

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

**Minutes of Trustee Meeting
November 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, Trustee Joe Rogers, Fire Chief Andy Dina, Assistant Chief Joe Levy, Financial Analyst Amber Nadeau (left at 1720 hours, returned at 1743 hours), and Administrative Assistant Jenna Reavy (left at 1720 hours, returned at 1743 hours).

Guests were Fire Marshall Carl Voda (left at 1720 hours, returned at 1743 hours), Captain Nic Tosto (arrived at 1701 hours, left at 1720 hours, returned at 1743 hours), Lieutenant Matt Banaszek (left at 1720 hours, returned at 1745 hours), and Lieutenant Mike Vaughn (arrived at 1701 hours, left at 1715 hours).

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 Price, seconded by Trustee Carstens, to approve the regular minutes of the regular meeting on October 19, 2022.

5 AYES MOTION CARRIED

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

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 \$5,692,059.65 and an ending cash balance of \$5,829,662.96 as recorded in the October 2022 financial reports.

Chief Dina noted the October ambulance revenues were about \$73,000. This is lower than previous months but still higher than expected.

The Fire Prevention Bureau was able to get some outstanding fees paid. There are about 7-10 payments (totaling \$5,000) that still need to be collected.

Chief Dina informed the Board about upcoming bills to be paid. There was a saw purchased using grant money received from the Illinois American Water. There will be a new UPS battery backup purchased for the server room, which was recommended by NTIVA. There is an EMS tablet with Windows 7 that needs to be replaced to a Windows 10 system. An MDC computer with mount and charger will get purchased for one of the engines. The pre-plan software, Flow MSP, will get purchased with a prorated amount for the year.

Trustee Pertell asked why the District receives a refund for workers comp. Chief Dina explained that the District pays based on the payroll, so there is an adjustment at the end of each policy year that gets refunded or charged to the District.

Trustee Pertell asked how the ambulance standby billing is done. Chief Dina said it is charged based on the hours and number of days.

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

Financial Analyst Nadeau provided an update for the financial analysis. An updated draft of the financial analysis was emailed to the Trustee Board for review. Financial Analyst Nadeau noted that she went through every cell and formula in the spreadsheet and corrected the additional calculation errors that she found. The Trustee Board thanked her for her diligence to ensure the analysis is accurate. President Perkins requested an updated capital plan. The Trustee Board discussed having Sikich provide the District a credit for the amount of work District staff had to do to correct the spreadsheet. The Trustee Board will review the draft document and forward any questions to Admin staff.

CLOSED SESSION

At 1720 hours, a motion was made by Trustee Pertell, seconded by Trustee Price, to go into closed session to discuss personnel matters in accordance with 5 ILCS 120/2(c)(1).

5 AYES MOTION CARRIED

Financial Analyst Nadeau, Administrative Assistant Reavy, and the guests left during the closed session.

Closed session ended at 1743 hours.

FIRE CHIEF'S REPORT

Chief Dina reported there were 168 calls for service in the month of October 2022, which included 117 EMS calls and 51 fire and rescue calls.

Chief Dina reported there were no significant incidents for October 2022.

Warrenville Fire Protection District personnel participated in the following events: DuPage Forest Preserve Danada Fall Fest, School District 200 Cross Country meet at St. James Farm, and North Central College Cross Country meet at St. James Farm.

We held an open house on October 5th. It was a great success with at least 400 attendees.

Chief Dina was nominated for 1st Vice President of Metropolitan Fire Chiefs.

Crews have been training at two houses that were donated prior to being torn down. Both homes were in Warrenville Fire Protection District area of Wheaton.

Fire administration met with a representative from the Attorney General's office to ensure that we are compensating military personnel in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Fire administration members met with Illinois Public Risk Fund (IPRF) Loss Control Consultant to review our semi-annual loss control data.

Fire Administration and Fire Operations members attended the Illinois Fire Safety Alliance Fire Prevention Week Luncheon in Woodridge.

We are currently working on a new recruitment and retention initiative that could change the way the fire service looks at hiring and training new members. We are looking at a model that the school district is using to retain teachers. There are some tweaks that need to be made to fit our District.

Warrenville Fire sent a ladder truck to the silent parade in Downers Grove.

The Fire Buffs of Illinois met in Warrenville to photograph our suppression vehicles.

Chief Dina attended the Illinois Fire Chiefs Association annual conference and MABAS Executive Board Meeting.

Chief Dina inspected a fireworks display at Arrowhead Country Club.

The District hosted a candlelight vigil in our fire station for the son of a retired firefighter.

Crews attended the Outreach Warrenville Quest Fest at Grace Church of DuPage.

Assistant Chief Levy attended the MidAmerican Pension Conference in Oakbrook, IL.

Crews visited several Trunk or Treat festivals throughout the District in October.

Crews attended Bower Bike to School Day.

On November 26, the Firefighter's Auxiliary will be decorating the station tree.

In January, there will be a badge pinning ceremony for three members coming off probation.

In January, there will be a walkout ceremony for Lt Judd Weber who recently announced his retirement.

There will be a holiday party at the fire station on December 4.

There are two memorial services coming up for Declin Ermer, the son of a retired firefighter.

President Perkins asked about the status of the SAFER grant for hiring three people. Chief Dina explained the District has not received anything yet, but the grant is not closed. There was more money added to the pool. It looks like it will be closed in November or December.

TRUSTEES

Trustee Pertell noted there is a tree decorating event on November 26. In addition, there will be a free pancake breakfast at Trinity Church that morning. The Firefighter's Auxiliary will be decorating the station tree that day as well.

FIREFIGHTERS' APPRECIATION

Chief Dina said Admin staff are working on gift ideas and a DJ.

ATTORNEY

Chief Dina said he updated and sent the cadet waiver and retention policies to the attorney.

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

Assistant Chief Levy presented the Training Report. There were 1,240 training hours in October.

EMS

Assistant Chief Levy presented the EMS Report.

EQUIPMENT

Assistant Chief Levy presented the Monthly Apparatus Operating Cost Report.

FIRE BUREAU

Fire Marshal Voda presented the Fire Bureau Report. He highlighted the turnout for the Open House event.

Financial Analyst Nadeau is researching electronic invoicing and accepting credit card payments. The goal is to have it setup beginning in January.

Chief Dina said Administrative Assistant and Fire Marshal Voda are looking at the Fire Prevention fees and ordinances to possibly increase fees.

PERSONNEL

FF/PM Jamilla Jackson has returned from military deployment as of today. She has up to 90 days of military benefit leave to use before returning to work here.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Chief Dina presented Ordinance 22-04 and provided some background. The agreement was last updated in 1988 and a small amendment in 2014. It has improved language regarding reimbursement and federal agencies, such as Fermilab and Argonne, can participate. The attorney for the District has reviewed it and recommended the Board adopt it.

A motion was made by Trustee Price, seconded by Trustee Pertell, to approve Ordinance 22-04, INTERGOVERNMENTAL AGREEMENT FOR PARTICIPATION IN THE MUTUAL AID BOX ALARM SYSTEM.

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

A motion was made by Trustee Pertell, seconded by Trustee Carstens, to approve Resolution 22-04, TRUSTEE MEETING SCHEDULE FOR 2023.

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

The Trustee Board discussed the holiday schedule for 2023. Trustee Pertell asked if Emancipation Day on June 19th should be included. The Trustee Board decided to leave the resolution as-is.

A motion was made by Trustee Price, seconded by Trustee Rogers, to approve Resolution 22-05, HOLIDAY SCHEDULE FOR 2023.

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

The Trustee Board reviewed the IPRF loss control report. Chief Dina said the District has a new rep that has been great. Some of the recommendations are being reviewed with the Safety Committee. There are other recommendations that are being reviewed by the Chiefs. Our rep said our District has been doing good considering our District size. The IPRF grant will likely be less than last year due to the increased claims.

ADJOURNMENT

At 1821 hours, a motion was made by Trustee Carstens, seconded by Trustee Rogers, 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, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Reavy.

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

The meeting adjourned at 1821 hours.



President



Secretary