had some expenses having to do with maintenance and getting chargers mounted for a new battery powered smoke ejector fan. (these things were all done “in house”) Carstens noted that the Ladder truck did not have any expenses associated with it this past month – a very good thing.

**PERSONNEL**

Perkins reported Chief Dina submitted a write up of his achievements and it had been disseminated to all the Trustees. A Special meeting will be scheduled to go through the evaluation and write new goals.

Chief reported Firefighter/Medic Frankie Wong took a position at Darien-Woodridge and therefore leaves a vacancy. Carstens moved to fill the vacant fulltime Firefighter/Medic position; Schrage seconded.

**ROLL CALL:**

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

**MOTION CARRIED**

An interview for a fulltime firefighter position was on March 16, 2021. He was given a conditional offer. Chief noted the projected start date is April 12, 2021. The medical evaluation at Edward Hospital will need to be completed before the start date.

Firefighter/Medic Ruzicka's one year anniversary at the Department will be March 23<sup>rd</sup>.

Chief reported there will be another Fulltime/Medic vacancy because Firefighter/Medic Fairfield submitted his resignation as of March 26, 2021. He will be starting fulltime at Bristol Kendall Fire Department.

Chief is currently working with the Fire Commission to hold a test (currently scheduled for May 8, 2021) for the position of full-time firefighter-paramedic, as the current eligibility list (which was conducted with the College of DuPage Consortium) is exhausted. The application fee will be \$30.

Pertell moved to promote a POC/PT (Rob Ingram) to Lieutenant to fill the vacancy left by Lieutenant Jeff Simmons.(who submitted his retirement letter effective March 9, 2021); Schrage seconded.

**ROLL CALL:**

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

**MOTION CARRIED**

There will be a recognition of Lieutenant Simmons after the April Trustee meeting in the Bay.

Chief reported there are 4 responses for the new Assistant Chief's position. Chief noted he assembled all the candidates for an orientation session and will conduct a written assessment on March 20<sup>th</sup>. There will be an assessment center on April 8<sup>th</sup>. The Trustees will schedule 2 Special meetings to conduct the interview.

Chief reported the new Administrative Assistant (Amber Nadeau) has started and is doing very well.

### **FIRE BUREAU**

The report from the Fire Bureau was accepted. Fire Marshal Westrom mentioned he is paying close attention to the CDC updates and waiting to go out for public building inspections. The Bureau is 18 months behind due to the COVID pandemic. Westrom did note that most of the businesses have kept up to date on the annual fire alarm tests and sprinkler systems inspections due to the District contracting with The Compliance Engine (BRYCER) for an online process of notifying businesses and inspection companies submitting testing information.

Westrom reported the Pub Education will be starting up with outside programs at the schools and preschools. We were asked by Little Friends School (newly moved to a building located on Diehl Road) to create a video program and therefore will be played for the children at the school. FF/Medic LaForge is working on this project to be completed by April.

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

Price reported there was no time this past month to work on the project to organize the ordinances. Price, Pertell and Westrom will meet sometime this month.

Chief reported there were some adjustments sent to him regarding the Warrenville FPD Mission Statement and a Mission/Vision/Value exercise. He reached out to the committee and the changes regarding the core value were noted. The adjustments will be addressed by the committee. Chief will send out a new copy to be accepted at the next Trustee meeting. Chief mentioned it will be part of next year's Annual Report.

Chief noted he received a few requests to change some items in the Warrenville FPD Annual Report 2020. It is now complete. The Trustees accepted the report. Chief will have the report posted on the website and send it to stakeholders and present it to new hires as part of their orientation.

Perkins moved to deny the request by previous Part-time Assistant Chief Kruzil to extend the Health Insurance coverage through April, 2021; Carstens seconded.

#### **ROLL CALL:**

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Schrage - AYE

#### **MOTION CARRIED**

A letter will be sent to Kruzil.

### **NEW BUSINESS**

Chief noted that the District is in the process of transitioning from 3" hose to 5" hose and purchased truck type tires instead of car tires for the grass truck. Pertell moved to classify 25 lengths of 3" fire hose and 4 vehicle tires as surplus equipment; Carstens seconded.

#### **ROLL CALL:**

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

These items will be posted on Gov Deals to sell.

There was a discussion regarding the agreement between the District and the Firemens' Association and providing \$500 per year for the Benevolent Fund. The last check given to the Association was May 2018. Pertell moved to provide the Warrenville Firemens' Association Benevolent Fund \$1,500, to pay the annual contribution (\$500) for 2019, 2020 and 2021; Carstens seconded.

ROLL CALL:

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

AC Clark thanked the Board, on behalf of the Firemens' Benevolent Fund. Chief noted he will make sure this is on the agenda each March.

### **ADJOURNMENT**

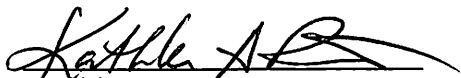
At 18:30 hours Carstens moved to adjourn the meeting; Schrage seconded.

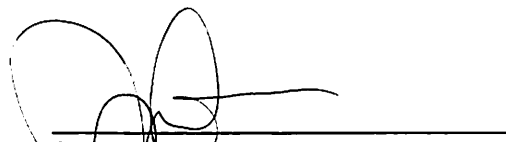
ROLL CALL:

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 (via zoom), Trustee Joe Schrage, Chief Andy Dina, Assistant Chief Jamie Clark, Recording Secretary Beth Fairbanks, Administrative Assistant Priscilla Jezuit, Administrative Assistant Amber Nadeau, Fire Marshal Lee Westrom, Lieutenant Nic Tosto (via zoom), Firefighter/Medic Mike Vaughn and Joe Rogers (via zoom).

The meeting adjourned at 18:30 hours.

  
President

  
Secretary





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

Beginning Cash Balance		2,972,542.81
<b>Revenues:</b>		
Receipts from the Monthly Receipts report	80,729.50	
5/3 Credit Card Reward	-	
Interest Income and Gain (Loss) on 5/3 Investment account	(2,853.06)	
Interest Income 5/3 Money Market account	117.45	
Foreign Fire Revenues	-	
Misc Income	-	
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Total Revenues		77,993.89
<b>Expenses:</b>		
Vendor checks from the Check Register report	(46,820.50)	
Voided Payroll Checks	134.92	
Payroll disbursements and fees from the Precision payroll reports	(190,455.87)	
Auto Disbursements	(33,589.68)	
Foreign Fire Disbursements	(10,660.00)	
Bank fee 5/3 Checking Account	(259.51)	
Bank fee 5/3 Investment Account	(161.37)	
Bank fee Hinsdale Lockbox Account	(130.08)	
Bank fee Money Market	(20.00)	
Paramedic Billing Fee	(1,989.12)	
Fraudulent Charge Refunded	13.27	
	<hr/>	
Total Expenses		<u>(283,937.94)</u>
Ending Cash Balance		<u><u>2,766,598.76</u></u>