

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

**Minutes of Trustee Meeting
February 15, 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 Joe Levy, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Reavy (left at 1726 hours, returned at 1735 hours).

Guests were Fire Marshal Carl Voda (left at 1726 hours, returned at 1735 hours), Lieutenant Matt Banaszek (left at 1726 hours, returned at 1735 hours), Al Thompson (left at 1726 hours, returned at 1735 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 Rogers, to approve the regular minutes of the regular meeting on January 18, 2023.

5 AYES MOTION CARRIED

A motion was made by Trustee Pertell, seconded by Trustee Price, to approve the closed session minutes of the regular meeting on January 18, 2023.

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 \$5,448,891.24 and an ending cash balance of \$5,213,244.28 as recorded in the January 2023 financial reports.

Chief Dina noted the January ambulance revenues were about \$85,000. There was \$3,765.20 received for Fire Recovery revenue and about \$1,600 received for Fire Bureau fees.

Chief Dina said that staff are keeping an eye on the commodities section of the budget so it doesn't go over budget. There is turnout gear and uniforms still to be purchased. Chief Dina commented that he will likely bring a quote for the server replacement to the next meeting. There were more problems with it recently and it is advised to replace very soon.

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

Chief Dina presented the updated Capital Plan. The Capital Plan is a living document and is subject to change as the needs and the finances of the District change. Even if a vehicle is scheduled to be replaced, it can be delayed if it is still in good shape. However, the District needs to be careful not to kick the purchases too far down the road since that can cause multiple vehicles to be replaced in a single year. It is better to have the purchases spread out. President Perkins added that the mileage, age, and amount of wear and tear should be considered when making the replacement schedule.

Chief Dina said the City has not responded back yet about using TIF funds for the truck replacement. The truck was out of service again for two weeks. Chief Dina is planning to bring a truck replacement proposal to the board within the next couple meetings. As a reminder, it takes three years from time of order to delivery of the vehicle. The Trustee Board asked for multiple options to choose the best financial purchase that serves the District's needs.

A motion was made by Trustee Pertell, seconded by Trustee Price, to accept the Capital Plan as presented.

5 AYES MOTION CARRIED

CLOSED SESSION

At 1726 hours, a motion was made by Trustee Pertell, seconded by Trustee Carstens, 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 1734 hours.

FIRE CHIEF'S REPORT

Chief Dina reported there were 158 calls for service in the month of January 2023, which included 104 EMS calls and 54 fire and rescue calls.

Chief Dina reported there were two significant incidents for January 2023. There was a structure fire call and a cardiac arrest call (victim survived) in Warrenville.

The District provided support to the filming crew from the television show Chicago Fire who was filming in our fire protection district over a two-day period at St. James Farm.

Conducted after action review of West Avenue structure fire.

Chief Dina attended a meeting at Argonne National Laboratory to assist with their open house planning, which is scheduled for May 20th.

Staff attended the first collective bargaining agreement meeting for the upcoming contract renewal period.

Staff and the Fire Commissioners conducted interviews for three additional full-time hires.

The District hosted Lt. Judd Weber's walk out ceremony after 25 years of service to the District.

Attended walkthrough services for retired Lieutenant Robert Wiggins.

Captain Zabler attended TRT training at Argonne National laboratory.

Water rescue team training was held at Blackwell.

Captain Zabler and Lt. Vaughn attended the honor guard convention in Lombard.

AC Levy attended the NIAFPD conference held in Oakbrook, as well as Trustee Pertell and Trustee Carstens.

Held new employee orientation for four new paid-on-call hires.

The training room was carpeted.

Staff met with Waldorf School to review fire safety procedures.

TRUSTEES

President Perkins provided a reminder that the District will host an election candidate forum on March 9 at 6pm. The event is being led by the League of Women Voters. The municipal candidates have also been invited to participate.

FIREFIGHTERS' APPRECIATION

Administrative Assistant Reavy reported that invitations were sent out and about 50 people have registered so far. The gifts have arrived. The DJ has been confirmed as well.

ATTORNEY

None.

BUILDINGS

Assistant Chief Levy presented the Logistics Report.

TRAINING

Assistant Chief Levy presented the Training Report. There were 955 training hours completed in 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. The revenue collected on the Fire Marshal report differs from the financial reports due to a large check received at the end of January that was not deposited in January.

PERSONNEL

President Perkins commented that Chief Dina provided his evaluation report. The Trustee Board will have a special meeting to discuss the evaluation.

Trustee Pertell thanked the District for the great job with Rosemary Tierney, the recent “dinner with the firefighters” winner. Rosemary won the raffle item at a fundraiser. Her husband, Dean Tierney, was a District Trustee for 20 years. The Firefighter’s Auxiliary paid for the dinner.

UNFINISHED BUSINESS

None.

NEW BUSINESS

Chief Dina informed the Board that there are surplus items. Some of the items are broken beyond repair and will be discarded. Some items will be put on GovDeals for sale.

A motion was made by Trustee Price, seconded by Trustee Carstens, to approve the list of items as presented as surplus equipment.

5 AYES MOTION CARRIED

The Trustee Board discussed the new Decennial Committees on Local Government Efficiency Act. According to the Act, the committee would be made up of the entire Trustee Board, Fire Chief Dina, and at least two residents of the District. President Perkins suggested Randy Price as one of the residents. The Trustee Board will continue to think of other residents that may be interested in being on the committee. It was advised to wait until after the elections when the Trustee Board is determined before creating the committee. This item will be revisited in April after the election.

ADJOURNMENT

At 1812 hours, a motion was made by Trustee Carstens, seconded by Trustee Rogers, to adjourn the meeting.

5 AYES MOTION CARRIED

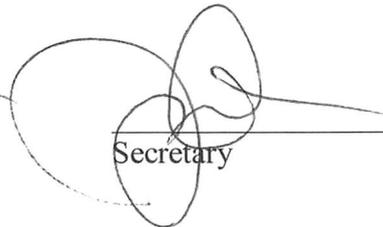
Present at the end of the meeting were President Kate Perkins, Treasurer Denise Pertell, Secretary Jeff Carstens, Trustee Randy Price, Trustee Joe Rogers, Fire Chief Andy Dina, Assistant Chief Joe Levy, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Reavy.

Guests present at the end of the meeting were Fire Marshal Carl Voda, Lieutenant Matt Banaszek, and Al Thompson.

The meeting adjourned at 1812 hours.



President



Secretary