

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

**Minutes of Trustee Meeting
April 21, 2021**

The Board of Trustees met at the Fire 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, Secretary Jeff Carstens, Trustee Randy Price, Trustee Joe Schrage, Chief Andy Dina, Assistant Chief Jamie Clark, Administrative Assistant Priscilla Jezuit, Administrative Assistant Amber Nadeau and Recording Secretary Beth Fairbanks.

Absent was Treasurer Denise Pertell.

Guests were Fire Marshal Lee Westrom, Captain Eric Ermer, Captain Jeff Fiene (who left the meeting at 18:25 hours), Lieutenant Nic Tosto, newly elected Fire District Trustee Joe Rogers and Margie Leonard. Guests left the meeting during the closed session.

APPROVAL OF AGENDA

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

4 AYES 1 ABSENT MOTION CARRIED

PUBLIC COMMENTS

None.

PUBLIC HEARING

At 17:19 Price moved to open the Public Hearing to discuss the proposed Ordinance 21-01 Budget and Appropriation Ordinance for Fiscal Year 2021-2022; Schrage seconded.

4 AYES 1 ABSENT MOTION CARRIED

There was a discussion on some of the changes to the budget this year, highlighting new personnel costs, increased insurance premiums and increased Pension obligations. Chief is hopeful the District will receive the SAFER Grant to help with personnel costs. Chief was pleased to have \$200,000 allocated towards Capital and the ability to satisfy the referendum. Perkins commended the Chief on the job done on the budget– Chief responded that many were involved with putting the budget together.

There were no comments made from the public.

Schrage moved to close the Public Hearing at 17:24 hours; Carstens seconded.

4 AYES 1 ABSENT MOTION CARRIED

APPROVAL OF MINUTES

Carstens moved to approve the minutes of the regular meeting on March 17, 2021 and the minutes of the special meeting on March 22, 2021 as presented; Price seconded.

4 AYES 1 ABSENT MOTION CARRIED

Carstens moved to approve the minutes of the closed meetings on March 17, 2021 and March 22, 2021 as presented; Price seconded.

4 AYES 1 ABSENT MOTION CARRIED

FINANCIAL REPORTS

This past month the Cash Activity Report included a Beginning Cash Balance of \$2,766,598.76 and an ending cash balance of \$2,594,487.20 as recorded in the March, 2021 Financial Report. On the Summary of Cash Report, there was a question about the MTMkt negative balance – the MTMkt is market to market, and reflects the adjusted market value at the date of the report. At March 31, 2021, the adjusted market value was \$54,756.61, below the original investment of \$538,156.02. Therefore the net value of the account as of March 31st report was \$483,390.41. This value is due to market fluctuations.

Chief reported that Mitch Belon, the representative from 5/3 Bank is retiring. Chief, Priscilla and Amber met the new representative, Jessica Curran, who will help the District going forward.

Chief Dina noted the EMS billing for the month of March was \$106,000.00. The March revenue for Fire Recovery was \$1,020. After commissions to GovDeals, the revenue for the old kitchen stove was \$370. Chief mentioned because of the GEMT program, the District received \$16,000 and then paid the state a quarterly GEMT payment of \$8,000 to the State.

Chief noted some items on the check register:

- Check #10585 for \$193.40 was for a lost check that had to be re-issued to Tom's Market
- Check #10606 and #10607 \$2330.79 were both for annual service to the Dive Team surface supplied air system
- Check #10617 \$3040.85 was for annual flow testing on SCBA's (self contained breathing apparatus)
- Checks #10590 and #10591 are notary filing fees for Priscilla and Amber. Check #10600 is the DuPage County notary statutory fee for Priscilla's notary. Next month's report will have Amber's Kane County statutory notary fee (it is based upon where you live).

Chief noted according to the Revenue and Expenses Compared with Budget Report things are looking good, the expense lines should have 8.3% available (none are below 8.3%). There will be a few more expenses this fiscal year:

- Large PPE purchase –fire gear for new employees

- Tables and chairs (approved at last meeting). Unfortunately the District won't be able to pay the full amount out of this year's budget as much of the product won't arrive until next year.

Chief noted the Foreign Fire Committee has purchased new kitchen chairs, a training mannequin and a new hose roller; when they were thinking of purchasing a new kitchen mixer, Chief had the District purchase the mixer for the Firefighters.

Schrage moved and Carstens seconded acceptance of the monthly accounting reports.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – ABSENT

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

Schrage moved to approve ORDINANCE #21-01 BUDGET AND APPROPRIATION ORDINANCE FOR 2021-2022. Price seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – ABSENT

Price – AYE

Schrage - AYE

MOTION CARRIED

Fairbanks will have the Ordinance published.

Chief noted that Sikich is the company the District uses for accounting purposes. They have been a great help during the transition during the last year and with the budget preparation. Carstens moved to accept the annual Letter of Engagement, dated March 29, 2021 with Sikich, LLP Accounting Services; Price seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – ABSENT

Price – AYE

Schrage - AYE

MOTION CARRIED

Chief noted that Lauterbach & Amen is the company that conducts the annual audit and financial report. They are very responsive when Chief has questions. Price moved to accept

the Letter of Engagement ending April 30, 2024, dated March 23, 2021 with Lauterbach & Amen, LLP; Schrage seconded. ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – ABSENT

Price – AYE

Schrage - AYE

MOTION CARRIED

There was a discussion regarding the language in the Procurement Card Policy. Chief provided a document that outlined the operational services related to the Procurement cards. The P-cards are through 5/3 Bank. Each month an expense report will be submitted by anyone who has been issued a card and the information will be incorporated into a financial report. An annual authorization schedule should be adopted each year; this can be done each May.

Price moved to approve the language added to the Procurement Policy 01.02.21 regarding the use of credit and procurement cards for District employees; Carstens seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – ABSENT

Price – AYE

Schrage - AYE

MOTION CARRIED

When a P-card is issued, a copy of the policy will be given to the employee.

CLOSED SESSION

At 17:24 hours, Schrage moved to go into closed session to discuss personnel in accordance with 5 ILCS 120/2(c)1: Carstens seconded.

4 AYES 1 ABSENT MOTION CARRIED

Closed session ended at 17:52 hours.

CHIEF'S REPORT

Chief reported there was a large structure fire this past week on Estes Street. The crews from Warrenville Fire, City of Warrenville, Warrenville Police and surrounding Fire Departments worked well together. The DuPage Fire Investigation Task Force was there, led by Fire Marshal Westrom. The cause of the fire currently is undetermined. Chief noted there will be an after action review later with those involved at the scene.

Chief Dina submitted his report for the month of March. He reported there were 148 emergency calls, which include 96 EMS and 52 fire related; this is a increase of 5 calls from the previous month. Chief highlighted 2 calls: a hazardous material incident, about 100 gallon diesel fuel spill, at Butterfield and Route 59 and a structure fire on Continental Drive, which started in the bathroom and extended to the attic.

Chief noted there were several specialty call outs this past month: one of the SWAT Medics was deployed to Phoenix, IL; one call out for the Water Rescue crew to Herrick Lake in error

(it should have been dispatched to Herrick and Armbrust in Winfield). There were six call outs for the DuPage County Fire Investigation Task Force (Fire Marshal Westrom responded to all); Chief noted one call out was in Glenside Fire Protection District resulting in a fatality and one call out was in Winfield Fire Protection District resulting in one patient with life threatening injuries.

Chief reported the new record management system vendor, ESO, is assisting the staff in making sure there is a seamless transition from the current system.

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

TRUSTEES

There was nothing really to discuss regarding the recognition of firefighters and personnel for achievements since we are still waiting for things to open up – it could be not until September. Chief noted there has been an increase in COVID transports. This topic will be discussed in the future and be kept on the Trustee agenda.

Carstens moved to ratify the actions taken in trustee meetings via Zoom for the Special meeting on October 29, 2020 and Regular meetings on November 18, 2020, December 16, 2020, January 20, 2021, February 17, 2021 and March 17, 2021. Price seconded

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – ABSENT

Price – AYE

Schrage - AYE

MOTION CARRIED

ATTORNEY

Chief reported he and Attorney Flaherty discussed whether the District can pay a POC/FF (his hourly rate) with expertise in IT to update the website. As long as there is no overtime, payment can be made.

BUILDINGS

The Logistics Monthly Report submitted by Capt. Ermer was accepted. Ermer mentioned personnel are wrapping up fiscal year projects.

TRAINING

The Training Monthly Report submitted by Capt. Fiene was accepted. Fiene noted this past month was the first live fire training in the past year. The Office of the State Fire Marshal is updating recertification requirements for most firefighter certifications.

EQUIPMENT

Chief Dina presented the Monthly Apparatus Operating Cost Report (for 3/1/2021 – 3/31/2021) and the Fiscal Year to Date Report. Last month some vehicles were missing due to the fact they were not entered into the report or there was not any work done on the “missing” vehicles.

Chief highlighted several items on the report:

- The Pierce is coming up on the one year warranty period. There are some things on a punch list to be done, a pump test will be completed and the frame rail inspection will be conducted (which is part of the warranty). There is some corrosion around the windows – they will be repainted.
- G-11 had four new tires installed and safety lane inspection
- E-12 had a broken heater control valve repaired, a broken laptop support bracket repaired, quartz light repaired, front tire replacement, and the safety lane inspection completed.

Chief reported the new Fire Prevention Bureau vehicle has been delivered.

PERSONNEL

Carstens conducted the oaths of office for re-elected Trustee Kate Perkins and newly elected Trustee Joe Rogers. The new term of office will commence on May 17, 2021.

Perkins mentioned this is the last regular meeting for Trustee Joe Schrage, he will be recognized for his dedication and service during the past 2 years along with the promotion ceremonies for Captain Joe Levy, Lieutenant Josh Hamman and Lieutenant Rob Ingram and recognition of Lieutenant Simmons after the Trustee meeting in the Station Bay.

The Chief updated the Trustees on the Full-Time Firefighter testing process. There are at least 21 applicants. The reception of applications is now closed. The test is scheduled for May 8, 2021. Flyers will be handed out to neighbors notifying them of the extra parking on the streets during the testing process. Chief mentioned the Trustees are welcome to observe.

Chief reported the writing exercise for the Assistant Chief testing process was March 20th and the assessment center was April 8th. All candidates did well and the results were shared with the Trustees. April 22nd and April 23rd will be the interviews with the Trustees.

Chief reported the fulltime firefighter position has been filled by Geovanny Rivera who started April 14, 2021.

Perkins moved to accept and approve Chief Dina's recommendation, as of May 1st, the increase of 3% for the hourly rates of the POC/Firefighters and the Part-time/POC in-system paramedics; Schrage seconded.

ROLL CALL:

Carstens – ABSTAIN

Perkins – AYE

Pertell – ABSENT

Price – AYE

Schrage - AYE

MOTION CARRIED

Price moved to accept and approve Chief Dina's recommendation, as of May 1st, the pay increase of 3% for Lee Westrom, Carl Voda, Ted Ellison and Priscilla Jezuit; the pay increase

of 1.5% for Fred Bevier; Amber Nadeau's hourly rate to \$25; the annual stipend for POC Lieutenants and Captains to \$2,100 and the annual stipend for POC Assistant Chief Jamie Clark to \$15,500; Carstens seconded.

ROLL CALL:

Carstens – ABSTAIN

Perkins – AYE

Pertell – ABSENT

Price – AYE

Schrage - AYE

MOTION CARRIED

Chief reported that Administrative Assistant Beth Fairbanks' last day at the station will be May 13, 2021. There will be an open house and recognition on May 10th at 4pm for her. Perkins thanked Fairbanks for everything she has done and for the help she has provided for Perkins and the Trustees.

FIRE BUREAU

The report from the Fire Bureau was accepted. Fire Marshal Westrom mentioned the apartment complex, Arden Apartments, on Ferry Road is complete. Westrom mentioned he has been very busy with the DuPage Fire Investigation Task call outs this past month.

UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS

Price handed out information compiled by himself, Pertell and Westrom. This will help to organize, proceed and update ordinances. Price noted he will continue to sift through the ordinances. Price is investigating how to proceed regarding the amount fines should be charged. Chief noted that Fire Recovery USA now has the Spiller Pay Ordinance and will start fining for those. Chief mentioned he is working with the Captains to develop a policy so all officers know how to handle the paperwork so bills can be processed consistently.

The approval of the Warrenville FPD Mission/Vision/Value Statement will be tabled until the next meeting.

NEW BUSINESS

Schrage moved to classify 2006 Ford Van surplus equipment; Carstens seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – ABSENT

Price – AYE

Schrage - AYE

MOTION CARRIED

All the markings will be removed from the vehicle and it will be posted on Gov Deals to sell.


ADJOURNMENT

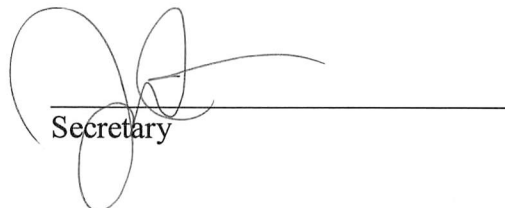
At 18:32 hours Carstens moved to adjourn the meeting; Schrage seconded.

4 AYES 1 ABSENT MOTION CARRIED

Those present at the end of the meeting were President Kate Perkins, Secretary Jeff Carstens, Trustee Randy Price, 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, Captain Eric Ermer, Lieutenant Nic Tosto, Joe Rogers and Margie Leonard.

The meeting adjourned at 18:32 hours.


President


Secretary

Warrenville Fire Protection District
Cash Activity
March 2021

Beginning Cash Balance		2,766,598.76
Revenues:		
Receipts from the Monthly Receipts report	89,113.02	
5/3 Credit Card Reward	-	
Interest Income and Gain (Loss) on 5/3 Investment account	2,454.02	
Interest Income 5/3 Money Market account	108.03	
Foreign Fire Revenues	-	
Misc Income	-	
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Total Revenues		91,675.07
Expenses:		
Vendor checks from the Check Register report	(53,568.60)	
Voided Checks	-	
Payroll disbursements and fees from the Precision payroll reports	(169,450.37)	
Auto Disbursements	(38,168.19)	
Foreign Fire Disbursements	-	
Bank fee 5/3 Checking Account	(263.36)	
Bank fee 5/3 Investment Account	(160.36)	
Bank fee Hinsdale Lockbox Account	(69.18)	
Bank fee Money Market	(10.00)	
Paramedic Billing Fee	(2,096.57)	
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Total Expenses		(263,786.63)
Ending Cash Balance		<u><u>2,594,487.20</u></u>
Bank Account Balances at month end:		
* Fifth-Third Checking		798,823.87
Fifth-Third Money Market		1,279,281.68
Fifth-Third Trust Investment		483,390.41
Fifth-Third Lockbox Checking		2,477.08
Hinsdale Bank and Trust Co Lockbox		-
Fifth Third Foreign Fire Tax		30,514.16
		<hr/>
		<u><u>2,594,487.20</u></u>

* Note: The Fifth-Third Checking account balance displayed represents the general ledger balance not the bank balance. There are reconciling items such as outstanding checks and deposits in transit at month end.