

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

**Minutes of Trustee Meeting  
June 23, 2021**

**CALL TO ORDER**

President Perkins called the meeting to order at 1700 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, Treasurer Denise Pertell, Secretary Jeff Carstens, Trustee Joe Rogers (left meeting at 1800 hours), Fire Chief Andy Dina, and Administrative Assistant Amber Nadeau. Absent was Trustee Randy Price.

Guests were Fire Marshal Lee Westrom, Captain Jeff Fiene, Captain Joe Levy, and Lieutenant Nic Tosto.

**APPROVAL OF AGENDA**

A motion was made by Trustee Carstens, seconded by Trustee Pertell, to approve the agenda as presented.

4 AYES      1 ABSENT      MOTION CARRIED

**PUBLIC COMMENTS**

None.

**APPROVAL OF MINUTES**

A motion was made by Trustee Pertell, seconded by Trustee Rogers, to approve the minutes of the regular meeting on May 19, 2021.

4 AYES      1 ABSENT      MOTION CARRIED

A motion was made by Trustee Pertell, seconded by Trustee Carstens, to approve the closed session minutes of the regular meeting on May 19, 2021.

4 AYES      1 ABSENT      MOTION CARRIED

**FINANCIAL REPORTS**

Chief Dina presented the financial reports. He noted the budget should have 91.67% of funds available in total services at this time of the year, which we are currently at or above. The "Total Cash" from the Summary of Cash report is equal to the "Ending Cash Balance" on the Cash Activity Report. The Cash Activity Report included a Beginning Cash Balance of \$2,257,469.67 and an ending cash balance of \$2,239,181.83 as recorded in the May 2021 financial reports. The newly added Purchase Journal report provides descriptions for purchases made by check and ACH.

As part of our Capital Improvement Plan, \$200,000 has been transferred from the Ambulance Fund to the Capital Fund.

Chief Dina highlighted examples of decreased expenses, which included changing the full-time administrative assistant to a part-time position, eliminating unused services associated with dispatching fees, and upgrading the station phone system. He also provided some potential ways to increase revenues, which included charging for the use of meeting rooms, and increasing ambulance billing fees to match the GEMT cost report.

A motion was made by Trustee Pertell, seconded by Trustee Carstens, to accept the monthly accounting reports. The reports are approved and hereby ratified. The Cash Activity Report is part of the minutes.

ROLL CALL:  
Carstens – AYE  
Perkins – AYE  
Pertell – AYE  
Price – ABSENT  
Rogers – AYE  
MOTION CARRIED

#### **APPROVAL OF BILLS**

None.

#### **OTHER FINANCE**

None.

#### **CLOSED SESSION**

None.

#### **FIRE CHIEF'S REPORT**

Chief Dina informed the Trustee Board about the recent tornado response. There was a really good response by our personnel to the “all call” alert that was sent out. DuComm also did a great job dispatching the calls.

There are drop boxes that will be put around the City of Warrenville, including at our station. These “Unraveled and Restored” drop boxes are hosted by Warrenville Youth and Family Services, and will provide a channel for the community to express their thoughts and feelings regarding COVID. Comments will be provided to the Historical Society unless marked as anonymous.

The annual station beautification day was held on Saturday, June 12. Captain Ermer spearheaded the event. It was a great turnout of volunteers from current and past members, as well as friends and community members.

The part-time Administrative Assistant position has been posted and we have eight applications so far. The deadline is June 25th.

Chief Dina reported there were 173 calls for service in the month of May 2021, which included 119 EMS calls and 54 fire and rescue calls. This is an increase of 46 calls from the previous month.

Chief Dina also noted there were a few specialty team call outs for May 2021. There was one call out for a water rescue in Naperville, one call out for a structure fire in Wheaton, and one call out for a SWAT Medic to Glen Ellyn.

The written examination for the position of Firefighter/Paramedic was held on May 8. There were 16 people that took the test, which 12 passed and were placed on the eligibility roster.

Warrenville Fire District personnel participated in the Warrenville Bike Rodeo on May 15.

District staff have started training on the new record management system with ESO. The targeted “go live” date is September 7, 2021.

We received the IPRF grant check in the amount of \$16,558, which will go towards the audio/visual upgrades in the training room.

A resident was inadvertently charged as a non-resident for EMS charges due to an address mistake. The fees have been reversed and waived.

The fire billing revenue for May 2021 was \$1,016.00. The EMS billing revenue for May 2021 was \$45,800.00.

We received the tables and chairs for the training room upgrade.

Chief Dina noted the upcoming events that some of our personnel will be attending. This included the Cerny Park Fireworks on July 3, and the Firecracker 5K on July 4.

### **TRUSTEES**

Trustee Rogers informed the Trustee Board that interviews are continuing for the Fire Commissioner position. Applications are due by June 30th. A recommendation will be ready for the next meeting.

The Trustee Board discussed arranging a Firefighter Appreciation event. The event is normally held in February or March. Trustee Pertell will contact Courtyard Banquets to get pricing and make a reservation for early 2022. Trustee Rogers will look into a gathering for this summer.

### **ATTORNEY**

None.

### **BUILDINGS**

The Logistics Monthly Report was emailed to the Trustees. The ceiling in the apparatus bay floor has started to get repaired. We received a check from Selective Insurance to make the repairs through an insurance claim.

**TRAINING**

The Training Monthly Report was submitted by Captain Fiene. He reported there were 679 training hours completed in May 2021. He added that the next month’s report will have irregular numbers due to a few of our personnel graduating from the academy.

**EQUIPMENT**

Chief Dina presented the Monthly Apparatus Operating Cost Report for May 2021. Chief noted the old Fire Prevention Bureau vehicle will be ready soon to go on GovDeals. Chief added that the new Pierce will be going for warranty work soon, which will repair the corrosion issue.

**FIRE BUREAU**

The Fire Bureau Report was submitted by Fire Marshal Westrom. FM Westrom added that he attended a meeting with Emerald Green Townhomes to discuss their options for key boxes at their buildings. FM Westrom informed the Trustee Board that there will be an Open House event held in October this year, but it will be smaller than previous years.

**PERSONNEL**

Chief Dina reported that the firefighter/paramedic eligibility roster is completed and we are ready to fill the vacant positions.

A motion was made by Trustee Pertell, seconded by Trustee Rogers, to fill two full-time Firefighter/Paramedic positions.

ROLL CALL:  
Carstens – AYE  
Perkins – AYE  
Pertell – AYE  
Price – ABSENT  
Rogers – AYE  
MOTION CARRIED

A motion was made by Trustee Pertell, seconded by Trustee Carstens, to promote William Zabler from Lieutenant to Captain and to promote Michael Vaughn from Firefighter/Paramedic to Lieutenant. The promotions will take effect on July 13, 2021.

ROLL CALL:  
Carstens – AYE  
Perkins – AYE  
Pertell – AYE  
Price – ABSENT  
Rogers – AYE  
MOTION CARRIED

A motion was made by President Perkins, seconded by Trustee Rogers, to fill the part-time administrative assistant position of hours less than 30 per week and pay range of \$21.00-\$28.00 per hour.

ROLL CALL:  
Carstens – AYE  
Perkins – AYE  
Pertell – AYE  
Price – ABSENT  
Rogers – AYE  
MOTION CARRIED

Chief Dina provided an update regarding the full-time Firefighter/Paramedic hiring list. There are 12 on the list. In order to hire two positions, Chief Dina went through eight names. There were six people that took a pass, leaving two people that agreed. The two chosen already work here as paid on call. The individuals are Miles Volpe and James Reavy, who will start their first full-time shifts on July 13 and July 12 respectively.

The contract for the Assistant Chief position was reviewed. Trustee Pertell asked about the vacation time allotted in the contract. Chief Dina explained the vacation time is consistent with time on the job.

A motion was made by Trustee Rogers, seconded by President Perkins, to approve the Assistant Chief employment contract.

ROLL CALL:  
Carstens – AYE  
Perkins – AYE  
Pertell – AYE  
Price – ABSENT  
Rogers – AYE  
MOTION CARRIED

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

President Perkins noted she spoke with Trustee Price and there was nothing new regarding the ordinance project.

### **NEW BUSINESS**

Trustee Rogers informed the Trustee Board that interviews are continuing for the Fire Commissioner position. Applications are due by June 30th. A recommendation will be ready for the next meeting.

Chief Dina explained the recent resignation of the full-time administrative assistant has created vacant delegations for the IMRF authorized agent, FOIA Officer, and OMA Officer. The Trustee Board discussed the responsibilities of these designations.

A motion was made by President Perkins, seconded by Trustee Pertell, to appoint Amber Nadeau as the IMRF Authorized Agent and the OMA Officer.

ROLL CALL:  
Carstens – AYE  
Perkins – AYE  
Pertell – AYE  
Price – ABSENT  
Rogers – ABSENT  
MOTION CARRIED

A motion was made by President Perkins, seconded by Trustee Pertell, to designate Joe Levy as the FOIA Officer.

ROLL CALL:  
Carstens – AYE  
Perkins – AYE  
Pertell – AYE  
Price – ABSENT  
Rogers – ABSENT  
MOTION CARRIED

Chief Dina presented the proposals for IT services. There were two companies that provided pricing. President Perkins discussed the importance of a quality IT system to protect the District from hackers.

A motion was made by President Perkins, seconded by Trustee Pertell, to approve the IT services agreement with NTIVA for \$1,700 per month.

ROLL CALL:  
Carstens – AYE  
Perkins – AYE  
Pertell – AYE  
Price – ABSENT  
Rogers – ABSENT  
MOTION CARRIED

Chief Dina noted we are waiting on a final proposal for the telephone and internet system. This item will be discussed further at the next meeting.

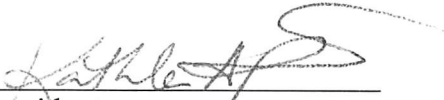
**ADJOURNMENT**

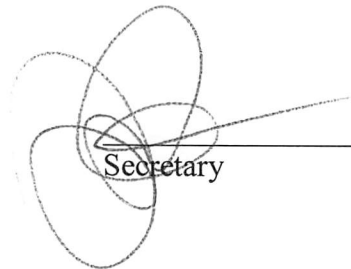
At 1810 hours, a motion was made by Trustee Carstens, seconded by President Perkins, to adjourn the meeting.

3 AYES      2 ABSENT      MOTION CARRIED

Those present at the end of the meeting were President Kate Perkins, Treasurer Denise Pertell, Secretary Jeff Carstens, Fire Chief Andy Dina, Administrative Assistant Amber Nadeau, Fire Marshal Lee Westrom, Captain Jeff Fiene, Captain Joe Levy, and Lieutenant Nic Tosto.

The meeting adjourned at 1810 hours.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary