

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

**Minutes of Trustee Meeting
October 19, 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, and Financial Analyst Amber Nadeau.

Guests were Captain Jeff Fiene (left at 1717 hours, returned at 1732 hours), Captain Nic Tosto (arrived at 1703 hours, left at 1717 hours, returned at 1731 hours), Fire Marshal Carl Voda (left at 1717 hours, returned at 1731 hours), FF/EMT William Watkins (left at 1717 hours, returned at 1731 hours), Beth Fairbanks (left at 1717 hours), and Attorney Shawn Flaherty representing Ottosen DiNolfo Hasenbalg & Castaldo, Ltd. (left at 1704 hours).

APPROVAL OF AGENDA

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

5 AYES MOTION CARRIED

PUBLIC HEARING FOR TRUTH IN TAXATION

At 1701 hours, a motion was made by Trustee Pertell, seconded by Trustee Carstens, to start the Truth in Taxation public hearing for Ordinance 2022-03, ORDINANCE LEVYING AND ASSESSING TAXES OF THE WARRENVILLE FIRE PROTECTION DISTRICT, DUPAGE COUNTY, ILLINOIS, FOR 2022.

5 AYES MOTION CARRIED

President Perkins said the public hearing notice was published in the Daily Herald newspaper. Trustee Pertell pointed out that the newspaper notice states the total levy amount as \$4,537,820, but the ordinance states the total levy amount as \$4,537,800. Attorney Flaherty commented that since it was posted at the higher amount, the Trustee Board can approve either amount.

At 1703 hours, a motion was made by Trustee Carstens, seconded by Trustee Pertell, to close the Truth in Taxation public hearing for Ordinance 2022-03, ORDINANCE LEVYING AND ASSESSING TAXES OF THE WARRENVILLE FIRE PROTECTION DISTRICT, DUPAGE COUNTY, ILLINOIS, FOR 2022.

5 AYES MOTION CARRIED

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

A motion was made by Trustee Pertell, seconded by Trustee Price, to approve the regular minutes of the regular meeting on September 21, 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 \$4,580,106.80 and an ending cash balance of \$5,692,059.65 as recorded in the September 2022 financial reports.

Chief Dina noted the September ambulance revenues were over \$100,000.

Chief Dina informed the Board about revenues received at the beginning of October. The District received LARPA funds for \$232,971.81, IPRF audit refund for \$11,804, GEMT overpayment for \$10,185.92, and Foreign Fire Insurance Tax for \$43,324.98.

Chief Dina said he is looking at a pre-plan software called Flow MSP. Our current process is for our GIS Coordinator, Fred Bevier, to update the pre-plans as needed. This new software costs about \$2,500 per year and would allow instant updates by crews in the field.

President Perkins inquired about the Fire Prevention Bureau fees. It seems like the collection rate is low. Fire Marshal Voda said Jenna reached out to the past due accounts this week and are expecting payments within the next month. Chief Dina added that we are also exploring the idea of accepting electronic payments, but that is a couple months away.

President Perkins inquired about monthly fees charged by our bank. Our current bank charges fees for deposits, so we only make a deposit 1-2 times per month. President Perkins requested a list of all the fees that are charged. She added that we should consider shopping for a new bank that doesn’t charge fees, even though it may not be in the boundaries of our District.

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

Chief Dina provided an update for the financial analysis. A draft of the financial analysis was emailed to the Trustee Board for review. Financial Analyst Nadeau noted there was an error in the revenue calculation for FY21 that will get corrected, along with any other errors found.

CLOSED SESSION

At 1717 hours, a motion was made by Trustee Pertell, seconded by Trustee Carstens, to go into closed session to review closed session minutes in accordance with 5 ILCS 120/2(c)(21).

5 AYES MOTION CARRIED

The guests left during the closed session.
Closed session ended at 1730 hours.

APPROVAL OF MINUTES

After reviewing the closed session minutes in closed session at this meeting, a motion was made by Trustee Pertell, seconded by Trustee Carstens, to open the closed session minutes of the following meetings: 03/17/2021, 06/15/2022, and 07/20/2022.

5 AYES MOTION CARRIED

FIRE CHIEF'S REPORT

Chief Dina reported there were 145 calls for service in the month of September 2022, which included 101 EMS calls and 44 fire and rescue calls.

Chief Dina reported there were significant incidents for September 2022. One incident was a structure fire at Fermilab. There was a mutual aid call to Bolingbrook for a hazmat incident.

Chief Dina and AC Levy attended the Metropolitan Fire Chiefs Symposium in Addison.

Fire Marshal Voda, Lt. LaForge, and FP Kloska met with Outreach Warrenville to discuss restarting the Quest Hot Shot program. The program was previous shut down due to COVID.

Northern Illinois Fire Sprinkler Association provided fire sprinkler training over a three-day period to our crews.

Engine 11 and Engine 12 escorted a young cancer patient to his home in town.

Warrenville honored those who lost their lives during and after 9/11/01 at the Warrenville Fire Station.

Water Rescue Team members and fire personnel participated in dive rescue and boat operations training at Blackwell Forest Preserve's Silver Lake.

Crews attended live fire training in West Chicago.

Crews attended a Hazardous Waste Storage Facility familiarization training at Fermilab.

IPRF (our workers compensation carrier) held their new employee training in the Warrenville fire station.

Crews visited several fall festivals and block parties throughout the District in September.

Lt. LaForge gave fire extinguisher training to employees at Northwestern Surgery Center.

Captain Zabler has completed the three modules of fire investigations training and is currently awaiting State Certification.

TRUSTEES

A motion was made by Trustee Rogers, seconded by Trustee Pertell, to ratify all actions taken in the hybrid Trustee Meeting conducted via Zoom held on September 21, 2022.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Rogers – AYE

MOTION CARRIED

Chief Dina confirmed the dinner attendance for the Hundred Club of DuPage County.

Trustee Pertell discussed the Turkey Raffle and whether alcohol would be allowed next year. She suggested leasing the station space without alcohol to lessen liability on the District.

President Perkins will be attending a conference by the Northern Illinois Alliance of Fire Protection Districts regarding firefighter retention.

President Perkins inquired if the SAFER grant is officially closed. Chief Dina explained the grant is not closed. They are adding more money from ARPA funds and are expected to finish awards by the end of October.

Chief Dina informed the Board that the Metropolitan Fire Chiefs luncheon is coming up in December. The District will be reserving a table for ten people to attend.

FIREFIGHTERS' APPRECIATION

Chief Dina said the contract with Courtyard Banquets has been signed for the event on March 11, 2023. The menu will be the same as last year. The bar tab amount was doubled. Save the date invitations will be sent in January and registration starts in February.

ATTORNEY

None.

BUILDINGS

Captain Tosto presented the Logistics Report. Quotes are being collected for the training room carpet and a proposal will be made to the Foreign Fire Board. The warranty for the training room TV does not cover physical damage so we are looking to see if it can be repaired.

TRAINING

Captain Fiene presented the Training Report. There were 914 training hours in September.

EMS

Assistant Chief Levy presented the EMS Report. The report now includes totals by month.

EQUIPMENT

Assistant Chief Levy presented the Monthly Apparatus Operating Cost Report.

FIRE BUREAU

Fire Marshal Voda presented the Fire Bureau Report. Trustee Rogers asked if more businesses are opening in Warrenville. FM Voda said there are a few new ones coming soon.

PERSONNEL

None.

UNFINISHED BUSINESS

None.

NEW BUSINESS

The Trustee Board discussed Ordinance 22-03 for the Tax Levy. Trustee Pertell pointed out that the newspaper notice states the total levy amount as \$4,537,820, but the ordinance states the total levy amount as \$4,537,800. A letter was received from the Pension Board requesting \$536,900 be levied for Pension funds.

A motion was made by Trustee Rogers, seconded by Trustee Price, to approve Ordinance 22-03, LEVYING AND ASSESSING TAXES OF THE WARRENVILLE FIRE PROTECTION DISTRICT, DUPAGE COUNTY, ILLINOIS FOR 2022 with a total levy of \$4,537,800.

ROLL CALL:

Carstens – AYE

Perkins – AYE

Pertell – AYE

Price – AYE

Rogers – AYE

MOTION CARRIED

Chief Dina provided information regarding Resolution 2022-03 for the Foreign Fire Insurance Tax. In the past, the Illinois Municipal League (IML) has collected the tax and forwarded it to the District. We have been happy with IML handling it, as well as their transparency. The proposed fee by the IML is 5%, but has been 8% in the past.

A motion was made by Trustee Rogers, seconded by Trustee Price, to approve Resolution 2022-03, AUTHORIZING THE ILLINOIS MUNICIPAL LEAGUE TO COLLECT THE 2% FOREIGN FIRE INSURANCE LICENSE FEE FOR THE FOREIGN FIRE INSURANCE BOARD OF WARRENVILLE FIRE PROTECTION DISTRICT.

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

Chief Dina presented information for the insurance renewals. The medical insurance rates increased by 3.27%, but if the District chooses to stay with BCBS for life and vision coverage, the rate increase would be 2.27% instead. All of the plan choices stayed the same.

The dental insurance increased by 5%. The college savings plan from Guardian Dental is ending this year. Participants will still get to keep their accounts and fund balance. Employees will be provided with instructions on how to do this. The vision insurance decreased by 0.5% and the life insurance decreased by 0.5%. Our broker, One Digital, will provide informational sessions for employees to learn about all of the insurance being offered.

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

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

Chief Dina explained there is surplus equipment from the old phone system that was replaced.

A motion was made by Trustee Rogers, seconded by Trustee Carstens, to approve the old phone system equipment as surplus equipment.

5 AYES MOTION CARRIED

ADJOURNMENT

At 1804 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 Jamie Clark, Assistant Chief Joe Levy, and Financial Analyst Amber Nadeau.

Guests present at the end of the meeting were Captain Jeff Fiene, Captain Nic Tosto, Fire Marshal Carl Voda, and FF/EMT William Watkins.

The meeting adjourned at 1804 hours.



President



Secretary