

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

**Minutes of Trustee Meeting
March 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, Secretary Jeff Carstens, Trustee Randy Price, Fire Chief Andy Dina, Assistant Chief Jamie Clark (left at 1759 hours), Assistant Chief Joe Levy (left at 1823 hours), and Financial Analyst Amber Nadeau (left at 1745 hours, returned at 1759 hours).

Guests were Captain Nic Tosto (arrived at 1701 hours, left at 1741 hours, returned at 1815 hours), Lieutenant Mike Vaughn (arrived at 1702 hours, left at 1741 hours), Lieutenant Bryan LaForge (arrived at 1702 hours, left at 1741 hours), FF/PM Miles Volpe (arrived at 1704 hours, left at 1725 hours), FF/PM Austin Wiedmyer (arrived at 1704 hours, left at 1725 hours), and Fire Marshal Carl Voda.

APPROVAL OF AGENDA

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

3 AYES 2 ABSENT MOTION CARRIED

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

A motion was made by Trustee Price, seconded by Trustee Carstens, to approve the regular minutes of the regular meetings on February 16, 2022 and March 7, 2022.

3 AYES 2 ABSENT MOTION CARRIED

A motion was made by Trustee Price, seconded by Trustee Carstens, to approve the closed session minutes of the regular meeting on February 16, 2022.

3 AYES 2 ABSENT MOTION CARRIED

A motion was made by Trustee Carstens, seconded by Trustee Price, to approve the closed session minutes of the regular meeting on March 7, 2022.

3 AYES 2 ABSENT 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 \$3,676,689.07 and an ending cash balance of \$3,498,859.86 as recorded in the February 2022 financial reports.

A motion was made by Trustee Price, seconded by Trustee Carstens, to accept the monthly accounting reports. The reports are approved and hereby ratified.

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

APPROVAL OF BILLS

The annual payment to the Warrenville Fireman’s Association Benevolent Fund has come due.

A motion was made by Trustee Carstens, seconded by Trustee Price, to approve the annual payment of \$500 to the Warrenville Fireman’s Association Benevolent Fund.

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

At 1705 hours, a demonstration was provided for the newly purchased Lucas chest compression system. The crew providing the demo included Lieutenant Mike Vaughn, Lieutenant Bryan LaForge, FF/PM Miles Volpe, and FF/PM Austin Wiedmyer. The new equipment will provide continuous compressions, which will free up a person to perform other needed interventions. High quality chest compressions improve the chances of saving the life of a person who is experiencing cardiac arrest. Manual CPR can cause fatigue and exposure for the resuscitation team. The unit is made by Stryker, which is the same vendor that we use for our power cots and stair chairs. This is the same device used by Northwestern Medicine Central DuPage Hospital EMS System providers. The Lucas system is battery operated and includes a backpack-style carrying case. It is in service and located on the front-line engine.

OTHER FINANCE

Chief Dina informed the Board that two fund transfers will need to be made before the end of the fiscal year so the accounts are not overspent. The proposed transfers are estimated, but the amounts will be adjusted when the actual expenses are confirmed. A notice was recently received from the workers compensation vendor that a refund is coming to the District, so that transfer should be closer to \$10,000. Per the attorney, no budget amendment is needed for this.

A motion was made by Trustee Carstens, seconded by Trustee Price, to approve the transfer from the Ambulance Fund to Workers Compensation Fund for up to \$28,000 and from the Ambulance Fund to Liability Insurance Fund for up to \$1,000.

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

At the February 16, 2022 meeting, the Board voted to approve Ordinance 22-01, AMENDING THE EMS BILLING RATES. However, the pricing reflected in “Exhibit A” had an error with the mileage rate. Every year, there is a minimum 3% increase to the fees, including the mileage rate. At the time of the previous ordinance, the mileage rate was \$15 per mile. The mileage should be amended to reflect the current \$16.72 per mile.

A motion was made by Trustee Price, seconded by Trustee Carstens, to approve the change to “Exhibit A” for Ordinance 22-01 to increase the mileage rate to \$16.72 per mile.

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

Chief Dina provided a letter from the attorney regarding budget and appropriations. The attorney recommends that the District adjust the format of the budget ordinance to be a two-column approach for budget vs. appropriation and increase the appropriations column by 10%.

A motion was made by President Perkins, seconded by Trustee Price, to approve the format change to include the budget and appropriations columns.

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

Chief Dina presented the proposed draft budget for fiscal year 2022-2023. The District will receive aggregate refunds from DuPage County in the amount of \$6,941.22. The County tax levy sheet has the amounts listed before Property Tax Extension Limitation Law (PTELL), which limits increases in property tax extensions for non-home rule taxing districts.

The remainder of large purchases for the current fiscal year includes the compression device, extrication tools, IT hardware for mobile data computers in vehicles, hose nozzles, and upgrading the station phones.

A drawdown was submitted to FEMA recently in the amount of \$86,932.80 for the vehicle exhaust removal system. The District will pay \$8,693.28 out of the Capital account for its share. Once the drawdown is received, the system is fine-tuned, and in-house training is completed, the invoice to Hastings will be paid. This will come out of the current year budget.

One of the questions was why the contractual services account is increased higher from the current year to the 2022-2023 proposed budget. Chief Dina explained that the GEMT expense was not budgeted in the past, and now is included for the proposed budget in the amount of \$120,000. There is an increase in ambulance billing revenue, which results in an increase in ambulance billing fees. There is also an increase in IT expenses for software.

Chief Dina pointed out that the proposed budget has \$300,000 being put into the Capital Projects fund. This amount will be adjusted based on results of PTELL, which could decrease the amount put in Capital by approximately \$125,000.

President Perkins asked what is planned for the FY22-23 Capital Outlay for buildings. Chief Dina said projects include replacing the outdated heating system on the apparatus bay floor, removing the prior vehicle exhaust removal system, and carpeting for the training room.

Chief Dina directed the Board to the Fund Balance Analysis report include in the packet. The Fund Balance policy states the District is required to have 10%-40% of the operating budget. This is essentially an emergency fund for the District if something unforeseen should happen. Per the report, the proposed FY22-23 budget is within the policy and puts it at 37.38%, which is much closer to 40% than it has been in the past.

A public hearing notice has been posted regarding the Budget and Appropriations Ordinance for fiscal year May 1, 2022 to April 30, 2023 and the said ordinance is available for public inspection via the District website or in-person at the station. A public hearing will be held at the April 20, 2022 Trustee Meeting. The budget is planned to be approved at the April meeting.

CLOSED SESSION

At 1741 hours, a motion was made by Trustee Price, 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 – ABSENT

Price – AYE

Rogers – ABSENT

MOTION CARRIED

The guests left during the closed session.

Closed session ended at 1757 hours.

FIRE CHIEF'S REPORT

Chief Dina reported there were 129 calls for service in the month of February 2022, which included 75 EMS calls and 54 fire and rescue calls.

Chief Dina reported there were specialty team call outs for February 2022. There was one call out for a structure fire in Lisle-Woodridge, one structure fire in Naperville, one structure fire in Wheaton, and one traumatic injury in Warrenville.

The exhaust removal system has been installed and we are waiting for some exhaust system modifications to occur before using it. We are waiting to receive the grant drawdown from FEMA. We will also get training from Hastings. Once all of that is completed, the invoice for the system will get paid.

The written test for Firefighter/Paramedic was held on February 19th with 29 people taking the test. The test and an orientation session were held on the apparatus floor. The list with the points was just received. The Fire Commissioners will have a special meeting to move forward with the list. FF/PM Jamilla Jackson will be back from military leave in November at the earliest. Chief Dina will be asking at the next Trustee Meeting to fill a vacancy.

Chief Dina, Assistant Chief Levy, and Captain Fiene met with the new Fermi Lab Fire Chief and Training Coordinator.

Chief Dina attended the MABAS Summit in Bloomington-Normal for a one-day training and Executive Board meeting.

Crews completed automatic compression device training and evaluations. After tallying all evaluations, the firefighters and paramedics chose the Lucas brand device.

Staff met with VEBA and 457 plan managers to see if there were any less expensive options available for our personnel.

Staff met with Edward hospital to schedule annual department physicals to begin in May.

Staff met with County officials to discuss the Local American Rescue Plan Act (LARPA) grant funding opportunities for Fire Protection Districts. Our letter of intent for the grant was submitted prior to the March 14th deadline. The District is requesting \$120,000 for payroll and \$21,010.30 for the compression device.

TRUSTEES

None.

FIREFIGHTERS' APPRECIATION

President Perkins commented that she thought the Appreciation Dinner went very well this past Saturday. Chief Dina suggested changing the date for next year so it is not around daylight savings time. Chief Dina asked if additional vendors should be invited next year. The Trustee Board consensus was not to invite vendors. Trustee Carstens suggested providing an award for everyone that was involved with the 2021 tornado response. The District paid \$800 towards beverages. Trustee Carstens suggested raising this to \$1,000 for next year. Fire Marshal Voda made the Board aware that the Fireman's Association also pitched in \$500 towards beverages this year.

ATTORNEY

Chief Dina is waiting for a response from the attorney regarding the annexation involving the City of Aurora. Chief Dina is also inquiring about an example of the property at Fox Hollow and Maple Hill that was annexed into Warrenville years ago, but the taxes still go to West Chicago Fire District.

President Perkins mentioned that it is not likely that the Illinois Governor will extend the emergency declaration that goes until April 2022 which allows for the Trustee Board to attend meetings virtually. Therefore, Trustees will have to attend meetings in person.

President Perkins noted Winfield Fire District is going to referendum regarding a tax increase.

BUILDINGS

Captain Tosto presented the Logistics Report.

TRAINING

Chief Dina presented the Training Report.

EMS

Chief Dina presented the EMS Report. FF/EMT Eddie Clark has been approved to start working shifts. Per the chart provided, a majority of patients (54%) are transported to CDH.

EQUIPMENT

Chief Dina presented the Monthly Apparatus Operating Cost Report. There were safety lane inspections completed. The Assistant 11 vehicle had a rock go through the windshield, which was submitted through an insurance claim.

FIRE BUREAU

Fire Marshal Carl Voda presented the Fire Bureau Report. There is a correction to the report in that there was one school talk and three preschool talks completed in February. FM Voda also explained the process for new buildings and when they are approved to open to the public.

PERSONNEL

None.

UNFINISHED BUSINESS/ORDINANCE PROJECT UPDATE

President Perkins asked how the ordinances are chosen to be posted on the website. Trustee Price said he will look into it and work with Jenna to update the website.

NEW BUSINESS

Chief Dina informed the Board that there are leftover tumbler cups. There is a case of no-cost damaged cups that the vendor did not want back, which the District donated to the Food Pantry. For the other tumbler cups that were paid for by the District, the Trustees suggested offering them to employees since they were for the annual appreciation gift. If any are leftover after that, they could be donated or sold as the Fire Chief sees fit.

A motion was made by Trustee Carstens, seconded by Trustee Price, to approve the tumbler cups as surplus equipment.

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

ADJOURNMENT

At 1835 hours, a motion was made by Trustee Carstens, seconded by Trustee Price, to adjourn the meeting.

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

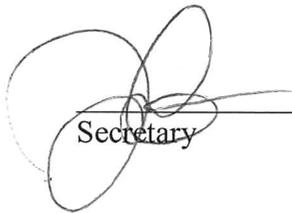
Present at the end of the meeting were President Kate Perkins, Secretary Jeff Carstens, Trustee Randy Price, Fire Chief Andy Dina, and Financial Analyst Amber Nadeau.

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

The meeting adjourned at 1835 hours.



President



Secretary