

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

**Minutes of Trustee Meeting
January 18, 2023**

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 Reavy (left at 1721 hours, returned at 1729 hours).

Guests were Fire Marshal Carl Voda (left at 1721 hours, returned at 1729 hours), Captain Nic Tosto (arrived at 1704 hours, left at 1721 hours, returned at 1729 hours, left at 1739 hours), Captain Jeff Fiene (arrived at 1758 hours), Lieutenant Mike Vaughn (left at 1721 hours, returned at 1729 hours), FF/EMT Aaron Carstens (left at 1721 hours, returned at 1729 hours), and Al Thompson (left at 1721 hours, returned at 1729 hours).

APPROVAL OF AGENDA

A motion was made by Trustee Pertell, seconded by Trustee Carstens, to approve the agenda with the swearing-in ceremony moved to the end of the meeting.

5 AYES MOTION CARRIED

PUBLIC HEARING FOR CREDIT CARD ACCEPTANCE POLICY

At 1702 hours, a motion was made by Trustee Pertell, seconded by Trustee Price, to start the public hearing for Resolution 23-01, ACCEPTING CREDIT CARDS AND ADOPTING CREDIT CARD POLICY.

5 AYES MOTION CARRIED

Financial Analyst Amber Nadeau noted the application reflects a flat rate processing fee of 2.85% per transaction. The estimated annual fees listed in the information sheet included in the packet has been updated using the new flat rate.

There were no other comments made during the hearing.

At 1703 hours, a motion was made by Trustee Pertell, seconded by Trustee Carstens, to end the public hearing for Resolution 23-01, ACCEPTING CREDIT CARDS AND ADOPTING CREDIT CARD POLICY.

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 and the closed session minutes of the regular meeting on December 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 \$5,593,377.87 and an ending cash balance of \$5,448,891.24 as recorded in the December 2022 financial reports.

Chief Dina noted the December ambulance revenues were over \$100,000. Revenue was also received for Fire Recovery and Fire Bureau fees.

Chief Dina said the ambulance billing rates increased on January 1st per the ordinance. It increases by 3% or the Medicare rate, whichever is greater. For this year, the Medicare rate was 8.19%.

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

Chief Dina presented the quote for the replacement computers. At the beginning of this week, Assistant Chief Levy’s computer hard drive failed entirely. His computer needs to get replaced ASAP, so this is now an emergency purchase. Chief Dina will wait to purchase the Surface Pro computer listed in the quote. The computer for Assistant Chief Levy will be ordered. No action was needed or taken by the Trustee Board.

Chief Dina presented the quotes for the training room carpet. A proposal was submitted to the Warrenville Foreign Fire Insurance Board, but they denied the purchase. There is money available in the Capital Fund that can be used to purchase the carpet. Chief Dina provided a demonstration of the durability of the carpet samples and explained the pros and cons of each.

FF/EMT Aaron Carstens addressed the Board regarding the carpet. He works for a healthcare construction company that has used Douglas Flooring on multiple occasions. He commented about the difference between the quotes and pointed out the extent of the prep work that Douglas Flooring included in their quote to repair and level the existing floor before carpeting.

There were two quotes received and the District is not required to have more since the purchase is not over \$25,000. Chief Dina recommended the Douglas Flooring quote due to the additional work they will perform to prep the floor.

A motion was made by Trustee Pertell, seconded by Trustee Rogers, to approve the training room carpet purchase not to exceed \$12,000.

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

Chief Dina informed the Board about an upcoming bill. There was another drive on the server that failed recently. The District will need to replace the server in the next couple months. It will cost about \$20,000-\$30,000 for a replacement. Chief Dina will bring a quote to an upcoming meeting for approval.

The old training room desks were sold on GovDeals for about \$2.00 for the entire lot.

OTHER FINANCE

None.

CLOSED SESSION

At 1721 hours, a motion was made by Trustee Pertell, seconded by Trustee Price, to go into closed session to discuss personnel matters and collective negotiating matters in accordance with 5 ILCS 120/2(c)(1) and 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 1728 hours.

FIRE CHIEF'S REPORT

Chief Dina reported there were 203 calls for service in the month of December 2022, which included 128 EMS calls and 75 fire and rescue calls. 2022 became the busiest year on record with 1,924 calls for service. This is a 5% increase from the previous year.

Chief Dina reported there were significant incidents and specialty call outs for December 2022. There were two calls in Warrenville for stroke patients and a forced entry call for a well-being check. There was a mutual aid call out for a structure fire in West Chicago.

Financial Analyst Nadeau and Chief Dina attended the Illinois Fire Service Administrative Professionals Luncheon where Amber received a five-year service award.

Chief Dina met with the new Warrenville Police Chief Sam Bonilla.

Fire Prevention continues to work with the City of Warrenville on their code updates.

Ntiva installed a new UPS backup power system for the District servers.

The District hosted a family holiday party on December 4th.

The District's EAP provider, Northwestern Medicine, conducted training for all personnel.

The six-month preventative maintenance was performed on all AED's and cardiac monitors.

The television series, Chicago Fire, will be filming in Warrenville on January 26 and 27. They requested a standby ambulance, which the District will provide and receive payment.

TRUSTEES

President Perkins commented that she will be attending the IAFFPD training at Cherry Valley Fire Protection District in March.

President Perkins said she was contacted by the League of Women Voters requesting information for the Trustee election candidates. The League of Women Voters provides voter guides and also organizes candidate forums.

FIREFIGHTERS' APPRECIATION

Administrative Assistant Reavy said the save-the-date notices were sent out. Still working on purchasing gifts. The RSVP notices will go out in February.

ATTORNEY

Chief Dina said there is a new state law that all Fire Districts will be required to create an Efficiency and Accountability Committee. Chief Dina is collecting more information about it.

BUILDINGS

Assistant Chief Levy presented the Logistics Report. Trustee Pertell requested shelving space for auxiliary use.

TRAINING

Assistant Chief Levy presented the Training Report. There were 1,402 training hours in December. For calendar year 2022, there was a total of 12,768 training hours. Captain Fiene is working on the OSFM training reimbursement grant to submit by the end of January.

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.

PERSONNEL

President Perkins reminded the Board about the process used last year for Chief Dina’s performance evaluation. The Trustee Board will have a special meeting in February to complete the evaluation.

The swearing-in ceremony took place at the end of the meeting.

UNFINISHED BUSINESS

Financial Analyst Nadeau presented information about accepting credit card payments. An application was obtained with a flat rate processing fee of 2.85%. The only other fee to the District is a chargeback fee of \$25 for disputed transactions. As part of the resolution, there is a credit card policy that explains how the District will keep the credit card information secure. The proposal is to use a third-party vendor that is PCI compliant. The third-party vendor application is month-to-month and can be canceled at any time with zero cancellation fees.

A motion was made by Trustee Price, seconded by Trustee Rogers, to approve Resolution 23-01, ACCEPTING CREDIT CARDS AND ADOPTING CREDIT CARD POLICY.

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

NEW BUSINESS

Chief Dina reminded the Board that the appointment of the District OMA and FOIA officers occurs annually. Online training for OMA and FOIA is also completed annually. Chief Dina recommended that Financial Analyst Nadeau be selected for the appointment.

A motion was made by Trustee Carstens, seconded by Trustee Pertell, to appoint Financial Analyst Amber Nadeau as the OMA and FOIA officer for the District.

5 AYES MOTION CARRIED

Chief Dina informed the Board about an item for surplus disposal. The training room television is damaged and unusable. Staff have tried to return it, get it replaced through warranty, and get it repaired. The repair company said it is cheaper to purchase a new one than repair it.

A motion was made by Trustee Carstens, seconded by Trustee Rogers, to approve the training room broken television for surplus disposal.

5 AYES MOTION CARRIED

ADJOURNMENT

At 1810 hours, a motion was made by Trustee Pertell, seconded by Trustee Carstens, to adjourn the meeting following the swearing-in ceremony, which started at 1830 hours and ended at 1845 hours.

5 AYES MOTION CARRIED

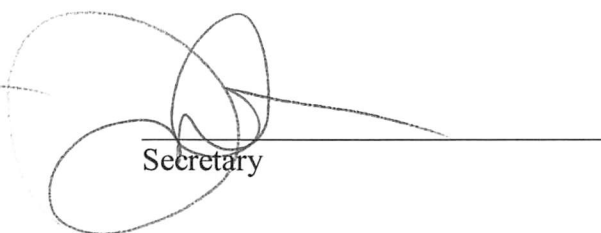
Present at the end of the meeting were President Kate Perkins, Treasurer Denise Pertell, Secretary Jeff Carstens, Trustee Randy Price, Trustee Joe Rogers, Fire Chief Andy Dina, Assistant Chief Jamie Clark, Assistant Chief Joe Levy, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Reavy.

Guests present at the end of the meeting were Fire Marshal Carl Voda, Captain Jeff Fiene, Lieutenant Mike Vaughn, FF/EMT Aaron Carstens, and Al Thompson.

The meeting adjourned at 1845 hours.



President



Secretary