

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

**Minutes of Trustee Meeting
December 21, 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, and Administrative Assistant Jenna Reavy (left at 1712 hours, returned at 1721 hours).

Guests were Fire Marshal Carl Voda (left at 1712 hours, returned at 1721 hours) and FF/EMT William Watkins (left at 1712 hours, returned at 1721 hours).

APPROVAL OF AGENDA

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

5 AYES MOTION CARRIED

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

A motion was made by Trustee Pertell, seconded by Trustee Carstens, to approve the regular minutes of the regular meeting on November 16, 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 November 16, 2022.

5 AYES MOTION CARRIED

A motion was made by Trustee Carstens, seconded by Trustee Rogers, to approve the regular minutes of the regular meeting on November 29, 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 November 29, 2022 at 1711 hours.

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 November 29, 2022 at 1806 hours.

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 \$5,829,662.96 and an ending cash balance of \$5,593,377.87 as recorded in the November 2022 financial reports.

Chief Dina noted the November ambulance revenues were over \$100,000. Revenue was also received for Fire Recovery and Fire Bureau fees. The District has almost met the total budgeted revenues for the fiscal year, even though there are four months left. There was \$232,971.81 received for LARPA funds that will be allocated to last year per the auditor.

Chief Dina provided a demonstration of the electric saw that was purchased using grant money received from the Illinois American Water. The battery is a DeWalt rechargeable battery that is interchangeable with our other tools. The saw can be used for cutting cars, garage doors, and locks. No gas or tune-ups are needed. It also has a water connection to cut concrete.

The District received a donation from City of Warrenville former mayor Vivian Lund. It will be used for public education.

Chief Dina informed the Board about upcoming bills. The recent Nicor bill was about \$2,500. It looks like the annual budget might be exceeded for Nicor gas, motor fuel, and IT. The ambulance billing fees will also be over budget due to the additional revenues received. Chief Dina will bring a proposal to the next meeting for two new computers that exceed \$5,000.

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

None.

OTHER FINANCE

The financial analysis is complete. Sikich agreed to discount the bill for their calculation errors.

CLOSED SESSION

At 1712 hours, a motion was made by Trustee Pertell, seconded by Trustee Rogers, to go into closed session to discuss collective negotiating matters in accordance with 5 ILCS 120/2(c)(2).

5 AYES MOTION CARRIED

Administrative Assistant Reavy and the guests left during the closed session.

Closed session ended at 1721 hours.

FIRE CHIEF'S REPORT

Chief Dina reported there were 114 calls for service in the month of November 2022, which included 114 EMS calls and 54 fire and rescue calls.

Chief Dina reported there were specialty call outs for November 2022. There was a chimney fire in Warrenville, as well as a gunshot victim in Warrenville. There were two mutual aid call outs for a water rescue in Bolingbrook and a structure fire in Wheaton.

Chief Dina reported that the Fermi Lab Fire Department is now an associate member of MABAS Division 16 and the Argonne National Laboratory Fire Department is now a full member of MABAS Division 16.

Warrenville Fire hosted an Offrenda (Day of the Dead) table at Warrenville Public Library.

Chief Dina attended the City of Warrenville TIF #3 and TIF #4 annual meetings at City Hall. The school district is receiving money from these, but there are no other districts currently receiving. Chief Dina is looking into this to see if funds can be requested for our District.

Chief Dina represented the Fire District at the Veterans Breakfast hosted by the Warrenville Park District.

Personnel attended the Veterans Day ceremony at the Warrenville Veterans Memorial.

Fire administration met with City of Warrenville Code Enforcement personnel to review the City's updated code planning.

Open enrollment educational sessions were held with the health insurance broker, One Digital. Open enrollment has been completed.

Fire Administration met with Little Friends to discuss upcoming fire drills.

Services for Jeanne Kleinwachter, mother of retired Fire Chief and Trustee Jerry Kleinwachter, will be held this Friday.

Services have not been announced yet for retired paid-on-call Lieutenant Robert Wiggins.

Services have not been announced yet for the mother of full-time FF/PM Miles Volpe.

Chief Dina informed the Board that the District did not receive the SAFER grant or the AFG grant. Chief Dina is working on the next steps for hiring.

OSHA did an on-site inspection at the fire station. There were a few minor things that are being corrected. It was a good visit overall.

The Warrenville Fire District decorated a tree for the Warrenville Park District Holiday Tree Showcase and received a trophy for first place.

TRUSTEES

The Northern IL Alliance of Fire Protection Districts is hosting a conference in Oak Brook from January 27-28, 2023.

FIREFIGHTERS' APPRECIATION

None.

ATTORNEY

Chief Dina informed the Board about an item he has worked on with the attorney. There is property that the City of Aurora annexed to the Warrenville Fire District near Ferry Road and Meridian Rd. The residents there have filed a lawsuit against the City of Aurora due to the traffic and noise from the factory buildings near there. The Naperville Township, City of Aurora, and residents are trying to come up with a solution. They want to put a dead-end road at Meridian Road and Sunrise Road so workers and truck traffic don't drive through the neighborhood. Chief Dina asked for a turn-around for our emergency vehicles and a hydrant at that spot. Chief Dina reached out to the Naperville Fire Protection District and they have the same attorney. Chief Dina said we are also asking for the property taxes due to the District.

BUILDINGS

Assistant Chief Levy presented the Logistics Report. There were two bids received for the training room carpet, which will be submitted to the Foreign Fire Tax Board for funding.

TRAINING

Assistant Chief Levy presented the Training Report. There were 896 training hours in November.

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 reported about new buildings and businesses in the area.

PERSONNEL

Chief Dina informed the Board that four people were off with COVID, and three have returned.

Chief Dina said we are processing four candidates for three full-time positions. Background checks are in progress and we are hoping to do interviews in January.

We are hiring five paid-on-call/part-time candidates, with three of them attending the academy.

Assistant Chief Levy obtained certification for the Youth Firesetter Intervention Specialist.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Chief Dina presented an intergovernmental agreement (IGA) with DuPage County ETSB for the interoperable emergency dispatch radio system. This includes mobile radios and portable radios. The portable radios are highly rated for protection against fire, ice, and water. If the user loses radio signal, the radio switches to LTE and vice versa. We are getting 49 radios and 16 chargers worth almost \$390,000. The current radios are over twelve years old and we cannot get batteries for them. The District does not have to pay anything since the ETSB is proving the radios through this agreement. If we get a mobile radio for a non-dispatched unit, the District will have to pay for that equipment and air time. The attorney has reviewed this IGA.

A motion was made by Trustee Pertell, seconded by Trustee Carstens, to approve the intergovernmental agreement with DuPage County ETSB for the interoperable emergency dispatch radio system.

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

Financial Analyst Nadeau presented information about electronic invoicing and accepting credit card payments. The District currently takes payments in the form of cash or check for services such as fire prevention bureau fees, CPR classes, and ambulance standby events. It is a manual process to create invoices, log payments, create receipts, and track past due accounts. Administration staff have also received feedback from customers that they prefer to pay with a credit card or ACH.

Sage is the accounting software currently used by the District and partners with Paya Payment Center. Paya is PCI-compliant and handles all the credit card and banking information. The District would not have access to sensitive information. Financial Analyst Nadeau explained the proposed process for electronic invoices and payments.

President Perkins asked what the processing fees would be to accept credit cards. Financial Analyst Nadeau said the fees are 2.25% and \$0.15 per transaction. The ACH fees are lower, at about 0.50% and \$0.15 per transaction. Financial Analyst Nadeau negotiated with Paya so there will be zero setup costs or monthly fees.

Trustee Rogers asked if the fee can be passed on to the customer. Financial Analyst Nadeau explained that there is a manual way we can charge the customer for the fee only, but it would be additional work by Admin staff to do that. President Perkins stated that having the customer pay the fees may deter them from using that payment method.

Financial Analyst Nadeau added that allowing credit card payments may increase the revenues due to more timely payments. Trustee Rogers noted that the amount of fraudulent checks has increased throughout the US, so this would help reduce the risk for the District as well.

The Trustee Board instructed staff to move forward with the proposal. The next steps are to have a public hearing and pass a resolution, which will be done at the January meeting.

Chief Dina informed the Board that there are items for surplus equipment. One item is an HP printer that is used for payroll checks, vendor checks, and other accounting purposes. The printer is outdated and failing, but not worth fixing. There is also fire hose that is out-of-service due to damage. Lastly, there are about 25 computers that are obsolete and cannot be used. The IT company can destroy the hard drives and dispose of them.

A motion was made by Trustee Rogers, seconded by Trustee Carstens, to approve the HP printer, fire hose, and obsolete computers as surplus equipment.

5 AYES MOTION CARRIED

Chief Dina informed the Board that the old training desks/tables are currently up for sale on Gov Deals if anyone is interested in them.

ADJOURNMENT

At 1810 hours, a motion was made by Trustee Carstens, seconded by Trustee Rogers, to adjourn the meeting.

5 AYES MOTION CARRIED

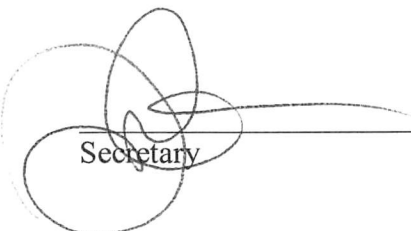
Present at the end of the meeting were President Kate Perkins, Treasurer Denise Pertell, Secretary Jeff Carstens, Trustee Randy Price, Trustee Joe Rogers, Fire Chief Andy Dina, Assistant Chief Joe Levy, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Reavy.

Guests present at the end of the meeting were Fire Marshal Carl Voda and William Watkins.

The meeting adjourned at 1810 hours.



President



Secretary