

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

**Minutes of Trustee Meeting
November 17, 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 (arrived at 1701 hours), Trustee Joe Rogers, Fire Chief Andy Dina, Assistant Chief Joe Levy, Administrative Assistant Amber Nadeau, and Administrative Assistant Jenna Johnson.

Guests were Fire Marshal Lee Westrom, Captain Jeff Fiene, Captain Nic Tosto (left at 1745 hours), and Lieutenant Josh Hamman.

APPROVAL OF AGENDA

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

5 AYES MOTION CARRIED

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

A motion was made by Trustee Carstens, seconded by Trustee Pertell, to approve the regular minutes and the closed session minutes of the regular meeting on October 20, 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 \$4,642,570.01 and an ending cash balance of \$4,479,748.88 as recorded in the October 2021 financial reports.

Chief Dina commented on the outstanding checks for the checking account. Check #10585 is to Family Foods/Tom's Market. They have been contacted and said it may need to be reissued again. Check #15929 is a payroll check, which the employee has requested to be reissued.

President Perkins noted we are ahead on the ambulance fee revenue which is really encouraging. Chief Dina added that the District will receive GEMT money quarterly, with half the amount being reimbursed to the State of Illinois.

A motion was made by Trustee Pertell, 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

The Board discussed the levy ordinance, which includes a 4.99% increase in the request. Chief Dina commented that the County will most likely reduce the amount but not as much as last year. Next year, the District may need to do a Truth in Taxation and put an ad in the newspaper.

A motion was made by Trustee Pertell, seconded by Trustee Price, to approve Ordinance 21-02, AN ORDINANCE LEVYING AND ASSESSING TAXES OF THE WARRENVILLE FIRE PROTECTION DISTRICT, DUPAGE COUNTY, ILLINOIS FOR 2021.

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

Chief Dina informed the Board that Fire Recovery has requested to modify the billing practices to direct bill ALL non-resident recipients of services to allow for a higher rate of cost recovery.

President Perkins presented her long-term financial analysis of the District. She examined the actual financial reports dating back to 2013 and estimated increases into the future. Personal Services is the largest percentage of expenses, which includes payroll, insurance, and pension. There was \$200,000 per year assigned for Capital expenses, however that is a skinny/low number. Estimates for revenues are based on trends and are more optimistic. The ambulance billing revenue is the biggest revenue item that we have the most control over. None of the projections make it to year 2033 before the District runs out of money. This is important because the TIF ends in 2033, which will provide an increase in property tax revenue.

Since the meeting packet was made, President Perkins made some adjustments. This included holding Personal Services at a 10% increase and raising ambulance billing revenue. When these adjustments are made, the District is funded to year 2033.

President Perkins presented her conclusions of three numbers that are important to watch. They are property tax revenue, ambulance billing revenue, and Personal Services expenses. She added that Chief Dina is already watching these items and is very mindful of expenses.

Chief Dina has arranged to have the accountant perform an analysis sometime in January or February. They are a professional set of eyes and have experience working with Fire Districts.

President Perkins stated that Winfield Fire District voted last night to raise their ambulance billing fees to \$2,275. President Perkins proposed to raise the Warrenville Fire District's fees to \$2,200 and asked to have it on the December agenda. Chief Dina commented that he will check with the billing company and attorney about any limitations we have for the fees.

President Perkins asked Trustee Price how the District's plan review fees compare to other agencies. Trustee Price said we are in line with others, but no one has raised their rates in ten years or more, so there is an opportunity to raise the fees.

President Perkins offered to send her analysis files to anyone that wants them so they can do their own analysis.

Trustee Rogers suggested to wait to raise any rates until the accountant does their analysis. Trustee Carstens suggested to wait until the three new positions are brought on board, but wants to raise rates sooner rather than later. Trustee Carstens commented that the Board should revisit the financial plan each year to make sure we are on course. Trustee Pertell commented that there are a lot of variables that can affect the analysis. The Board seemed in favor of raising rates, but it will need to be decided when and how much to raise them.

CLOSED SESSION

At 1745 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 1812 hours.

FIRE CHIEF'S REPORT

Chief Dina showed two videos outlining the disaster drill exercise with the DuPage Forest Preserve Police at Blackwell. Personnel attended from Warrenville Fire, Downers Grove Fire, and Bolingbrook Fire. The training included dive rescue training, Incident Command training, medical training, setting up a field hospital, helicopter and landing zone training, specialized rescue, and transporting patients from areas that were hard to access. Special thanks to Assistant Chief Levy and Lieutenant Hamman for getting everything setup. The videos will be put on the District's Facebook page today.

Chief Dina reported there were 152 calls for service in the month of October 2021, which included 100 EMS calls and 52 fire and rescue calls.

Chief Dina noted there was a large structure fire in Warrenville.

The District Open House event was October 6. It was very successful with 300+ attendees.

Chief Dina met with several pastors and church officials regarding a chaplain program. All were in favor and we are in the process of implementing the plan and working out the details.

Chief Dina attended the Illinois Fire Chief's Conference in Peoria. It was a great learning and networking opportunity. He also attended the MABAS regional meeting.

The Fire Recovery billing revenue for October 2021 was \$160.00, and there are more claims in the queue. The EMS billing revenue for October 2021 was \$80,000.

The Firefighter's Auxiliary members are planning a family holiday party in November. Invitations were mailed out. Retirees are included. There will be over 60 people attending.

Staff are working on bid language for the 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 and we received approval today. There have been two packets picked up. The deadline is November 29 with a public opening at 5pm.

Personnel attended the Illinois Fire Safety Alliance Fire Prevention banquet in Lisle.

Personnel attended the Hundred Club of DuPage fundraising dinner.

Crews participated in a tabletop and full scale functional exercise with the DuPage Forest Preserve police at Blackwell. It was a large exercise with 29 Warrenville personnel attending.

One new fulltime Firefighter/Paramedic started employment with the District on October 22.

Two paramedics and one EMT passed all facets of their EMS system entry test and can now practice emergency medicine for the Warrenville Fire Protection District.

One more full time person is being processed for full time hire. He should be ready to hire by the middle of November.

A fulltime employee has resigned, which will provide a vacancy on November 26.

Trustee Price asked if it is necessary for the Board to approve to fill vacant positions. Chief Dina said the hiring process happens in the background, but the person does not start without Board approval. It does not cause a delay in the process to have the Board approve it.

Chief Dina informed the Board that the Winfield Fire District has approached him asking if we would want to take over some of their property near Mack Road. Chief Dina has some questions for them before moving forward with Board approval, but wanted to make the board aware that it was going on. It may not happen because Winfield Fire is waiting on a possible referendum. Chief Dina added it could be \$250,000 in property tax revenue.

EMS

The Board reviewed the report and there were no questions.

TRUSTEES

A motion was made by Trustee Carstens, seconded by Trustee Pertell, to ratify all actions taken in the hybrid Trustee Meeting held on October 20, 2021.

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

A motion was made by Trustee Carstens, seconded by President Perkins, to approve Resolution 21-01, TRUSTEE MEETING SCHEDULE FOR 2022.

5 AYES MOTION CARRIED

A motion was made by Trustee Pertell, seconded by Trustee Price, to approve Resolution 21-02, HOLIDAY SCHEDULE FOR 2022.

5 AYES MOTION CARRIED

FIREFIGHTERS' APPRECIATION

There was a discussion about the Firefighters' Appreciation event in March. The food and music is set. The deposit has been paid for the banquet hall. Chief Dina said a new awards policy has been created. The Union is reviewing it, and when it is approved, it will be posted.

ATTORNEY

Chief Dina communicated with the attorney about hiring personnel on military deployment. FF/PM Jamilla Jackson is next on the hiring list, but is currently away on deployment. She will be asked to fill the vacant position. If accepted, she would need to pass everything upon returning before starting her new position. Her seniority won't start until she comes back and passes the steps in the hiring process.

BUILDINGS

The Board reviewed the report. Trustee Pertell asked about the station dishwasher. Chief Dina explained the new dishwasher is broken and is getting repaired under warranty. Trustee Pertell asked why the card reader was moved in the kitchen. Chief Dina explained the placement on the inside of the door and assured the Board that the building remains secured.

TRAINING

Captain Fiene presented a revised copy of the Training Monthly Report. He reported there were 923 training hours completed in October 2021. He added that the District is anticipating sending 6-7 new personnel to the Fire Academy that starts in January. This will put that line item over budget, but will spend less in another line item to offset.

EQUIPMENT

Assistant Chief Levy presented the Monthly Apparatus Operating Cost Report for October 2021. All vehicles are currently in service. Chief Dina commented that staff are working on requesting a Federal grant for \$1.4 million to replace the aging ladder truck. President Perkins inquired about the County pandemic related grants. Chief Dina said there is no word yet about the approximate \$5 million that is for Library Districts, Fire Districts, and Park Districts.

FIRE BUREAU

The Fire Bureau Report was presented by Fire Marshal Westrom. October is the busiest time of the year for the Fire Bureau. The number of drills completed went up due to the schools and high-rise buildings getting them done.

PERSONNEL

Chief Dina informed the Board that Firefighter/Paramedic Dylan Hughes has resigned and his last day will be November 26.

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

5 AYES MOTION CARRIED

Chief Dina has been in discussions with the Fire Commissioners regarding hiring. It has been difficult to attract candidates and hire from the current list due to many of them missing the Associate Degree requirement. Chief Dina is not in favor of dropping the Paramedic requirement. The Fire Commissioners passed a resolution to drop the Associate Degree requirement and give preference points to those with the degree.

Trustee Rogers commented that the Fire Service in general does not do a great job of encouraging higher education to become an Officer or Chief. Chief Dina said the Associate Degree would still be required to be a Lieutenant. President Perkins reminded everyone that the District provides \$1,000 per year to each employee for education per the CBA.

A motion was made by Trustee Price, seconded by Trustee Rogers, to remove the Associate Degree from the hiring requirement.

5 AYES MOTION CARRIED

The Board discussed the creation of three new full-time positions. Chief Dina said the three positions were originally budgeted to hire in November. However, it was not taken into account that the District would have over \$30,000 paid out in retirement benefits. It was decided to push the hire back to January to makeup the expense.

There are only two people left on the hiring list. One person is on military deployment for about 10 more months. The other person has been contacted and is willing to fill the upcoming vacancy. The testing company doesn't have any dates until February. Staffing levels are difficult because part-time employees are leaving and it is hard to fill those spots. The paid-on-call employees are great, but they are not paramedics so we can't use them to fill spots. This is not an issue just for our District. Every District and Department in the area is struggling to fill part-time spots. Assistant Chief Levy added that Lisle-Woodridge Fire is considering removing the Firefighter requirement for hiring.

Trustee Rogers commented that the Board had a conversation earlier in this meeting about financial concerns for the District. The decision to create new positions cannot be undone. He proposed waiting for the analysis from the accountant before moving forward with it.

Trustee Pertell commented that if this was on the referendum, then we need to move forward with it. President Perkins said that not having these positions is interfering with the core job of the District. She added that the financial position of the District will get solved either way.

A motion was made by Trustee Price, seconded by Trustee Rogers, to create and fill 3 full-time Firefighter/Paramedic positions.

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

UNFINISHED BUSINESS/ORDINANCE PROJECT UPDATE

Trustee Price said there is nothing new regarding the ordinance project. He is doing research on other ordinances.

NEW BUSINESS

Chief Dina presented information regarding the Fire Alarm Ordinance. There is one change to the definition of a False Fire Alarm to include alarms caused by smoking in areas where it is prohibited under the Smoke Free Illinois Act. Chief Dina said this will cover specific places like non-smoking hotel rooms and restaurant bathrooms. Chief Dina added that this has been reviewed and approved by the District attorney.

A motion was made by Trustee Carstens, seconded by Trustee Rogers, to approve Ordinance 21-03, AN ORDINANCE AMENDING THE SCHEDULE OF FINES FOR FALSE FIRE ALARMS.

5 AYES MOTION CARRIED

Chief Dina presented information about the insurance plans for open enrollment. Chief Dina met with the new insurance broker, One Digital. They were able to save the District some money by offering some new plans. The legacy plans will remain and two new plans will be introduced. The broker was able to negotiate the renewal increase down from 12.2% to 7.3%. If the District uses Guardian Dental and BCBS Life Insurance, the increase will be 5.8%, compared to 7.3%. Chief Dina reminded the Board that the previous broker said to expect a minimum increase of 10% on health insurance. There will be a total of six plans to choose from.

Chief Dina recommended keeping the current dental plan with Guardian. He also informed the Board that Guardian offers college tuition for anyone on their plans. They offer \$2,000 per year, which can only be used towards Sage schools. It is no extra cost to the District and a great benefit to employees.

Chief Dina suggested shifting the vision plan from Guardian to BCBS. It is a different network with BCBS, but there are many providers in our area. The Union agrees with the new plan.

If the insurance plans are approved, One Digital will provide on-site education to employees on November 29 and 30, and December 2. Open Enrollment will be 11/29/2021-12/13/2021.

A motion was made by Trustee Carstens, seconded by Trustee Rogers, to approve the insurance renewals for open enrollment as recommended by Chief Dina.

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

ADJOURNMENT

At 1915 hours, a motion was made by Trustee Carstens, seconded by Trustee Rogers, to adjourn the meeting.

5 AYES MOTION CARRIED

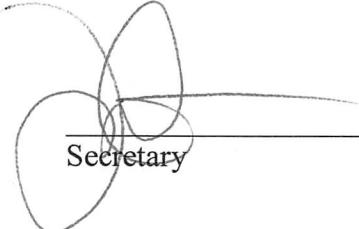
Present at the end of the meeting were President Kate Perkins, Treasurer Denise Pertell, Secretary Jeff Carstens, Trustee Randy Price, Trustee Joe Rogers, Fire Chief Andy Dina, Assistant Chief Joe Levy, Administrative Assistant Amber Nadeau, and Administrative Assistant Jenna Johnson.

Guests present at the end were Fire Marshal Lee Westrom, Captain Jeff Fiene, and Lieutenant Josh Hamman.

The meeting adjourned at 1915 hours.



President



Secretary