

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

**Minutes of Trustee Meeting
September 15, 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 (arrived at 1715 hours, left at 1829 hours), Captain Jeff Fiene (left at 1730, returned at 1756 hours), Lieutenant Matt Banaszek (arrived at 1715 hours, left at 1741 hours), Lieutenant Nic Tosto, Lieutenant Mike Vaughn (arrived at 1723 hours, left at 1730 hours), and Auditor Jamie Wilkey representing Lauterbach & Amen (left at 1730 hours).

APPROVAL OF AGENDA

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

5 AYES MOTION CARRIED

PUBLIC COMMENTS

None.

OTHER FINANCE – ANNUAL AUDIT FOR FYE 04/30/2021

The annual audit was completed by Lauterbach & Amen. Representative Jamie Wilkey presented the financial reports for the annual audit for fiscal year ending 04/30/2021. She reported that it was a clean audit process, stating an unmodified opinion, which is the highest result of an audit. Ms. Wilkey thanked the Fire District administrative staff for their support during the audit process.

Ms. Wilkey provided an overview of the reports and noted a few items. She noted the “general fund” is made up of the corporate fund and ambulance fund put together. She also noted the funding level of IMRF at 60% funded (up from 55% last year), and the Pension at over 75% funded (up from 63% last year). She said the property tax collection rate is about 100%, which is outstanding. She commented that the District should continue to prepare to fund capital projects, including vehicles, which are over halfway past their useful life.

APPROVAL OF MINUTES

A motion was made by Trustee Pertell, seconded by Trustee Price, to amend minor wording and approve the minutes of the regular meeting on August 18, 2021.

5 AYES MOTION CARRIED

A motion was made by Trustee Price, seconded by Trustee Carstens, to approve the closed session minutes of the regular meeting on August 18, 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 \$3,526,291.74 and an ending cash balance of \$3,626,868.92 as recorded in the August 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 few months of bills has not shown a reduction. The District is withholding payment until the charge is adjusted. Chief Dina is collecting quotes for cable and internet services.

There were a few reimbursements to employees, which all followed the District policy. FF/PM Kloska was reimbursed for going out of state to complete his national practical exam for his paramedic license. FF/PM Schaul was reimbursed for attending the FDIC conference in Indianapolis for training. FF/EMT Joe Dina was reimbursed for his EMT class. There will be a few more firefighters requesting reimbursement for their EMT class in the near future.

Chief Dina and Amber are working with Fifth Third Bank about possible refinancing for the engine loan.

The District received a payment from Fire Recovery for a hazardous spill containment incident that occurred on 03/27/2021. This will show in the September financials with some of the funds being reimbursed (under the Hazmat Spiller Pays ordinance) to West Chicago Fire Protection District, Naperville Fire Department, and the City of Warrenville.

Fire staff are watching a few of the accounts in regards to the amount spent so far, which includes overtime, accounting, and water and electric utilities.

Chief Dina will be meeting with the attorney and accountant regarding combing the corporate and ambulance funds. Information will be brought to the board at a later meeting.

A motion was made by Trustee Pertell, seconded by Trustee Carstens, 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.

CLOSED SESSION

At 1742 hours, a motion was made by Trustee Price, seconded by Carstens, to go into closed session to discuss personnel and contract matters in accordance with 5 ILCS 120/2(c)(1).

5 AYES MOTION CARRIED

The guests left during the closed session.
Closed session ended at 1756 hours.

OTHER FINANCE

The Warrenville Firefighters Pension Board requested the District to levy funds and contribute \$518,353 to the Pension Fund.

A motion was made by Trustee Carstens, seconded by Trustee Rogers, to include \$518,353 in the Levy request.

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

FIRE CHIEF'S REPORT

Chief Dina reported there were 162 calls for service in the month of August 2021, which included 98 EMS calls and 64 fire and rescue calls.

Chief Dina also noted there were a few specialty team call outs for August 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 West Chicago.

The Fire Recovery billing revenue for August 2021 was \$80.00. The EMS billing revenue report for August 2021 was not available in time for the meeting.

GEMT cost reporting for the next fiscal year has been submitted to the Illinois Department of Healthcare and Family Services. This will make the District eligible to receive another year of GEMT funding.

The District received a donation of kitchen appliances, cookware, and utensils from Sur La Table in Naperville. Excess appliances were sent to the Winfield Fire Protection District.

We received the donation of a 1999 Dodge Caravan, which will be used for the extrication demonstration at this year's open house.

ESO record management system training is completed and the system went live today.

The District will be looking at receiving the MABAS boat package which consists of two boats and a trailer to house in the fire station. This would eliminate the need to replace the current boat and trailer, potentially saving \$30,000 from the CIP plan.

The District received over \$90,000 from a federal grant program to outfit the station with a state-of-the-art exhaust removal system. The District sharing portion will be about \$10,000.

TRUSTEES

None.

FIREFIIGHTERS' APPRECIATION

There was a discussion about the Firefighters' Appreciation event in March. Fire staff are scheduling a menu taste testing with Courtyard Banquets.

Assistant Chief Clark spoke about the Firefighters' Appreciation event this fall. Assistant Chief Clark said available dates are in October. If the weather is nice, the event will be held outside the VFW. Otherwise, bad weather will move everyone inside the building. There is a \$50 cleaning fee that will be charged. The Fireman's Association will pay for the meat, and everyone will bring a dish to pass. The event will be for employees and significant others only. The Trustee Board directed A/C Clark to schedule the event as soon as possible, tentatively for October 10 or 17.

ATTORNEY

The District received a FOIA for financial reports from 2019.

The attorney reviewed the District's COVID-19 policy and MOU.

BUILDINGS

Captain Ermer presented the Logistics Monthly Report. The bids for the heater replacement in the hose tower were due today by noon. The District received two bids, Guaranteed Mechanical for \$7,135.64 and Moran Mechanical for \$19,750.00. Moran Mechanical added clauses about not guaranteeing the price for materials. The District will move forward with the bid from Guaranteed Mechanical.

TRAINING

Captain Fiene presented the Training Monthly Report. He reported there were 1218 training hours completed in August 2021. The Office of the State Fire Marshal (OSFM) has adopted new rules for recertification that will go into effect 12/31/2025 for all certifications except Fire/Arson Investigator, which has one year longer.

EQUIPMENT

Assistant Chief Levy presented the Monthly Apparatus Operating Cost Report for August 2021. Trustee Rogers asked if the Dodge ambulance should be replaced now due to the constant repairs needed. Assistant Chief Levy commented that the tower ladder truck also needs to be replaced. Chief Dina added that the District is in the process of submitting a letter to the City of Warrenville requesting funds to replace the ladder truck and ambulance.

EMS

Assistant Chief Levy presented the EMS Report for August 2021. The report looks skewed because the data was pulled from Zoll, which includes the total time spent on-scene treating the patient prior to transport to the hospital. The ESO system wasn't ready at the time of this report, but data from ESO will be used in the future which will be more accurate for dispatch to on-scene response times.

FIRE BUREAU

The Fire Bureau Report was presented by Fire Marshal Westrom. There will be fireworks this Friday at Arrowhead for a private event. There was a very successful negotiation between Pulte Builders and Hawthorne Lane Homeowners Association regarding the entrance gates for their subdivisions. Fire Marshal Westrom will get a Knox box put up for the gates.

PERSONNEL

Chief Dina reported that there is a possibility that a Captain position will become vacant before the end of September. Chief Dina is requesting to fill the position, and associated promotions, if that happens.

A motion was made by Trustee Price, seconded by Trustee Pertell, to fill a vacant Captain position, a vacant Lieutenant position, and a vacant full-time Firefighter/Paramedic position.

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

UNFINISHED BUSINESS/ORDINANCE PROJECT UPDATE

No update was provided regarding the ordinance project.

NEW BUSINESS

Chief Dina presented information regarding the Governor’s recent executive order. The order does not call for mandatory vaccination, but if someone is not vaccinated, they will need to get tested weekly. An update to the District’s COVID policy was emailed out today. The attorney said we need to have the policy in place, which goes into effect on September 19. There is no cost to employees that opt to get the vaccination, nor a cost for the weekly testing. There are no details available yet regarding an updated presidential executive order.

Chief Dina spoke about the current vendor for the District’s health insurance policy and some of the issues we have had with them. The insurance task force did a great job collecting pricing and information for this.

A motion was made by Trustee Rogers, seconded by Trustee Carstens, to change the health insurance broker to One Digital effective per the engagement letter.

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

ADJOURNMENT


At 1837 hours, a motion was made by Trustee Carstens, seconded by Trustee Rogers, to adjourn the meeting.

5 AYES MOTION CARRIED

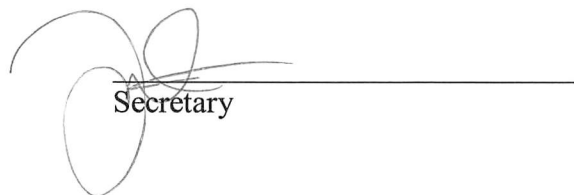
Present at the end of the meeting were President Kate Perkins, Treasurer Denise Pertell, Secretary Jeff Carstens, Trustee Randy Price, Trustee Joe Rogers, Fire Chief Andy Dina, Assistant Chief Jamie Clark, Assistant Chief Joe Levy, Administrative Assistant Amber Nadeau, and Administrative Assistant Jenna Johnson.

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

The meeting adjourned at 1837 hours.



President



Secretary