

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

Minutes of Trustee Meeting
May 18, 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, Trustee Joe Rogers, Fire Chief Andy Dina, Assistant Chief Jamie Clark, Assistant Chief Joe Levy, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Johnson.

Guests were Fire Marshal Carl Voda (left at 1820 hours), Captain Jeff Fiene, Captain Nic Tosto (arrived at 1802 hours), Lieutenant Bryan LaForge (left at 1720 hours), Margie Leonard (arrived at 1701 hours), and Brian LeFevre from Sikich (left at 1736 hours).

APPROVAL OF AGENDA

A motion was made by Trustee Carstens, seconded by Trustee Pertell, to approve the agenda with the presentation by Sikich moved to after public comments.

5 AYES MOTION CARRIED

PUBLIC COMMENTS

None.

FINANCIAL REPORTS

Brian LeFevre from Sikich presented the fiscal year end reports. He indicated that in the next few weeks, Sikich will modify from cash basis to modified accrual basis due to the upcoming yearly audit. He reviewed several reports with the Trustee Board and answered questions that were asked. He reminded the Board that the CPI for the tax levy is one year in arrears.

Brian LeFevre also discussed the project details for the long-term financial analysis. Now that the fiscal year has ended and a new fiscal year budget has been approved, Sikich can move forward with the financial model projection. Trustee Pertell mentioned a projection that was done around 2017/2018 and asked if it would be the same. Brian stated yes but that the Board is welcome to ask for changes to the parameters.

President Perkins noted that contract negotiations are coming up and this analysis will help the Board know what is available to work with for negotiations. She added that she would like the analysis completed at least two months prior to the start of contract negotiations. Trustee Carstens added that these calculations will help the Board get a handle on where we are and where we are headed financially. Trustee Pertell said she would like to have a special meeting to receive the financial projections so that all the Board members can be present. Trustee Pertell and Trustee Carstens specifically requested to be part of the discussions for the financial projections. President Perkins said she did a projection this past fall and the outlook was bleak.

Brian stated the fiscal year that just ended was a good year, but at the sacrifice of not having full staffing. He added that not being at full staffing is a problem that his other public safety clients are having as well.

Trustee Price asked what the difference is between overtime spending and the vacancies in full staffing. There are a lot of other variables that affect this, so it would be difficult to pinpoint.

Chief Dina will keep the Board updated on the status of the long-term financial analysis.

APPROVAL OF MINUTES

A motion was made by Trustee Carstens, seconded by Trustee Rogers, to approve the regular minutes of the regular meetings on April 20, 2022.

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 April 20, 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 \$3,294,429.17 and an ending cash balance of \$2,925,602.07 as recorded in the April 2022 financial reports.

Chief Dina added that April was the highest month for spending in the last 6 months. This is due to the year-end purchases and wrapping up projects and purchases for special teams. April was also the second highest month for revenues in the last 6 months.

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

A motion was made by Trustee Pertell, seconded by Trustee Rogers, to approve the transfer from the Ambulance Fund to Liability Insurance Fund for \$2,500.

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

The project details for the long-term financial analysis were discussed as part of the presentation from Sikich under the Financial Reports section of the agenda.

CLOSED SESSION

None.

FIRE CHIEF'S REPORT

Chief Dina reported there were 148 calls for service in the month of April 2022, which included 95 EMS calls and 53 fire and rescue calls.

Chief Dina reported there were specialty team call outs for April 2022. There were two call outs for a SWAT medic, with one to Carol Stream and one to DuPage County.

The exhaust removal system is fully functional and complete. The AFG grant was closed out with a final report.

Staff submitted a request for over \$200,000 to DuPage County for Local American Rescue Plan Act (LARPA) funds for COVID related personnel and equipment expenses. The District should hear back around the beginning of June as to how much will be received.

Warrenville personnel participated in Operation Festival Fury, a Complex Coordinated Terrorist Attack (CCTA) drill in Frankfort IL. This was a multi-day, multi-location drill that was designed to test area HAZ-MAT and Technical Rescue teams as well as dispatch capabilities.

AC Levy began his first of three fire investigator modules for his fire investigator certification through the State Fire Marshal’s office. At this point, he has finished two out of three classes.

Warrenville Fire provided insulated drinking cups filled with candy and gifts to DU-COMM dispatchers for National Telecommunicators week.

Staff celebrated Administrative Professionals Week by attending a luncheon.

Chief Dina met with the Warrenville Library Director, a School District 200 representative, and the Warrenville City Administrator as part of an inter-governmental meeting. This meeting will be held quarterly.

AC Levy attended the College of DuPage Fire Science spring advisory meeting.

Staff conducted a Fiber Site walkthrough with AT&T for the new internet system. The system won't be live until late summer due to logistical challenges of getting fiber optic lines to the fire station.

One June 2nd, Lieutenant Judd Weber will be on the Ramsey Show from 2-3pm.

Chief Dina thanked everyone that attended the fundraiser at Markito's. The Firefighter Auxiliary raised over \$5,000 in six hours. He also thanked the Firefighter's Auxiliary for their hard work to coordinate and run the event.

The City of Warrenville is having an open house for the Public Works department on May 19.

Staff are in the process of preparing for the annual audit.

TRUSTEES

A motion was made by Trustee Carstens, seconded by Trustee Price, to ratify all actions taken in the hybrid Trustee Meeting conducted via Zoom held on April 20, 2022.

5 AYES MOTION CARRIED

There is a conference coming up at the end of June through the Illinois Association of Fire Protection Districts. It will be held in Champaign this year. President Perkins commented that she is planning to attend the conference virtually. The other Trustees will check their schedules to see if they can attend. Chief Dina added that he will be attending the conference in person and also making a presentation about cancer awareness and PFAS in fire gear.

The Trustee Board discussed the Open Meetings Act and posting minutes. They agreed that all Boards related to the District should have their minutes posted on the website. In addition, the minutes should be left on the website, not removed as time passes.

Trustee Pertell requested to receive a Team Budget report on a monthly basis.

President Perkins commented that the Board of Trustees should be added to the organizational chart. The Board discussed it and determined it was not necessary to add.

FIREFIGHTERS' APPRECIATION

Administrative Assistant Johnson confirmed with Courtyard Banquets that the room is reserved for March 11, 2023 for the event.

ATTORNEY

None.

BUILDINGS

Chief Dina presented the Logistics Report.

Trustee Pertell asked to receive a schedule of building maintenance items. Captain Tosto said he would include the report for next month's meeting.

TRAINING

Captain Fiene presented the Training Report. There were 888 training hours in April. The academy graduation is tomorrow. President Perkins commented that the second page of the report was very informative and was thankful it was included.

EMS

Assistant Chief Levy presented the EMS Report. He described how a mobile stroke unit operates and the benefits related. A mobile stroke unit is dispatched by DuComm if the call is coded as a stroke. Our District ambulance will still respond and provide initial care. There is currently only one mobile stroke unit in the state. The fees charged to the patient for the mobile stroke unit are very similar to a local ambulance unit.

EQUIPMENT

Assistant Chief Levy presented an updated copy of the Monthly Apparatus Operating Cost Report. President Perkins noted that the District only spent half of the budget for vehicle maintenance. The Trustee Board applauded the District mechanic, Ted Ellison, for his work.

FIRE BUREAU

Fire Marshal Carl Voda presented the Fire Bureau Report.

PERSONNEL

Chief Dina presented information to the Board about a recommendation to change the 457 and VEBA accounts provider. A one-page recommendation was included in the packet. Chief Dina commented that the current service is good, so it comes down to the investment fees. Staff met with several companies, including Nationwide, One Digital, TransAmerica, and the National Public Pension Fund Association (NPPFA).

A motion was made by Trustee Carstens, seconded by Trustee Price, to approve the recommendation to change the 457 and VEBA accounts provider to Nationwide.

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 provided Administrative Assistant Johnson with some updates for the website.

NEW BUSINESS

Chief Dina presented information about participating in a mobile stroke unit implementation. This would be a great advantage to residents. Our District is in the middle of two stroke centers. There is no cost to the District to participate and there is no written agreement for it. However, if a mobile stroke unit transports the patient, the District would not be able to charge the \$2,500 ambulance fee. There are about a dozen stroke calls that occur each year.

A motion was made by Trustee Price, seconded by Trustee Carstens, to participate in the mobile stroke unit program.

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

A motion was made by Trustee Pertell, seconded by Trustee Rogers, to appoint Ryan McIntyre for another term to the Board of Fire Commissioners.

5 AYES MOTION CARRIED

The Board received a copy of the Fire Commission Annual Report.

ADJOURNMENT

At 1825 hours, a motion was made by Trustee Carstens, seconded by Trustee Rogers, to adjourn the meeting following the swearing-in ceremony, which started at 1830 hours and ended at 1900 hours.

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

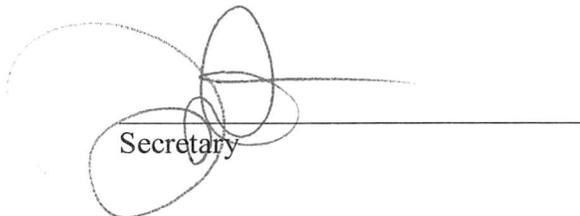
Present at the end of the meeting were President Kate Perkins, Treasurer Denise Pertell, Secretary Jeff Carstens, Trustee Randy Price, Trustee Joe Rogers, Fire Chief Andy Dina, Assistant Chief Jamie Clark, Assistant Chief Joe Levy, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Johnson.

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

The meeting adjourned at 1900 hours.



President



Secretary