

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

**Minutes of Trustee Meeting
August 18, 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, Administrative Assistant Amber Nadeau, and Administrative Assistant Jenna Johnson.

Guests were Fire Marshal Lee Westrom, Captain Eric Ermer, Captain Bill Zabler (left at 1714 hours), Lieutenant Nic Tosto, Lieutenant Mike Vaughn (left at 1714 hours), Beth Fairbanks (arrived at 1723 hours), and Margie Leonard.

APPROVAL OF AGENDA

A motion was made by Trustee Carstens, seconded by Trustee Price, to approve the agenda with the badge pinning and promotion ceremony moved to the end of the meeting.

5 AYES MOTION CARRIED

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

A motion was made by Trustee Pertell, seconded by Trustee Carstens, to approve the minutes of the regular meeting on July 21, 2021 and the closed session minutes on July 21, 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 \$3,588,310.63 and an ending cash balance of \$3,526,291.74 as recorded in the July 2021 financial reports.

The T1 line that was disconnected with Call One was estimated to save \$600-\$700 per month on the bill. However, the last two months of bills has not shown a reduction. Chief Dina will contact Call One to investigate.

The District currently uses a third-party company, Call One, for cable and internet services through Comcast. There was an internet outage last week that resulted in software and other systems to be unusable. Chief Dina and Administrative Assistant Nadeau called Comcast and Call One to get the services restored. It was discovered that Call One has not paid Comcast since April 2021. Call One rectified the situation and Comcast turned services back on, so everything was back up the same day. Chief Dina is getting a third quote for phone and internet system to be considered by the Trustee Board at a later meeting. Chief Dina is also getting pricing on an internet failover line through AT&T FirstNet. The estimated cost for the failover line is \$35 per month and a one-time modem charge of \$600.

One of the bills listed in the financial reports is a quarterly bill with DuComm for the shared cost of the facility lease. The lease ends around 2024 and that bill will stop.

There was a Fire Recovery fee waived for a resident that was billed in error.

The District's pension contributions will be \$3,600 less than last year.

A motion was made by Trustee Carstens, seconded by Trustee Rogers, 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

There was a recent discussion with the accountant about some financial aspects. In the meeting, Administrative Assistant Nadeau inquired about the reason for the 60/40 split between the Corporate Fund and Ambulance Fund and asked if the funds could be combined. The accountant stated there were no legal or accounting reasons for the split. It seems to be an old way of doing things and most agencies are resistant to change. He added that there are a few Fire Districts he works with that do not split the funds, and they are doing well.

A motion was made by Trustee Price, seconded by Trustee Rogers, to combine the Corporate Fund and Ambulance Fund for the 2022-2023 budget, with approval from the District auditor.

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

CLOSED SESSION

At 1714 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 guests left during the closed session.
Closed session ended at 1722 hours.

FIRE CHIEF'S REPORT

Thanks to District personnel and their families for their hard work at the Station Beautification Day this past June. The District won a 2021 Curb Appeal Award from Warrenville in Bloom. Shift personnel continue to pull weeds and keep the landscaping looking great.

Thanks to Assistant Chief Clark, Eddie Clark, and Captain Karl for taking the antique fire truck to a few car shows. The District won first place, with a trophy and \$50 award, for the auto show in Cortland. The District won third place, with a trophy, at the Summer Daze event.

Chief Dina reported there were 176 calls for service in the month of July 2021, which included 121 EMS calls and 55 fire and rescue calls. The District is on track to have about 1,800 calls this year. The highest number of calls recorded in a year was 1,893.

Chief Dina also noted there were a few specialty team call outs for July 2021. There was one call out for a structure fire in Warrenville, one call out for a SWAT Medic, and one call out for mutual aid for a structure fire in Wheaton.

We received notification from Fire Recovery USA that revenues will not be reported this month due to a diminishing labor pool. They are currently working on a solution. This may explain why we've seen decreased revenues in the prior months.

EMS billing revenues for July 2021 were \$73,451.60.

The District paid \$36,147.81 to the State of Illinois for the quarterly payment of their 50% share of GEMT funding.

We were invited by the DuPage Forest Preserve District to participate with the planning of their functional exercise in October. The first planning meeting was held in July.

Chief Dina was voted Vice Chair of the DuPage ETSB Policy Advisory Committee (PAC).

The District chose Jenna Johnson as the new part-time Administrative Assistant from an extremely competitive field of applicants. Her start date is August 16, 2021.

Chief Dina, Assistant Chief Levy, and Lieutenant Krischel began planning the new website, with a targeted "go live" date of December 1st. The District purchased a website theme from Word Press as well as a hosting platform. The updates to the website will allow us to manage it in-house.

Fire staff attended the grand opening of the Arden of Warrenville apartments

Onboarding has been completed with our new IT company, Ntiva, and is going well. Fire staff have used the service a couple times and are happy with it.

Fire staff attended the Summer Daze event recently. There were eight contacts with citizens.

The insurance taskforce is looking at three different companies for the District health insurance and workers compensation insurance, which are Railside Citrus, One Digital, and IRMA. Chief Dina sent a letter to Illinois Public Risk Fund (IPRF) to let them know we are shopping the workers compensation insurance. This will be on the agenda next month for approval.

The Warrenville Firefighter's Auxiliary will be meeting on August 20. They will start doing some fundraising for the District. One possible item to use the funds for is a composite picture of all District members.

The District will be hosting a ceremony on September 11th at 8am. This will be the 20-year anniversary of the US attacks that occurred in 2001. Chief Dina invited community members to attend and speak. The event will be posted in the Hometown Happenings.

Trustee Carstens asked how the fuel sharing agreement is going with the Forest Preserve District of DuPage County. Chief Dina said it is going well. There was an occasion where the pumps went down during the recent storms, so we used the procurement cards at a gas station.

TRUSTEES

Trustee Pertell shared that anyone who wants to attend the Warrenville Firefighter's Auxiliary meeting would be welcome.

FIREFIGHTERS' APPRECIATION

The Trustee Board discussed arranging a Firefighter Appreciation event. Trustee Rogers researched a DJ, which would cost about \$300-\$400. He added that some money could be saved if a music playlist was created and the District borrowed speakers. Trustee Pertell and Chief Dina plan to meet in September to review the menu and gifts. Courtyard Banquets has been reserved for Saturday, March 12, 2022.

Assistant Chief Clark talked about arranging a get-together this fall. He spoke with the Fireman's Association about the event, but no date has been picked yet. The VFW won't charge to use their building, so that may be an option for the venue. Assistant Chief Clark will work with Chief Dina to get a date planned.

ATTORNEY

None.

BUILDINGS

Captain Ermer presented the Logistics Monthly Report. The training classroom has been painted and the electrician will be installing a track system. Carpet in the classroom is being quoted. It is estimated that the classroom will be completed in October. Bid specs went out for the heater in the hose tower. The ceiling on the apparatus bay floor will be painted in October. The electrician will be adding outlets on the ceiling to create a grid system for the shorelines. This will help so the shorelines are accessible for all vehicles no matter which one or which way they are faced. The front entrance has been painted with the first coat and will get another coat soon.

TRAINING

Assistant Chief Levy presented the Training Monthly Report. He reported there were 940 training hours completed in July 2021. He added that the median for career personnel training hours dropped due to two part-time personnel becoming career, and one career Captain promoted to Assistant Chief. The orientation finished with the three new cadets.

EQUIPMENT

Assistant Chief Levy presented the Monthly Apparatus Operating Cost Report for July 2021. The 2012 Dodge Ambulance had the air conditioning system recharged and a bad side door latch fixed. It also had a catastrophic failure with the air ride system. Parts have been ordered for it, but the vehicle is out of service until further notice. There is also an oil leak that would cost about \$8,000 to fix due to the entire engine having to be removed to access the area with the leak. Crews will continue to check the oil level and add more as needed.

FIRE BUREAU

The Fire Bureau Report was presented by Fire Marshal Westrom. Fire Marshal Westrom assisted with the fire investigation at the recent structure fire on Crabtree Lane. It was complicated because the number of occupants kept changing. There was a fireworks fee waived for the City of Warrenville. We will do a walk-through training at Warrenville Horizon Senior Living Community before they open.

UNFINISHED BUSINESS/ORDINANCE PROJECT UPDATE

Trustee Price provided an update regarding the ordinance project. Trustee Price shared a list of all the ordinances.

NEW BUSINESS

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

President Perkins, Trustee Carstens, and Chief Dina met with the accountant to look at numbers and discuss paying off the loan for the 2020 Pierce engine. The interest rate for the loan is 3.97%. The investment account yields about 2.5% interest. The difference between those is about 1.5%, so if the loan was paid off now, it would result in possible savings of about \$30,000 over the next three years. Trustee Carstens added that the investment account has not matured, so the savings would be less. President Perkins suggested refinancing the loan to a lower interest rate. President Perkins said it is unknown if the City of Warrenville will provide TIF

funds for the vehicles that need to be replaced in the next couple years. The Trustee Board discussed the need to have cash on-hand for the upcoming vehicle replacement purchases per the Capital Plan. The accountant was also concerned about depleted the capital funds. If the investment account was closed as of July 31, 2021, it would have been down by \$33,963.32. The Trustee Board did not come to a decision about the loan or investment account.

A motion was made by Trustee Price, seconded by Trustee Carstens, directing Chief Dina to inquire about refinancing the current Pierce loan.

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

PERSONNEL

The badge pinning and promotion ceremony took place at the end of the meeting.

ADJOURNMENT

At 1820 hours, a motion was made by Trustee Rogers, seconded by Trustee Carstens, to adjourn the meeting following the badge pinning and promotion ceremony, which ended at 1915 hours.

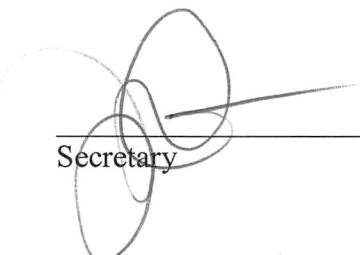
5 AYES MOTION CARRIED

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, Administrative Assistant Jenna Johnson, Fire Marshal Lee Westrom, Captain Eric Ermer, Lieutenant Nic Tosto, Beth Fairbanks, and Margie Leonard.

The meeting adjourned at 1915 hours.



President



Secretary