

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

Minutes of Trustee Meeting
February 16, 2022

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 Jamie Clark, Assistant Chief Joe Levy (left at 1803 hours), Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Johnson.

Guests were Captain Nic Tosto and Captain Jeff Fiene (arrived at 1804 hours), and Assistant Fire Marshal Carl Voda.

APPROVAL OF AGENDA

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

4 AYES 1 ABSENT MOTION CARRIED

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

A motion was made by Trustee Pertell, seconded by Trustee Carstens, to approve the regular minutes of the regular meeting on January 19, 2022, with minor changes to wording and date.

5 AYES MOTION CARRIED

A motion was made by Trustee Pertell, seconded by Trustee Price, to approve the closed session minutes of the regular meeting on January 19, 2022.

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 \$3,910,715.48 and an ending cash balance of \$3,676,689.07 as recorded in the January 2022 financial reports.

Chief Dina informed the Board that there were a few bills for NTIVA in the January financials. The District pays NTIVA a monthly fee plus there were a few on-site visits that were an additional cost.

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.

The exhaust removal system work started this week. When the work is done, a request for reimbursement will be submitted under the grant. The District will have to pay its share, which is about \$10,000.

OTHER FINANCE

A motion was made by Trustee Rogers, seconded by Trustee Price, to approve Ordinance 22-01: Amending the EMS Billing Rates.

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

CLOSED SESSION

At 1707 hours, a motion was made by Trustee Pertell, seconded by Trustee 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 1731 hours.

FIRE CHIEF'S REPORT

Chief Dina did a show-and-tell about a new piece of equipment the District purchased. The equipment is a cordless portable scene light with an integrated stand. Administrative Assistant Jenna Johnson submitted a grant thru Illinois American Water, which the District did receive in the amount of \$1,000. The portable lights will be kept on vehicles E11, E12, T11. The previous corded lights will be kept as well.

Chief Dina reported there were 178 calls for service in the month of January 2022, which included 106 EMS calls and 72 fire and rescue calls.

Chief Dina reported there were specialty team call outs for January 2022. There was one call out for a fire investigation in Downers Grove, and one call out for a truck fire and hazardous materials spill.

The SAFER grant has been submitted with an actual request of \$986,000 over a three-year period for three full-time Firefighter/Paramedics. This grant does not allow for reimbursement of PPE, uniforms, or SCBA equipment.

Exhaust removal parts have arrived at the factory with installation beginning February 14th. Additional parts are expected to arrive tonight. The contractor hopes to finish on Friday.

New website is in service and continuously improving. We have received very good feedback from both internal and external stakeholders. We thank Lt. Krischel for his design skills and Administrative Assistant Johnson for maintaining and posting information.

We will slowly begin easing COVID restrictions as the virus loses its hold in Illinois. We will stay in compliance with DuPage County Health Department recommendations and any executive orders issued by the Governor. There is currently one FF/PM off due to COVID.

We received our new portable lights purchased with Illinois American Water grant funds.

The Foreign Fire Insurance Board is purchasing new mattresses with the District providing partial funding.

Conducted radio drills on January 31st to help identify any weaknesses with our dispatch agency and MABAS division. Radio drill went as planned with a few minor issues.

Members attended the Paramedic Billing Services GEMT cost reporting seminar. This will help us prepare for the next annual cost reporting.

Crews participated in surface ice rescue training at Blackwell Forest Preserve.

Crews participated in Cardio Pulmonary Resuscitation (CPR) compression device training and demonstrations in preparation for an upcoming purchase of one CPR device. The member surveys have been tallied and everyone chose the Lucas brand device. It will cost about \$17,000 for the device plus \$5,000 for the 5-year extended warranty. The purchase will happen in this fiscal year.

Submitted OSHA mandated form 300 and 300A work logs, a summary of work related injuries and illnesses.

The firefighter/paramedic test will be this Saturday, February 19th.

The Metropolitan Fire Chiefs Association added Chief Dina to the Board of Directors.

Fire Chief Keith Krestan from Lisle-Woodridge Fire Protection District contacted Chief Dina regarding a structure fire that occurred on February 5th in Lisle. He wanted to let us know how thankful his agency was for the excellent work Warrenville crews did at the scene. Chief Krestan said it was the smoothest water operation in the history of their department.

TRUSTEES

A motion was made by Trustee Carstens, seconded by Trustee Rogers, to ratify all actions taken in the hybrid Trustee Meeting conducted via Zoom held on December 15, 2021 and January 19, 2022.

5 AYES MOTION CARRIED

President Perkins provided an update regarding the performance evaluation process for Fire Chief Dina. Chief Dina will provide a list of accomplishments to the Board by March 1st. A special meeting will be held during the week of March 6th for the Trustee Board to discuss the evaluation. A meeting will be held with Chief Dina during the week of March 20th to discuss the evaluation. In April, the Trustee Board will work with Chief Dina to create a list of new goals for the new fiscal year.

FIREFIGHTERS' APPRECIATION

The event is set for Saturday, March 12th. It was a great suggestion from Trustee Rogers to use Eventbrite for the RSVP process. The current count that RSVP'd to attend is 51 people. The awards have been ordered.

ATTORNEY

Chief Dina discussed the annexation issue and HRA questions with the attorney. Nothing further to add.

BUILDINGS

There was nothing to report for the Logistics Report this month.

TRAINING

Chief Dina presented the Training Report.

EMS

Assistant Chief Levy presented the EMS Report.

EQUIPMENT

Assistant Chief Levy presented the Monthly Apparatus Operating Cost Report. There were safety lane tests done for five vehicles. There will be more done in February.

FIRE BUREAU

Assistant Fire Marshal Carl Voda presented the Fire Bureau Report.

PERSONNEL

The Trustee Board reviewed Chief Dina's recommendations for payroll increases for non-bargaining unit personnel. The pay increases would start on May 1, 2022.

A motion was made by President Perkins, seconded by Trustee Pertell, to approve the pay raises for non-bargaining unit personnel as recommended by Chief Dina with a change to the Administrative Assistant rate to \$23 per hour and the Financial Analyst rate to \$26 per hour.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Rogers – AYE

MOTION CARRIED

UNFINISHED BUSINESS/ORDINANCE PROJECT UPDATE

Trustee Price commented about the new website. While looking for an area to post the District ordinances, he felt the drop-down menu did not have a good layout. Trustee Price provided recommendations about how to adjust the menu. The Trustee Board discussed some ideas but wanted to take more time to think about the layout and possible changes.

NEW BUSINESS

Chief Dina presented information about the existing HRA plan. The permanent part-time employees that work a regular shift with each Wednesday off were given the option of the lowest healthcare plan or \$400 per month into an HRA plan to be used for medical expenses. With the switch to our new health insurance broker, One Digital, it was discovered that the HRA plan is not in compliance with the healthcare law.

Chief Dina spoke with the District's attorney, who referred him to a resource they use, which happens to be One Digital. One Digital suggested two options, (1) the District provides \$400 per month into an HRA for dental and vision expenses only, or (2) the District provides a \$400 per month insurance stipend thru the employee's paycheck. Chief Dina suggested option two.

Trustee Pertell looked up the notes from November 2019 when the HRA plan was first introduced. At that time, the original thought was to do a monthly stipend. It is unclear why a HRA plan was used instead.

President Perkins commented that the District could require employees to submit receipts for reimbursements, but that would add extra paperwork and effort. The consensus was not to add this requirement for receipts.

Chief Dina said the stipend would be taxable but he wasn't sure about the social security taxes.

Trustee Pertell asked if a policy would need to be created for this stipend. Chief Dina said yes and that the written policy would identify the job positions that are eligible for the stipend.

A motion was made by Trustee Rogers, seconded by Trustee Carstens, to approve the replacement of the HRA plan with a \$400 monthly insurance stipend provided via paychecks for eligible part-time employees.

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

The Trustee Board discussed the property annexation by the City of Aurora for parcels #07-04-102-007 and #07-04-102-008.

President Perkins communicated via email with a Zoning and Planning representative from the City of Aurora, who said the actual annexation has not happened yet. It is scheduled to take place at the next meeting. President Perkins received notice of the pending annexation.

President Perkins added that it seems the only option at this point is to proceed with option three provided by the District attorney, which is to not challenge and to place a written demand to the City of Aurora for payment of a five year phase-out.

Chief Dina said there were 5-6 people who spoke against the annexation at the last City of Aurora meeting. Chief Dina added that one of the biggest threats against the District is property that is annexed out of our District because it reduces the tax revenue.

The Trustee Board directed Chief Dina to work with the District's attorney to proceed with option #3 for the five year phase-out.

Chief Dina presented information about the property and casualty and crime insurance renewals. The insurance renews annually at this time each year. Last year, the insurance was shopped for better pricing. This year, there are two options to choose from.

Chief Dina recommended the renewal premium with Selective Insurance for the property and casualty and the 3-year premium with the Ohio Casualty Insurance Company. Chief Dina noted that the policy still lists the Ford Freestar van, which the District recently sold, and that it will be removed from coverage.

For the crime policy, there is a price lock if a 3-year plan is chosen, which would make the annual payments \$688.33 each year. Chief Dina added that our broker said some agencies are increasing the cyber crime policy coverage. However, Corkill said they haven't paid out more than \$50,000 in a single claim.

President Perkins noted there is a Cyber Liability and Data Breach Response Application that to complete. Chief Dina said he has a meeting scheduled to review the documents on Thursday, February 17th.

President Perkins questioned having the "Firefighters Pension Fund" listed in the Schedule of Named Insureds. It appears to be coverage for the people on the Pension Fund Board.

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

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

ADJOURNMENT

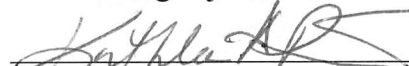
At 1823 hours, a motion was made by Trustee Carstens, seconded by Trustee Price, to adjourn the meeting.

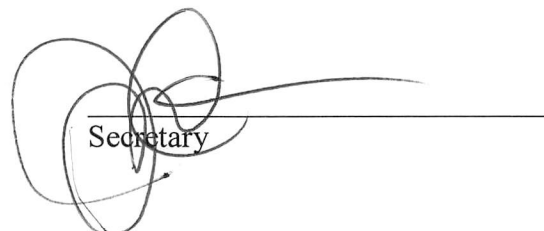
ROLL CALL:
Carstens – AYE
Perkins – AYE
Pertell – AYE
Price – AYE
Rogers – AYE
MOTION CARRIED

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

Guests present at the end of the meeting were Captain Nic Tosto, Captain Jeff Fiene, and Assistant Fire Marshal Carl Voda.

The meeting adjourned at 1823 hours.


President


Secretary