

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

**Minutes of Trustee Meeting
August 17, 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 Joe Levy, and Financial Analyst Amber Nadeau.

Guests were Fire Marshal Carl Voda and Captain Jeff Fiene.

APPROVAL OF AGENDA

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

5 AYES MOTION CARRIED

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

A motion was made by Trustee Carstens, seconded by Trustee Pertell, to approve the regular minutes of the regular meeting on July 20, 2022.

5 AYES MOTION CARRIED

A motion was made by Trustee Pertell, seconded by Trustee Carstens, to approve the closed session minutes of the regular meeting on July 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 \$4,582,627.66 and an ending cash balance of \$4,452,584.40 as recorded in the July 2022 financial reports.

Chief Dina noted the July ambulance revenues were over \$100,000. This is more than expected and will help make up for the revenue accounts that are lower than expected.

A motion was made by Trustee Pertell, seconded by Trustee Price, 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

There was revenue received in July through an IPRF grant. Chief Dina said it will be used to replace two thermal imaging cameras. The two old ones will be traded in for \$1,000 each. The remaining grant money will be used to purchase two PRO/pak foam application devices that will go on the front-line and reserve engines.

The Warrenville Firefighters Pension Board actuary notified the District that they anticipate a contribution of \$537,000 to the Pension Fund. Last year’s amount was roughly \$518,000.

OTHER FINANCE

The status update was given regarding the long-term financial analysis. Chief Dina spoke with the accountant and auditors regarding data for the analysis. It will cost \$750 for the actuary to run a 3-year projection of what the pension costs will be. The actuary’s projection will be ready for the September board meeting. President Perkins noted that a draft copy of the overall analysis will be made available from the accountant around the beginning of September.

A motion was made by Trustee Price, seconded by Trustee Carstens, to approve policy 01.02.20 for Outstanding Check Policy.

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

CLOSED SESSION

None.

FIRE CHIEF'S REPORT

Chief Dina reported there were 150 calls for service in the month of July 2022, which included 87 EMS calls and 63 fire and rescue calls.

Chief Dina reported there were specialty team call outs for July 2022. There were two water rescue calls and one mobile stroke unit call.

All phones, fiber optic internet, and failover internet are operational. We are still working on bringing the elevator phone up to compliance with a new emergency call system.

Warrenville Fire was represented in the 4th of July parade on the evening of July 3rd. Thank you to all who participated.

Warrenville Fire was represented at the First Aid tent at the 3rd and 4th of July celebration at Cerny Park. We assisted 10 citizens over the two-day period who experienced non-life-threatening injuries at the festival. Contact was made with approximately 100 citizens over the two-day period.

Warrenville Fire hosted the annual water fights at Cerny Park. Warrenville teams placed 1st and 3rd while a team from North Aurora Fire placed 2nd.

Assistant Chief Levy attended the 4th of July Safety Wrap-up meeting.

Chief Dina met with GovHR to discuss the Warrenville Police Chief replacement process.

Fire Administration met with the new City of Warrenville Assistant Community Development Director Consuelo Arguilles and new Chief Code Official Michelle Lilley.

Chief Dina met with Mayor David Brummel. They discussed Du-Comm and the future outlook for the City and Fire District.

The Mobile Stroke Unit training was completed and the unit placed in service this month. Medic 34 (MSU) responded to its first call in Warrenville on July 22.

The Illinois Department of Public Health conducted annual inspections of both Medic 11 and Medic 12. Both units passed.

Annual ground and aerial ladder testing was conducted. All ladders and vehicles passed.

Department photographs were taken throughout the month. This included vehicles and personnel. The last day for make-up pictures will be on August 30th.

President Perkins noted that the trustee election will be coming up in April. She requested to have a notice put in the September issue of Hometown Happenings.

There will be a 9/11 ceremony at the fire station on Sunday, September 11 at 7:30am. Everyone is welcome to attend.

The District applied for a \$1,000 grant thru Illinois American Water.

TRUSTEES

Trustee Pertell thanked the Fire District crews for attending the event at her church on August 13th. She received numerous compliments about the crews and shared her appreciation.

President Perkins commented that she appreciated the Apparatus Assessment booklet that was handed out last month.

FIREFIGHTERS' APPRECIATION

None.

ATTORNEY

None.

BUILDINGS

Chief Dina presented the Logistics Report. The District was donated a large glass dry erase board from Long Grove Fire Protection District.

Trustee Price inquired about the red light on top of the fire station. Chief Dina explained that it is part of the station alerting to notify crews working outside when a call occurs.

TRAINING

Captain Fiene presented the Training Report. There were 828 training hours in July. Captain Fiene said the District is not sponsoring anyone for the fall academy. There was someone on light duty for a little while, so they helped scan training records.

EMS

Assistant Chief Levy presented the EMS Report.

EQUIPMENT

Assistant Chief Levy presented the Monthly Apparatus Operating Cost Report.

Chief Dina added that an assistant mechanic, Eddie Clark, has been assigned. He will receive his hourly pay for this work as a District employee. This will help the District's main mechanic, Ted, to complete the work with a faster turnaround time.

FIRE BUREAU

Fire Marshal Voda presented the Fire Bureau Report.

PERSONNEL

Chief Dina presented information regarding the vacant part-time fire inspector position. Since Carl Voda was promoted to Fire Marshal, it left the part-time inspector position vacant. Chief Dina and FM Voda have been working to see if the District can go without the part-time inspector position filled. However, company inspections have increased and there has been a rise in violations. The violations go to the Fire Bureau to follow-up and resolve the issues. Chief Dina said \$20,000 was budgeted this year for the position, which consisted of two days a week (16 hours) at an hourly rate of \$24 per hour.

Chief Dina researched and found there is an average pay rate of \$27 per hour for surrounding fire agencies. If a career firefighter wanted to fill the position, they would receive 7g pay for the work, which is currently at \$29.63 per hour and will likely increase each year per the union contract.

Chief Dina said the position would require some knowledge of fire inspections and benefits might include IMRF and a small amount of vacation time. Chief Dina proposed advertising at 16 hours per week at \$27 per hour.

A motion was made by Trustee Rogers, seconded by Trustee Pertell, to approve filling the vacant part-time fire inspector position with up to two individuals with a pay rate of \$25-\$29.63 (7g rate) per hour and weekly hours totaling between 16-24 hours.

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

UNFINISHED BUSINESS

No update was provided regarding the ordinance project.

Assistant Chief Levy presented a letter from Fire Service Inc. with an estimated cost for a new ambulance. The rep said Ford will release a 2023 chassis soon, so they included a concession to honor it. The committee hasn't put together the exact specs yet. This is a base price and it will be slightly more. Chief Dina noted that the timeline has been increased and it will take 28 months from the time of order before the District receives the new ambulance.

A motion was made by Trustee Pertell, seconded by Trustee Price, to approve up to \$350,000 for the purchase of a new ambulance with the payment method to be determined at a later date.

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

NEW BUSINESS

Chief Dina presented information regarding the annual Turkey Raffle event. The event is run by the Warrenville Fireman's Association and the Lions Club. Chief Dina asked the Fireman's Association for some data regarding previous years and the benefit of the event. The Fireman's Association earned \$5,513 in 2018, \$4,513 in 2019, \$2,750 in 2020 (virtual), and \$1,184 in 2021 (virtual). The District does not receive any portion of the proceed. In the past, the Fireman's Association has provided the District with food at the appreciation picnic and money towards honor guard uniforms.

Chief Dina expressed his concern for hosting the event at the fire station. There are multiple factors to consider before approving to host and the Board should consider the risk vs reward. The Fire District assumes the liability if someone were to get hurt or something were to get broken at the station. For example, there was a major sewer backup in the station at a previous Turkey Raffle event that cost over \$100,000 to repair. Another thing to consider is the District's public image and vision. The fire station is a public safety complex and should be portrayed as such.

Trustee Pertell requested to have someone from the Fireman's Association and the Lions Club make a presentation and formal request to the Trustee Board. The Trustee Board discussed limiting alcohol consumption, as well as the tradition and popularity of the event.

President Perkins asked if the District could get additional insurance coverage. Chief Dina said he would research it.

Trustee Rogers said that it is a good time to discontinue the event at the fire station since it hasn't happened for a couple years. Trustee Rogers added that the event makes it difficult for the full-time crews that have to work on duty during the event in this type of environment. Captain Fiene noted that there have been vehicle accident calls that occurred after the event.

Chief Dina commented that the Firefighter's Auxiliary did a fundraiser off-site recently and they raised over \$5,000.

Fire Marshal Voda will arrange for someone from the Fireman's Association and Lions Club to attend the Trustee Board meeting in September to discuss this further.

ADJOURNMENT

At 1822 hours, a motion was made by Trustee Carstens, seconded by Trustee Pertell, to adjourn the meeting.

5 AYES MOTION CARRIED

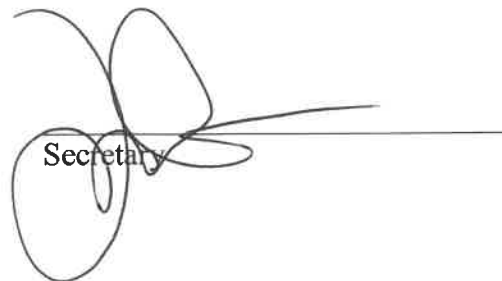
Present at the end of the meeting were President Kate Perkins, Treasurer Denise Pertell, Secretary Jeff Carstens, Trustee Randy Price, Trustee Joe Rogers, Fire Chief Andy Dina, Assistant Chief Joe Levy, and Financial Analyst Amber Nadeau.

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

The meeting adjourned at 1822 hours.



President



Secretary