

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

**Minutes of Trustee Meeting
July 21, 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 Randy Price, Trustee Joe Rogers, Fire Chief Andy Dina, Assistant Chief Jamie Clark, Assistant Chief Joe Levy, and Administrative Assistant Amber Nadeau.

Guests were Fire Marshal Lee Westrom, Captain Eric Ermer, Lieutenant Matt Banaszek (left meeting at 1800 hours and returned at 1830 hours), Lieutenant Nic Tosto (left meeting at 1820 hours), and Board of Fire Commissioners Chairman Nelda Byers (left meeting at 1715 hours).

APPROVAL OF AGENDA

A motion was made by Trustee Carstens, seconded by Trustee Pertell, to approve the agenda with closed session moved after public comments.

5 AYES MOTION CARRIED

PUBLIC COMMENTS

None.

CLOSED SESSION

At 1702 hours, a motion was made by Trustee Pertell, seconded by Carstens, to go into closed session to discuss personnel issues in accordance with 5 ILCS 120/2(c)(1).

5 AYES MOTION CARRIED

The visitors, except for BOFC Chairman Nelda Byers, left during the closed session. Closed session ended at 1710 hours.

APPROVAL OF MINUTES

A motion was made by Trustee Carstens, seconded by Trustee Pertell, to amend minor wording and approve the minutes of the regular meeting on June 23, 2021.

5 AYES MOTION CARRIED

FINANCIAL REPORTS

Chief Dina presented the financial reports. 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 \$2,239,181.83 and an ending cash balance of

\$3,588,310.63 as recorded in the June 2021 financial reports. Chief Dina brought attention to the Purchase Journal, which shows the descriptions and details for all purchases. Chief Dina noted the Call One phone bill should cost less next month due to the cancellation of a T1 line.

Chief Dina explained the Fifth Third Bank procurement card rules regarding fees and rebates. In order to receive a rebate, rather than pay a fee, the District needs to spend \$350,000.00 using the card each year. Letters will be sent to vendors to see if they accept payment by credit card.

The District has a lockbox at Hinsdale Bank that was started about six months ago. The ACH payments are being redirected from the Fifth Third lockbox, which will be closed soon.

Trustee Pertell inquired about the old credit card account. Chief Dina said there were a couple transactions that have come through recently on the account. The card will be closed in the next month or two.

President Perkins asked about the money moved from the Ambulance Fund and how this gets listed on the budget ordinance. Chief Dina will inquire with the accountant.

An error was recently found on the Budget vs. Actual report that lists an incorrect budget account. It appears to be a typo that was made during the input of the budget into the accounting software. This will get corrected with the accountant.

A motion was made by Trustee Pertell, seconded by Trustee Price, to accept the monthly accounting reports. The reports are approved and hereby ratified.

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

APPROVAL OF BILLS

None.

OTHER FINANCE

None.

FIRE CHIEF'S REPORT

Chief Dina reported there were 156 calls for service in the month of June 2021, which included 92 EMS calls and 64 fire and rescue calls. This is a decrease of 46 calls from the previous month. The calls this year are more numerous but also more significant.

Chief Dina also noted there were a few specialty team call outs for June 2021. There were two call outs for structure fires in Warrenville, one call out for a SWAT Medic to Burr Ridge, and

one call out for an F3 tornado that severely damaged and left numerous homes uninhabitable in Naperville, Woodridge, and Burr Ridge.

The fire billing revenue for June 2021 was \$338.00. The EMS billing revenue for June 2021 was \$55,160.00.

Two of the paid-on-call firefighter/EMT, Michael Jacobs and Andrew Kloska, recently passed their national paramedic certification test. They will need to finish their practicals and a few other steps before they will be paramedics.

The new bike medic program is operational. The first event was the Firecracker 5k on July 4.

There are discussions with the Board of Fire Commissioners regarding the requirement of an Associate's Degree for new hires. It is thought that the requirement kept people from testing here. The testing company said it is very rare to have this requirement. Fire agencies in Highland Park, Naperville, Aurora, West Chicago, and Lisle-Woodridge do not require an Associate's Degree for their test. A change cannot be made in the middle of an active hiring list, but it can be worked on for the next list requirements. It would be the Commissioners decision and recommendation, then the Trustee Board would vote on it.

The new website redesign is underway. The targeted "go live" date is December 1, 2021. Monthly status updates will be provided each month. The objectives include a new layout and template that can be managed in-house. District staff is searching for a third-party vendor to do the website hosting.

District staff continue to train on the new record management system with ESO. The targeted "go live" date is September 7, 2021.

Administrative Assistant interviews are going well. The interviews will be done this week and an offer will be made.

Chief Dina was recently voted President for MABAS Division 16.

Chief Dina noted the Summer Daze event will be held on August 6 and 7. A tent will be staffed by District paramedics and possibly the bike medics too.

TRUSTEES

Trustee Pertell informed the Board that she attended the Pension Board meeting recently. The tentative plan is to transfer the firefighter pension amount to the state on October 1.

FIREFIGHTERS' APPRECIATION

The Trustee Board discussed arranging a Firefighter Appreciation event. Trustee Pertell contacted the Courtyard Hotel and made a reservation for Saturday, March 12, 2022. The March 2020 event quote was \$35 per person, while this quote is \$36 per person. The approximate total based on 150 people is \$6,400. Trustee Rogers will look into a band or other entertainment for the event.

Trustee Rogers talked about arranging a backyard get-together this summer or fall. The Trustee Board discussed the possibility of catering the event, along with a few other options and variations. Assistant Chief Clark said he would find out if the Firefighter's Association would like to be involved with the event.

ATTORNEY

Chief Dina said a question came up at the Board of Fire Commissioners meeting regarding the OMA Officer and if it needed to be a separate person for each board. The question was posed to the District lawyer, who said the District can designate a single OMA Officer for the Trustee Board as well as the subsidiary bodies of the Board of the Fire Commissioners and Foreign Fire Tax Board. The lawyer added that the Pension Board needs to designate their own, or if the Trustee Board is ok with it, they can use the same person. The Pension Board will pose the question to their lawyer too.

BUILDINGS

Captain Ermer presented the Logistics Monthly Report. The ceiling in the apparatus bay floor continues to be repaired. The classroom needs one more sanding and coat of paint. The station spring cleaning is finishing up as well. Bunker gear has been ordered and this year's budget was able to accommodate gear for three new hires.

TRAINING

Assistant Chief Levy presented the Training Monthly Report. He reported there were 2,656 training hours completed in June 2021. He added that the report shows a higher than normal amount, due to personnel who finished the fire academy had all their training hours recorded in the month of June. Next month will show the median for career personnel training hours drop due to two part-time personnel becoming career, and one career Captain promoted to Assistant Chief.

EQUIPMENT

Assistant Chief Levy presented the Monthly Apparatus Operating Cost Report for June 2021. The Pierce has been taken in for warranty work.

FIRE BUREAU

The Fire Bureau Report was presented by Fire Marshal Westrom. The Summer Daze event is coming up, but FM Westrom has not heard if they will have rides. Repairs were made to the fire station sprinkler system recently. Next month will have annual testing of the fire extinguishers, station sprinkler system, and fire alarm. The classroom exit lights will be replaced. The revenue collected in June for the Fire Prevention Bureau is higher than normal due to lots of building projects ending at the same time. The Open House event will be on Wednesday, October 6, 2021 from 6-8pm. The Fire Prevention Bureau will start fire safety talks with the preschools again soon.

PERSONNEL

Chief Dina provided an update about the two new hires. He is proud of the new hires and they are doing well. The District is now at full staffing with a full-time Assistant Chief. Next month will be a badge pinning and promotion ceremony.

UNFINISHED BUSINESS/ORDINANCE PROJECT UPDATE

Trustee Price provided an update regarding the ordinance project. Trustee Price is currently reviewing ordinance that relate to fines. A summary of the ordinances and fines was provided. Trustee Price commented that the fees seem to be consistent with surrounding fire agencies. FM Westrom spoke about the third party company called Brycer that the District uses to track alarms, inspections, and other paperwork. The District uses Brycer at no cost. Trustee Price is researching to see if there is any education about ordinance that would be helpful. The Trustee Board discussed putting ordinances in a better area on the website. Chief Dina said this will be addressed with the website redesign that is currently underway.

NEW BUSINESS

A motion was made by Trustee Pertell, seconded by Trustee Price, to appoint Tim Gornik for a 3-year term to the Board of Fire Commissioners.

5 AYES MOTION CARRIED

Chief Dina noted he is waiting on a third quote for the telephone and internet system. This will be discussed further at the next meeting.

Chief Dina discussed possibly closing the investment account and paying off the loan for the 2020 Pierce engine. Chief Dina is waiting for more information from the accountant to see how this would affect the fund balance policy. The District did not appropriate to pay off the engine this year, so a budget amendment may be needed if this is approved. Chief Dina and President Perkins met with the bank about the investment account. The District is very limited on what type of accounts it can invest in. The current interest rate for the loan is 3.97% and the original principle balance was \$580,443.00. The total principle and interest for the life of the five year loan is \$653,565.15. There is no penalty to pay the loan off early. The District would need to request a payoff letter to see how much is currently owed. Chief Dina will continue to research with the accountant.


ADJOURNMENT

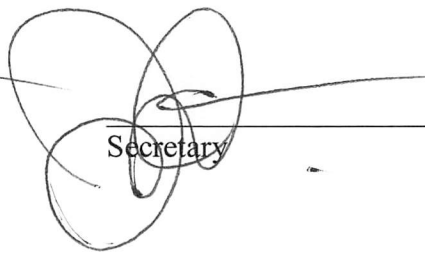
At 1834 hours, a motion was made by Trustee Carstens, seconded by Trustee Price, to adjourn the meeting.

5 AYES 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 Rogers, Fire Chief Andy Dina, Assistant Chief Jamie Clark, Assistant Chief Joe Levy, Administrative Assistant Amber Nadeau, Fire Marshal Lee Westrom, Captain Eric Ermer, and Lieutenant Matt Banaszek.

The meeting adjourned at 1834 hours.


President


Secretary