

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

Minutes of Trustee Meeting
May 19, 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 the pledge of allegiance to the flag.

ROLL CALL

Present for the meeting were President Kate Perkins, Secretary Jeff Carstens, Treasurer Denise Pertell, Trustee Randy Price, Trustee Joe Rogers, Chief Andy Dina, Assistant Chief Jamie Clark, Recording Secretary Priscilla Jezuit, and Administrative Assistant Amber Nadeau.

Guests were Fire Marshal Lee Westrom, Captain Joe Levy, Lieutenant Matt Banaszek, Lieutenant Nic Tosto, Captain Eric Ermer, and Debbie Crabtree from Sikich.

APPROVAL OF AGENDA

Perkins moved to accept the revised agenda with having Debbie Crabtree present the Financial Reports after elections of officers as presented. Carstens moved to approve the modified agenda.

PUBLIC COMMENTS

None.

ELECTION OF OFFICERS

Trustee Price nominated Trustee Perkins for Trustee President. Trustee Carstens seconded the motion.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Rogers – AYE

MOTION CARRIED

Trustee Price nominated Trustee Pertell for Secretary. Trustee Carstens seconded the motion.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Rogers – AYE

MOTION CARRIED

Trustee Price nominated Trustee Carstens for Treasurer. Trustee Perkins seconded the motion.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Rogers – AYE

MOTION CARRIED

FINANCIAL REPORTS

Debbie Crabtree from Sikich presented the fiscal year end 20/21 reports to the Trustees. She indicated that in the next few weeks Sikich will modify from cash basis to modified accrual due to the upcoming yearly audit. She reviewed several reports with the Trustees and answered questions that were asked.

Chief Dina mentioned that Amber Nadeau would address the changes that will take place in the check register and credit card statements.

Pertell moved and Rogers seconded acceptance of the monthly accounting reports.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Rogers – AYE

MOTION CARRIED

APPROVAL OF MINUTES

Carstens moved to approve the minutes of the regular meeting on April 21, 2021. Price seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Rogers – AYE

MOTION CARRIED

Carstens moved to approve the minutes of the closed session on April 21, 2021. Price seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Rogers – AYE

MOTION CARRIED

Price moved to approve the minutes of the open special meetings on April 22, 23, 26, 2021 as presented. Carstens seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Rogers – AYE

MOTION CARRIED

Carstens moved to approve the minutes of the closed special meetings on April 22, 23, 26, 2021 as presented. Price seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Rogers – AYE

MOTION CARRIED

APPROVAL OF BILLS

Chief Dina reported today the shipment of new tables would be delivered tomorrow so they will be paid out of the capital account. Per the accountant, we will pay for the chairs out of last year's budget with what was left in the account and when we receive the chairs, the rest of the payment will come out of capital for 21/22 fiscal year. This will be listed on next month's financials.

A thank you card and ten \$1.00 scratch lottery ticket were mailed to the station from a resident that we responded for an activated fire alarm. Four trustees and Chief Dina scratched the tickets at the meeting. The winning tickets totaled \$2.00. The money will be deposited and placed in the capital fund.

CLOSED SESSION

At 1734 hours, Pertell moved to go into closed session to discuss personnel in accordance with 5 ILCS 120/2(c)1; Rogers seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Rogers – AYE

MOTION CARRIED

The visitors left during the closed session.

Closed session ended at 1806 hours.

CHIEF'S REPORT

The Trustees attended the swearing-in of seven firefighters.

In the month of April 2021, the Warrenville Fire Protection District responded to 127 calls for service; of those calls, 83 were EMS related and 44 were fire and rescue calls. This is a decrease of 21 calls from the previous month.

Specialty Team Call Outs

1. April 3: Multi agency response for vehicle accident with extrication at Butterfield and Legends Dr.
2. April 9: SWAT callout for one Warrenville SWAT Medic to Downers Grove for standby while a warrant was being served. Operation was successful and uneventful.
3. April 13: Structure fire 30W121 Estes St. DuPage County Fire Investigation team was requested. Cause and origin of the fire were deemed to be undetermined.

4. April 16: Dumpster fire at 3S005 Route 59. Warrenville Fire received video from the business owner and promptly handed it over to Warrenville Police. An offender was charged with a Class 2 felony count of arson for intentionally starting the blaze.
5. April 24: Outside fire complaint called in by a passerby at Elizabeth and Warrenville Rd. found to be a fire pit on the second floor balcony that was threatening the structure. Fire was quickly extinguished before it started the home on fire.

Other Items of Interest

1. Chief Dina was voted in as the DU-COMM Fire Chief representative to sit on the DuPage ETSB Policy Advisory Committee (PAC). This committee meets twice a month.
2. The final count of candidate applicants for the position of full time Firefighter/Paramedic is 19. The written test is May 8, 2021 at 0830.
3. Staff continue to work with the new record management system vendor ESO along with DU-COMM to ensure a smooth transition into our new record management system.
4. Chief Dina is looking into the possibility of upgrading and updating our phone and internet system. It's looking promising at this point.
5. A new cardiac arrest protocol from the EMS system which is intended to increase our cardiac arrest saves in the field was recently implemented.
6. Chief Dina reported the fulltime firefighter position has been filled by Geovanny Rivera who started April 14, 2021.

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

TRUSTEES

Trustees Perkins and Rogers will be attending the Illinois Association of Fire Protection Districts conference in June.

The Fire District participated in the Bike rodeo.

ATTORNEY

None.

BUILDING – LOGISTICS

Hose Tower Heater - The heater in the hose tower went out at the end of winter this year. It was patched with a temporary fix until the end of the season and made it without any major freezes. Now is the time to have it repaired or replaced. *Guaranteed Mechanical* is who we have been using to maintain the heaters in the bay and hose tower and so they gave use a quote for repair or replacement of the heater. The vendor is suggesting replacing it at this point and Capt Ermer agreed we should replace it. To repair the heater it will cost \$2,172.14.

Replacement cost is equal to \$4,921.38. This brings it under the “Small Procurement” category, but Capt Ermer asked for direction from the Board for a recommendation to move forward with the replacement.

Trustee Pertell motioned to allow Capt Ermer to seek three bids for the replacement of the heater in the hose tower.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Rogers – AYE

MOTION CARRIED

Bay Ceiling Repair –Captain Ermer will put together a bid package and send it out to fix the corner where the leak was this winter as well as fix a couple of the other areas where leaks had caused cracks and bulges in the drywall. He will also look at having electrical boxes rearranged to better serve our shorelines for the rigs. Finally, have the bay floor ceiling painted. It will include it in the bid so we know how much it cost but will also be looking into SWAP from the county jail.

Classroom –The tables will arrive tomorrow and chairs have arrived. Assistant Chief Clark and several POC’s came in and took down pictures and cleaned the area. Some of the items will be donated to the historical society and the rest will be displayed for all firefighters and retirees to take. Nothing will be thrown away.

Spring Cleaning – Captain Ermer will schedule June 12th for the cleaning inside and out.

TRAINING

Monthly Training

In the month of April, Warrenville Fire Protection District personnel completed 805 training hours.

Year to Date Training

Firefighters have completed a total of 2,677 hours of training year to date.

- Career personnel have completed 1318 hours
- Part time personnel have completed 337 hours
- Paid on call personnel have completed 1022 hours of training.

Median training hours per firefighter, by classification shows the amount of training hours most firefighters have, based upon their classification. The graph reflects year to date numbers.

- Career personnel: 109.9
- Part time personnel: 20.2
- Paid on call personnel: 32.75

EQUIPMENT – APPARATUS

Repairs were reviewed by Chief Dina for the month of April. Per Trustee Carstens request, Chief Dina will put the equipment maintenance records in the annual report.

FIRE BUREAU

The report from the Fire Bureau was accepted. Fire Marshal Westrom mentioned we had a recall on all the smoke detectors in our building. It was a 600.00 charge to FY 20/21. We also have a \$3,000.00 upkeep on our sprinkler system which Captain Ermer is working on. We have a new alarm company, Monarch in West Chicago. The commercial inspections will start up soon. The Fire Bureau reviewed 400 fire alarm reports on The Compliance Engine program.

PERSONNEL

None.

UNFINISHED BUSINESS OR MISCELLANEOUS BUSINESS

Trustee Price said the ordinance project is still proceeding. They had nothing to report. No estimated date of completion.

Trustee Price made a motion to approve the Warrenville FPD Mission/Vision/Value Statement as stated. Trustee Carstens seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Rogers – AYE

MOTION CARRIED

NEW BUSINESS

Trustee Carstens moved to approve disposal of surplus 30 chairs, 2 trophy cases and 3 computers. Trustee Rogers seconded.

ROLL CALL:

Carstens – AYES

Perkins – AYE

Pertell – AYES

Price – AYE

Rogers - AYE

MOTION CARRIED

All items will be posted on GovDeals.com to sell except the chairs.

Trustee Carstens moved to approve Priscilla Jezuit as FOIA and OMA Officer. Trustee Pertell seconded.

ROLL CALL:

Carstens – AYES

Perkins – AYE

Pertell – AYES

Price – AYE

Rogers - AYE

MOTION CARRIED

The Fire Commission Annual Report was presented. Discussion took place as to Fire Commissioner Bintz-Meuch resignation and replacement. Trustee Perkins put an ad in the Hometown Happenings newsletter for the applicant replacement of the position. Other forms of communication were discussed to communicate the open position. This will be posted on the Districts website also. Trustee Rogers has volunteered to work with Fire Commissioner Byers on a replacement. Trustee Perkins volunteered to assist also. Applications will be taken until June 30, 2021.

ADJOURNMENT

At 1950 hours, Trustee Carstens moved to adjourn the meeting. Trustee Price seconded.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Rogers – AYE

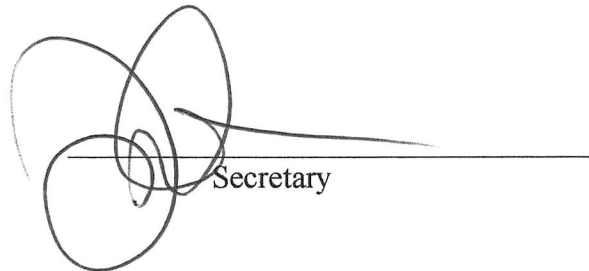
MOTION CARRIED

Those present at the end of the meeting were President Kate Perkins, Secretary Jeff Carstens, Treasurer Denise Pertell, Trustee Randy Price, Trustee Joe Rogers, Chief Andy Dina, Assistant Chief Jamie Clark, Recording Secretary Priscilla Jezuit, Administrative Assistant Amber Nadeau, Lieutenant Nic Tosto and Fire Marshal Lee Westrom.

The meeting adjourned at 1950 hours.



President



Secretary

Warrenville Fire Protection District
Cash Activity
May 2021

| | | |
|---|--------------|----------------------------|
| Beginning Cash Balance | | 2,257,469.67 |
| Revenues: | | |
| Receipts from the Monthly Receipts report | 290,326.16 | |
| 5/3 Credit Card Reward | - | |
| Interest Income and Gain (Loss) on 5/3 Investment account | (347.48) | |
| Interest Income 5/3 Money Market account | 65.11 | |
| Foreign Fire Revenues | - | |
| Misc Income | - | |
| | <hr/> | |
| Total Revenues | | 290,043.79 |
| Expenses: | | |
| Vendor checks from the Check Register report | (98,775.89) | |
| Checks Refunded | 25.00 | |
| Payroll disbursements and fees from the Precision payroll reports | (168,270.43) | |
| Auto Disbursements | (32,129.12) | |
| Foreign Fire Disbursements | - | |
| Bank fee 5/3 Checking Account | (267.04) | |
| Bank fee 5/3 Investment Account | (160.98) | |
| Bank fee Hinsdale Lockbox Account | - | |
| Bank fee Money Market | (10.00) | |
| Paramedic Billing Fee | (2,706.88) | |
| 5/3 Credit card double payment | (6,040.69) | |
| 5/3 Bank fee waived | 4.40 | |
| | <hr/> | |
| Total Expenses | | <u>(308,331.63)</u> |
| Ending Cash Balance | | <u><u>2,239,181.83</u></u> |
| Bank Account Balances at month end: | | |
| * Fifth-Third Checking | | 961,086.09 |
| Fifth-Third Money Market | | 766,664.33 |
| Fifth-Third Trust Investment | | 482,414.57 |
| Fifth-Third Lockbox Checking | | 2,232.74 |
| Hinsdale Bank and Trust Co Lockbox | | - |
| Fifth Third Foreign Fire Tax | | 26,784.10 |
| | | <hr/> |
| | | <u><u>2,239,181.83</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.