

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

**Minutes of Trustee Meeting
December 15, 2021**

*This meeting was held both in person and via ZOOM videoconferencing (meeting ID 839 6576 1507).
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 (via zoom), Treasurer Denise Pertell, Secretary Jeff Carstens, Trustee Randy Price, Trustee Joe Rogers, Fire Chief Andy Dina, Assistant Chief Jamie Clark, Assistant Chief Joe Levy, Finance Analyst Amber Nadeau, and Administrative Assistant Jenna Johnson.

Guests were Captain Nic Tosto and Lieutenant Mike Vaughn.

APPROVAL OF AGENDA

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

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

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

A motion was made by Trustee Pertell, seconded by Trustee Price, to approve the regular minutes and the closed session minutes of the regular meeting on November 17, 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 \$4,479,748.88 and an ending cash balance of \$4,177,556.09 as recorded in the November 2021 financial reports.

Chief Dina commented on a question from the Board regarding employee reimbursements for health insurance. These should be listed as reimbursements to the District – not refunds. Priscilla Jezuit notified us to stop her COBRA coverage as of 12/31/2021. Dennis Rogers continues to make payments, which will be entered to offset the health insurance account.

Chief Dina said check #15929 is a payroll check, which the employee requested to be reissued.

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

Later in the meeting, the Board will discuss the bid for the exhaust removal system.

Before the end of the year, there are some other purchases as well. We will see if we get a grant from the State of Illinois for a CPR compression device, which is about \$16,000. There is also extrication equipment that needs to be replaced that was not able to be purchased last year. There are mobile computers in some of the vehicles that need to be replaced. These items were all budgeted for this year, but Chief Dina wants to see how the year goes.

OTHER FINANCE

Chief Dina presented the bid information for the direct source exhaust removal system. Chief Dina explained that the District received a grant last year for this project. The grant amount is \$90,727.27. The total cost of the exhaust removal system is \$96,592.00. This results in \$5,864.73 plus any additional shipping costs for the final cost to the District. Chief Dina confirmed the vendor pays prevailing wage. If the bid is approved, it will take 3-6 months before the project is done. In any case, the price is locked in with the vendor. There were two companies, Progressive Mechanical and Hastings Air, which picked up bid packets. Only one bid, from Hastings Air, was received by the deadline. Chief Dina explained there are three possible manufacturers of this type of system, which are Plymovent, MagneGrip, and Nederman. Chief Dina has had experience with all three systems and stated Plymovent is the best. Mutual aid companies are also equipped to use the new system.

A motion was made by Trustee Price, seconded by Trustee Carstens, to approve the bid from Hastings Air for the direct source exhaust removal system in the amount of \$96,592.00.

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

The Board discussed the idea of increasing the ambulance billing fees at last month's meeting. Either way, the rate will automatically increase by 3% on January 1. President Perkins suggested raising it to \$2,200. Chief Dina proposed raising the rates to \$2,500 and also stop balance billing District residents. Balance billing means charging for whatever amount remains after insurance pays. Trustee Carstens voiced some concern about raising the rates. Trustee Price stated he agrees with Chief Dina's recommendation. President Perkins voiced concern about raising rates for non-residents that are at the cancer center, which might cause them to choose a private ambulance. Chief Dina explained that private ambulance companies cannot provide emergency service and added that he feels the patients at the cancer center are well insured. Trustee Rogers stated that Chief Dina's proposal is reasonable and good for the community. President Perkins said that Winfield Fire recently raised their rate to \$2,275. Trustee Price commented that there are many costs going into running an ambulance. Chief Dina will collect example ordinance language for the resident write-off policy.

A motion was made by Trustee Price, seconded by Trustee Pertell, to raise the ambulance billing fees to \$2,500 and stop balance billing residents.

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

CLOSED SESSION

At 1725 hours, a motion was made by Trustee Price, seconded by Carstens, 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 1732 hours.

FIRE CHIEF'S REPORT

Chief Dina reported there were 147 calls for service in the month of November 2021, which included 97 EMS calls and 50 fire and rescue calls.

Chief Dina also noted there were specialty team call outs for November 2021. There was one call out for a structure fire in Warrenville, one call out for a SWAT Medic to Carol Stream, and one call out for a fire investigation in Wood Dale. There was also a significant incident with a fatal vehicle vs. pedestrian accident on Route 59 and Batavia Road. Crews performed ALS upon arrival and continued all the way to the hospital, but were not able to save the patient.

Fire Marshal Lee Westrom is resigning and moving to Miami. His last day will be January 10.

Assistant Chief Levy received his master's degree last weekend.

The District is participating in a food drive. Over 200 pounds of food has been donated so far to the food pantry in Warrenville. Every Tuesday, another donation delivery is made. The collection started with the holiday party and turned into a competition for the three shifts. All the shifts are involved and anyone could win it at this point. The winners will get a pizza party and a "free day" without any station chores.

One of our part-time employees, Miguel Luis, is being processed at Naperville Fire Dept.

Open enrollment finished today. The new health insurance educational sessions occurred the last week of November. Open enrollment started November 30 and ran through December 15.

Assistant Chief Levy attended the annual TIF #3 and TIF #4 meetings (virtual).

The Warrenville Firefighter's Auxiliary hosted a family holiday party in the training room.

Chief Dina submitted a \$1.4 million dollar request from the Assistance to Firefighters Grant through FEMA for a ladder truck. There is a small percentage of funds available, so it might be a slim chance to get. If the District received the grant, we would have to donate the old ladder truck and eliminate one engine per the terms of the grant.

Fire Recovery USA revenues for November are listed in the financial reports.

EMS billing revenues for November are listed in the financial reports.

Two companies picked up bid packets for the exhaust removal system, one company returned a packet prior to the deadline.

We are currently processing the last two candidates from the hiring list and will be working with the BOFC to hold another firefighter candidate test in February. The open full-time positions have been posted. Jamilla Jackson was sent a conditional offer pending her military return and passing the medical exam. A full-time employee is being processed for the medical exam and is set to start on January 3.

Warrenville Engine 12 staffed Naperville Station 8 on Nov. 6 while they attended the funeral for one of their firefighters.

Medics stood by at St. James Farm for a North Central College Cross Country meet.

DU-COMM held three emergency operations drills that Warrenville participated in. This is to be used during severe weather events.

TRUSTEES

President Perkins thanked the Firefighter's Auxiliary members for the great holiday party.

FIREFIGHTERS' APPRECIATION

Chief Dina sent out a new awards policy for the event in March. A new award will be the Firefighter of the Year, with the person chosen by their peers. An electronic invite for the event will go out after the holidays around mid-January.

ATTORNEY

None.

BUILDINGS

Captain Tosto presented the Logistics Report. President Perkins inquired about the oven door. Captain Tosto explained the oven is covered under a 2-year warranty – not one year. The company is working on sending new door bolts, but it will take 3-6 weeks to get here.

Trustee Price inquired about spare gear. Captain Tosto explained that he inventoried all of the spare gear from the basement. He put them in bags and will set up a rack system so it is easy to find the correct size and check out the gear.

TRAINING

Assistant Chief Levy presented the Training Report. He reported there were 1,083 training hours completed in November 2021. There was a decrease for career personnel training due to the recent resignations. He added that today is the first day for 6 new hires – 5 part-time and 1 POC. They will start at the academy on January 25th.

EMS

Assistant Chief Levy presented the EMS Report. There were 97 EMS calls in November 2021. All of the portable oxygen cylinders have been tested and are good for 5 years. Special thanks to Lieutenant Vaughn for taking the expired medical supplies on the ambulances to exchange at the hospital. There was only one mutual aid call that transported. Trustee Pertell asked why the trip count total says 87 calls rather than 97 calls. Assistant Chief Levy explained that 87 is the number of patient care reports generated for the month.

EQUIPMENT

Assistant Chief Levy presented the Monthly Apparatus Operating Cost Report for November 2021. He commented that November was mostly preventative maintenance work. O11 repair costs is attributed to the accident repairs, which the District paid out of pocket rather than file an insurance claim. T11 has the highest overall cost for the year.

FIRE BUREAU

Chief Dina presented the Fire Bureau Report. Although Fire Marshal Westrom was not able to attend this meeting, it will be his last Trustee Meeting before his resignation date on January 10. Chief Dina said the goal is to start fire inspection on January 1, but we will have to see how it goes since the Fire Marshal is leaving. Chief Dina has instructed FM Westrom to wrap up any big projects he is working on before he leaves.

Chief Dina is planning to post the Fire Marshal position soon. He is evaluating the position before posting and is unsure if it will be a part-time or full-time position. There are already a couple people that have shown interest in filling the spot. Chief Dina will have more information at the next meeting.

PERSONNEL

Chief Dina informed the Board that Firefighter/Paramedic Geovanny Rivera has resigned and his last day was November 28.

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

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

The promotion ceremony took place at the end of the meeting.

UNFINISHED BUSINESS/ORDINANCE PROJECT UPDATE

Trustee Price suggested placing ordinances on the District website and gave an example list.

NEW BUSINESS

None.

ADJOURNMENT


At 1802 hours, a motion was made by Trustee Carstens, seconded by Trustee Rogers, to adjourn the meeting following the badge pinning and promotion ceremony, which started at 1830 hours and ended at 1845 hours.

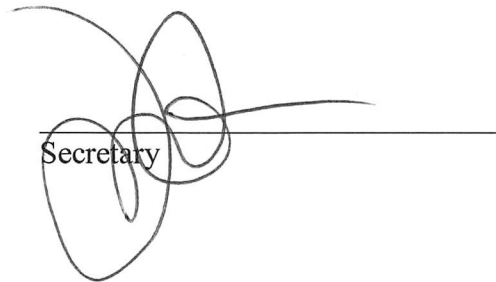
ROLL CALL:
Carstens – AYE
Perkins – AYE
Pertell – AYE
Price – AYE
Rogers – AYE
MOTION CARRIED

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

Guests present at the end of the meeting were Captain Nic Tosto and Lieutenant Mike Vaughn.

The meeting adjourned at 1845 hours.


President


Secretary