

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

**Minutes of Trustee Meeting
January 19, 2022**

*This meeting was held both in person and via ZOOM videoconferencing (meeting ID 558 299 8827).
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 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 (arrived at 1703 hours), Secretary Jeff Carstens, Trustee Randy Price, Trustee Joe Rogers, Fire Chief Andy Dina, Assistant Chief Joe Levy, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Johnson (via zoom).

Guests were Captain Nic Tosto (arrived at 1710 hours) and Captain Jeff Fiene (arrived at 1732 hours, left at 1755 hours, returned at 1816 hours).

APPROVAL OF AGENDA

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

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

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

A motion was made by Trustee Rogers, seconded by Trustee Pertell, to approve the closed session minutes of the regular meeting on December 15, 2021 with a correction to the first sentence wording and an adjustment to include specific names of people involved.

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

A motion was made by Trustee Price, seconded by Trustee Carstens, to approve the regular minutes of the regular meeting on December 15, 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 \$4,177,556.09 and an ending cash balance of \$3,910,715.48 as recorded in the December 2021 financial reports. There were total revenues of \$70,065.89 and total expenses of \$336,906.50.

President Perkins commented that the cash balance is about \$700,000 more than the District had at this same time last year.

Chief Dina informed the Board that a vendor check is being reissued to Family Foods for a lost check. This will be the third issuance, so the District will have the vendor pick up the check at the station rather than mail it out. The Fire Recovery billing revenues were \$2,594.00 and the ambulance billing revenues were \$45,935.21. Chief Dina said the “Due from Pension” check received was from the Pension for bills paid by the District. However, the District accountant has since overturned this and the bill will likely be repaid by the District next month.

The T1 line with Call One has finally been removed from the monthly bill. The new monthly payment is about \$700.00. The fire station does not have a backup internet line, so that is something staff is working on getting in the future.

Trustee Pertell asked about the status of the bay ceiling and if the District will need to rent more equipment for it. Chief Dina explained the bay ceiling repairs have been completed. There is painting that needs to be done, but that will have to be done with manual scaffolding.

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

Chief Dina informed the Board about some upcoming bills.

The exhaust removal system parts are on order. The District will wait to receive everything before paying the bill or requesting grant reimbursement.

Before the end of the year, there are some other purchases to be made, which includes a CPR compression device, and mobile computers in some of the vehicles.

OTHER FINANCE

Chief Dina presented information about refinancing the loan for the Pierce vehicle. There is a typographical error in the resolution that says “no more than 3.50%”. It should say “no *less* than 3.50%”. The fees to refinance are \$500. This means the total savings is about \$600 over the life of the loan. President Perkins said it does not seem worth it to refinance at this point. Chief Dina said he spoke with the bank about it, and they agreed it is not worth it. The Trustee Board discussed and agreed as well. No further discussion or action was taken.

CLOSED SESSION

At 1720 hours, a motion was made by Trustee Carstens, seconded by Rogers, to go into closed session to discuss personnel issues in accordance with 5 ILCS 120/2(c)(1).

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

The guests left during the closed session.
Closed session ended at 1729 hours.

FIRE CHIEF'S REPORT

Chief Dina reported there were 155 calls for service in the month of December 2021, which included 105 EMS calls and 50 fire and rescue calls. Chief Dina added that we ended the year with 1833 total calls for service making 2021 our second busiest year on record.

Chief Dina reported there were specialty team call outs for December 2021. There was one call out for a structure fire in Naperville, and one call out for a SWAT Medic to Oak Brook.

Fire Marshal Lee Westrom resigned from his position on January 10, 2022.

There are three candidates interested in the vacant Fire Marshal position. One internal and two external.

The old fire prevention van was sold for \$3,800.00 on GovDeals.

Chief Dina is working on a \$1.2 million request from the Staffing for Adequate Fire and Emergency Response (SAFER) Grant for three new full-time personnel. The grant application has eight full pages of narrative to complete. It is a 3-year performance period and includes salary, benefits, insurance, and pension costs. The District pays a 10% share and the grant reimburses the District the remaining share.

The bid for a new source capture exhaust removal system has been awarded to Hastings Air Energy Control for a Plymovent system.

The new website will be up and running by January 31st. This is a critical date because our current website administrator is moving out of state. We will have the ability to make changes to the new site in-house.

The COVID pandemic has affected the District's operations to a point that we are currently in crisis staffing mode. The CDC has provisions that allow us to stay open and not have to close our doors for service. We are slowly getting back to normal procedures.

Personnel conducted live fire training at Naperville's training tower on December 1st.

We received a check for \$1,000 from the Illinois American Water as a grant to purchase portable lighting. The grant was written by Administrative Assistant Jenna Johnson.

There was an orientation held for four part time firefighter/paramedics and one paid on call firefighter EMT. All are currently attending COD's fire academy and are expected to graduate in May. One part-timer already got picked up by another fire department.

The firefighter's auxiliary raised over \$300 at a Culver's fundraiser on December 1st.

No ESO report will be available this month while they work to correct end of year numbering errors. This is not an agency issue, it is an issue that effects the entire ESO reporting system.

The firefighter/paramedic test will be Saturday, February 19. There are 38 people signed up.

A motion was made by Trustee Carstens, seconded by Trustee Rogers, to accept the Fire Chief report.

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

TRUSTEES

President Perkins noted that the Board is unable to ratify the actions taken at the last meeting due to this meeting being partially held via zoom. The previous meeting and this meeting will be ratified at the next fully live meeting.

Trustee Pertell provided a reminder that the deadline to submit the names of persons required to file Statements of Economic Interest (SOEI) is February 1. Financial Analyst Amber Nadeau noted that the District's list of people required to file has been submitted to the County Clerk. Trustee Pertell asked if the District would be able to submit for the Pension Board as well. If not already submitted, Chief Dina and Financial Analyst Amber Nadeau will work with the Pension Board to get this done. The deadline to file the actual statements is May 1.

FIREFIGHTERS' APPRECIATION

The save-the-date notices went out through email. An electronic invite for the event will go out on February 1st with a RSVP deadline of March 4th. Trustee Rogers has music confirmed. Chief Dina and the Assistant Chiefs will be working on the awards. Last year's gifts will be used for this year's event. The save-the-date invites went out to active personnel and retirees. President Perkins asked the Board members to send their list of other people that should be invited to Chief Dina.

ATTORNEY

None.

BUILDINGS

Captain Tosto presented the Logistics Report. One item that was discussed in further detail was the sprinkler system leak in the bay ceiling. In early January, there was a leak in the sprinkler system above the front line ambulance. It was not related to cold weather, but rather an aging pipe. It was repaired the same day and put back in service. While completing the repair, the pipe fitter stated the area doesn't have adequate insulation. Captain Tosto is getting quotes to insulate certain sections of the attic and to repair the drywall that was damaged.

TRAINING

Captain Fiene presented the Training Report. He reported there were 718 training hours completed in December 2021. Active firefighters have completed a total of 10,722 hours of training year to date.

President Perkins inquired about the training levels and asked for a comparison benchmark. Captain Fiene said we could always use more training and we will meet the OSFM standards.

EMS

Assistant Chief Levy presented the EMS Report. There were 105 EMS calls in December 2021. December saw an increase in COVID related calls and the use of PPE to protect members. The District has a good reserve, but we are working with the County to ensure we have a constant stock.

EQUIPMENT

Assistant Chief Levy presented the Monthly Apparatus Operating Cost Report for December 2021. All annual pump testing has been completed. Trustee Carstens commented that the year-to-date costs are low and that is great.

FIRE BUREAU

Assistant Chief Levy presented the Fire Bureau Report. The report was compiled by Fire Marshal Westrom before he left. Chief Dina added that Lieutenant LaForge has been doing all the Public Education activities. He will continue the Public Education Coordinator role with the hiring of a new Fire Marshal. Lieutenant LaForge is working the have reports available for future meetings about the number of people reached by the Public Education programs.

PERSONNEL

Chief Dina requested the Board to hire a full-time Fire Marshal position. He said the responsibility is too much for a part-time position, so it would need to be full-time. The offer would include a salary range of about \$75,000 and IMRF eligible. The person would be an at-will employee. There would be no Battalion Chief rank for the position, just the rank of Fire Marshal. The Fire Marshal vehicle use would be the same setup as now.

A motion was made by Trustee Carstens, seconded by Trustee Price, to fill a vacant full-time Fire Marshal position.

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

President Perkins described last year's process for the Fire Chief Dina's performance evaluation. The same process will be followed for this year. The Chief presents his current accomplishments and next year's goals to the Board by March 1st. The Board reviews and shares comments with each other. The Board will meet with the Chief by March 31st to review the evaluation. A special meeting will be held to discuss in closed session.

UNFINISHED BUSINESS/ORDINANCE PROJECT UPDATE

Trustee Price made a list of ordinances that relate to fees. He will work with Administrative Assistant Jenna Johnson to get all the ordinances on the new website.

NEW BUSINESS

Chief Dina presented sample ordinances for the changes to ambulance billing fees. At the December meeting, the Board voted to raise the fees to \$2,500 and stop balance billing residents. There was a question at that meeting about whether or not to bill the resident for their deductible. The Board discussed the bill paying process and the matter regarding the deductible. President Perkins commented that she thought the intent of the billing change was not to charge residents anything. Trustee Rogers agreed.

Chief Dina said it is politically better to not balance bill residents since the rates are being increased. It is a benefit to residents and a resident would never receive a bill from the District.

The Trustee Board agreed not to balance bill anything to residents, including deductibles. This is what was voted at the last meeting, but the ordinance wording needs to reflect that.

President Perkins said to remove the language from the current ordinance that talks about increasing the rate to coordinate billing with Naperville and Lisle-Woodridge.

Trustee Rogers requested that Chief Dina draft an ordinance and send it to the Trustee Board for review before sending it to the attorney for final review. This will be put on the February meeting agenda to approve the new ordinance.

Chief Dina added that as of January 1st, Medicare increased their rates by 5%, which puts the new rate at \$2,000. The wording in the current ordinance says the fee will increase annually by 3% or whatever the Medicare rate increases, whichever is greater. This is the first time in a while that the Medicare rate increase has been more than 3%. Chief Dina said this language will be kept for the new ordinance as well.

ADJOURNMENT

At 1823 hours, a motion was made by Trustee Carstens, seconded by Trustee Price, to adjourn the meeting.

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

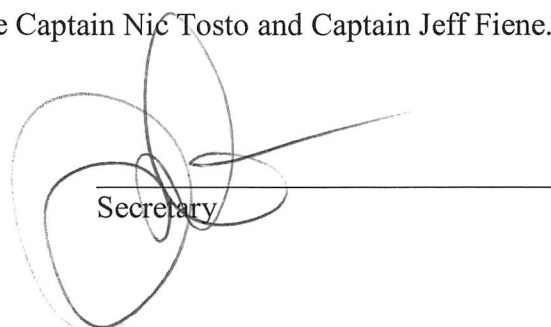
Present at the end of the meeting were President Kate Perkins, Treasurer Denise Pertell (arrived at 1703 hours), Secretary Jeff Carstens, Trustee Randy Price, Trustee Joe Rogers, Fire Chief Andy Dina, Assistant Chief Joe Levy, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Johnson (via zoom).

Guests present at the end of the meeting were Captain Nic Tosto and Captain Jeff Fiene.

The meeting adjourned at 1823 hours.



President



Secretary