

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

**Minutes of Trustee Meeting  
October 20, 2021**

*This meeting was held both in person and via ZOOM videoconferencing (meeting ID 898 9578 6332).  
Any action taken during this meeting will be ratified at the next meeting that is held in person.*

**CALL TO ORDER**

President Perkins called the meeting to order at 1708 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 (via zoom), Trustee Joe Rogers, Fire Chief Andy Dina, Assistant Chief Jamie Clark, Assistant Chief Joe Levy (arrived at 1738 hours), Administrative Assistant Amber Nadeau, and Administrative Assistant Jenna Johnson.

Guests were Fire Marshal Lee Westrom, Captain Bill Zabler, Lieutenant Matt Banaszek (arrived at 1746 hours, left at 1815 hours), Captain Nic Tosto (left at 1815 hours), and Attorney Shawn Flaherty representing Ottosen DiNolfo Hasenbalg & Castaldo, Ltd. (left at 1722 hours).

**APPROVAL OF AGENDA**

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

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

**CLOSED SESSION**

At 1711 hours, a motion was made by Trustee Perkins, seconded by Pertell, to go into closed session to discuss litigation and review closed session minutes in accordance with 5 ILCS 120/2(c)(11) and 5 ILCS 120/2(c)(21) respectively.

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

The guests, except for Attorney Shawn Flaherty, left during the closed session.  
Closed session ended at 1736 hours.

**PUBLIC COMMENTS**

None.

**APPROVAL OF MINUTES**

A motion was made by Trustee Price, seconded by Trustee Carstens, to approve the minutes of the regular meeting on September 15, 2021.

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

A motion was made by Trustee Carstens, seconded by Trustee Rogers, to approve and open the closed session minutes of the regular meeting on September 15, 2021.

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

A motion was made by President Perkins, seconded by Trustee Carstens, to open the closed session minutes of the following meetings: 08/15/2018, 12/19/2018, 10/16/2019, 11/20/2019, 01/15/2020, 03/18/2020, 04/15/2020, 05/20/2020, 05/27/2020, 06/02/2020, 06/17/2020, 07/15/2020, 04/22/2021, 04/23/2021, 04/26/2021, and 07/21/2021.

ROLL CALL:  
Carstens – AYE  
Perkins – AYE  
Pertell – AYE  
Price – AYE  
Rogers – AYE  
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 \$3,626,868.92 and an ending cash balance of \$4,642,570.01 as recorded in the September 2021 financial reports.

The District received a health insurance payment from Dennis Rogers. The District received a vision insurance payment from Priscilla Jezuit.

The District received a payment from Fire Recovery for a hazardous spill containment incident that occurred on 03/27/2021. The September financials show 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.

The station dishwasher was replaced due to the repair cost being slightly lower than a replacement cost.

Chief Dina addressed questions from Trustee Pertell regarding the purchases for Dashlane, InMotion Hosting, and water rescue buoyancy device.

Chief Dina responded to President Perkins regarding attendance to the FDIC conference.

A motion was made by Trustee Rogers, 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**

Chief Dina informed the Board that the vehicle exhaust removal system will be going out to bid soon. We are waiting for EPA approval before we can move forward.

Chief Dina informed the Board that staff personnel are working on the Tax Levy, which will be presented at the next meeting for approval. President Perkins asked if the EAV increased, which Chief Dina said it has increased from last year.

### **OTHER FINANCE**

A motion was made by Trustee Price, seconded by Trustee Rogers, to approve the annual audit for fiscal year ending 04/30/2021, including the GASB 67&68 and GASB 74&75 Reports.

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

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

Chief Dina said ESO, the new record management software, was used for this month's reports. ESO can pull data from the past seven years and offers various reports.

Chief Dina reported there were 168 calls for service in the month of September 2021, which included 121 EMS calls and 47 fire and rescue calls. The record highest number of calls in a single year was 1,890 calls.

Chief Dina also noted there were a specialty team call out for September 2021. There was one call out for a structure fire in Warrenville.

The Fire Recovery billing revenue for September 2021 was \$1,496.00. The EMS billing revenue report for August and September 2021 was \$62,000 and \$60,000 respectively.

We held a PSAP workshop with DuComm to create efficiencies in our response plans and GIS systems. We will be implementing those changes over the upcoming months.

The District enacted the vaccination/testing policy per the Governor's Executive Order.

District representatives met with the attorney and accounting firm to explore the possibility of combining the Corporate and Ambulance fund into a 100% budget line. The District will be implementing that change next fiscal year starting 05/01/2022, but will still levy at the 60/40 split to stay in compliance with the law. This was a process improvement suggested by Administrative Assistant Amber Nadeau.

District staff will be meeting with a group of Chaplains from Warrenville to reinstate the Chaplain program.

The Firefighter's Auxiliary new executive board has been voted in. They will be taking a more active role in the District and community. The next meeting is scheduled for tomorrow.

Personnel attended the DuPage County Task Force recognition luncheon where Fire Marshal Westrom received the Richard L. Hanson Award of Excellence.

ESO record management system is currently in service and is well received by the personnel. Used for incident reporting, statistical data, and personnel management.

We looked at the MABAS boat package that is currently housed in Downers Grove and discovered it will not be an effective or efficient replacement for our current boat and trailer.

Staff are working on bid language for the vehicle exhaust removal system. We cannot begin work until we hear the results of the environmental study being done by the EPA. All paperwork related to the study has been submitted.

Assistant Chief Levy is receiving an award from Citizens Appreciate Public Safety (CAPS).

The Foreign Fire Tax Board received a check for \$32,569.11.

The City of Warrenville will be demolishing the storage building across the street when they develop the property. It will probably happen in one year or more. The items the District stores there include the snow blower, riding mower, building materials, and antique truck.

### **TRUSTEES**

Trustee Rogers informed the Board that he attended the Old Town Redevelopment Site #2 Meeting last night for the City of Warrenville.

Trustee Pertell informed the Board that she will be attending a seminar this Saturday. She added that the Firefighter's Auxiliary Board will be participating in the annual virtual Rocky Raccoon run, which everyone is invited to participate as well. Trustee Pertell also thanked the District for the use of the popcorn machine for events at Trinity Church. Trinity Church is also having a Halloween event that everyone is welcome to attend.

Trustee Carstens commented that he had a great time at the District employee appreciation event on Sunday and suggested that the District hold the event again next year.

President Perkins informed the Board that the annual Hundred Club dinner is next week.

President Perkins commented that she has been reviewing the last 5 years of revenue and expenses to create a projection of years to come. She met with Trustee Pertell and Chief Dina to discuss it. President Perkins said her projections will be brought to the next Trustee meeting. Chief Dina discussed ways the District can increase revenue, such as increasing fees.

### **FIREFIGHTERS' APPRECIATION**

There was a discussion about the Firefighters' Appreciation event in March. Chief Dina and Administrative Assistant Jenna Johnson met with the banquet hall to choose the menu. Trustee Rogers commented that he is close to getting a DJ locked in.

### **ATTORNEY**

None.

### **BUILDINGS**

Chief Dina presented the Logistics Monthly Report. Captain Tosto is now in charge of Logistics. The shore power electrical work for the bay floor was completed. The heater in the hose tower was removed to paint the bay floor ceiling and the new heater will be installed when in stock. The individuals from the DuPage County Sheriff's Work Release Program were at the station to paint the bay floor ceiling and walls. However, the program does not permit them to use a powered lift, so they will be back when we can rent non-powered scaffolding. There are several lights coming loose in the bay floor ceiling, which Captain Tosto is fixing since we have the powered lift rental.

### **TRAINING**

Assistant Chief Levy presented the Training Monthly Report. He reported there were 699 training hours completed in September 2021.

**EQUIPMENT**

Assistant Chief Levy presented the Monthly Apparatus Operating Cost Report for September 2021. All three engines and ambulances were taken for annual safety lane checks. The annual ladder testing was completed. T11’s main aerial ladder failed the testing, but the District’s mechanic was able to make an adjustment so it could pass the test. Further repair work will be needed to fix the aerial ladder on T11. O11 was sent for rear bumper repair for being backed into an armored police vehicle. M12 is back in service after the parking brake repair.

**FIRE BUREAU**

The Fire Bureau Report was presented by Fire Marshal Westrom. The District had a great Open House event. The vendors were commenting that this was one of the busiest Open House events they have attended. Chief Dina described Community Risk Reduction and how the District is promoting this movement. The DuPage County Fire Investigation Task Force has asked Westrom to stay on as a liaison, which he will be doing. School inspections will be done at the end of October.

**PERSONNEL**

There was no action to take regarding the litigation matter from closed session.

The proposed employment contract for Fire Chief Andrew Dina was discussed.

A motion was made by Trustee Pertell, seconded by Trustee Rogers, to approve the employment contract for Fire Chief Andrew Dina with an effective date of August 31, 2021.

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

Chief Dina informed the Board that Firefighter/Paramedic Sam Ruzicka has resigned. President Perkins asked how many candidates are left on the list. Chief Dina said there are a few people that have taken their first pass, so there are not very many remaining. The rough estimate is that there are four remaining candidates on the list.

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

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

Chief Dina reported to the Board regarding the three full-time positions. The District is still on track to add three new positions, but not as soon as was originally budgeted. When Captain Ermer retired last month, the District paid out \$31,716 to his VEBA, which will be reported in the financial reports for next month. This means that the start date of the three new hires will need to get postponed a few months to make up for this payout from the budget. Chief Dina commented that it this is important because it is becoming increasingly difficult to fill open shifts.

### **UNFINISHED BUSINESS/ORDINANCE PROJECT UPDATE**

Trustee Price said there is nothing new regarding the ordinance project. He asked about a timeline for the website re-design so we can put copies or the District ordinances on the website. Chief Dina said the original goal is December, but it could be sooner.

### **NEW BUSINESS**

Chief Dina presented information about refinancing the loan with Fifth Third Bank. The interest rate will go from 3.95% down to between 3.25%-3.75% depending on market rates when the refinance goes through. We will try to get the refinance done before the November 2021 loan payment. The refinance cost is \$500. The net overall savings will be about \$1,250.

Assistant Chief Levy informed the Board that the office copier/printer contract is due for renewal. Several quotes were collected and the amount is under the spending threshold that requires Board approval. It will be a 5-year contract, with overall savings of \$1,500.

Trustee Rogers asked the Board if having the Communications reports read aloud is beneficial or if the Board can simply ask questions about the reports as needed. The Board discussed it and agreed that the time spent on each report is beneficial.

### **ADJOURNMENT**

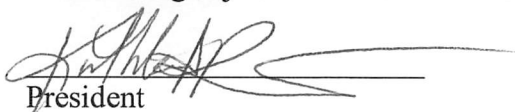
At 1852 hours, a motion was made by Trustee Carstens, seconded by Trustee Rogers, to adjourn the meeting.

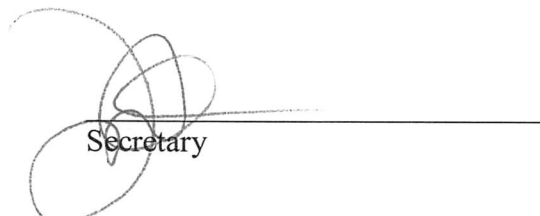
ROLL CALL:  
Carstens – AYE  
Perkins – AYE  
Pertell – AYE  
Price – AYE  
Rogers – AYE  
MOTION CARRIED

Present at the end of the meeting were President Kate Perkins, Treasurer Denise Pertell, Secretary Jeff Carstens, Trustee Randy Price (via zoom), 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 present at the end were Fire Marshal Lee Westrom and Captain Bill Zabler.

The meeting adjourned at 1852 hours.

  
President

  
Secretary