

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

**Minutes of Trustee Meeting  
March 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 Jamie Clark, Assistant Chief Joe Levy (left at 1801 hours), Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Reavy (left at 1714 hours, returned at 1738 hours).

Guests were Fire Marshal Carl Voda (left at 1714 hours, returned at 1738 hours), Captain Jeff Fiene (left at 1714 hours, returned at 1738 hours), Captain Nic Tosto (arrived at 1704 hours, left at 1714 hours, returned at 1738 hours), FF/PM Andrew Kloska (arrived at 1702 hours, left at 1714 hours, returned at 1738 hours, left at 1801 hours), and Al Thompson (left at 1714 hours, returned at 1738 hours).

**APPROVAL OF AGENDA**

A motion was made by Trustee Carstens, seconded by Trustee Pertell, to amend the agenda to remove item 9d: Approve quint apparatus order to purchase at delivery date.

5 AYES      MOTION CARRIED

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

5 AYES      MOTION CARRIED

**PUBLIC COMMENTS**

None.

**APPROVAL OF MINUTES**

A motion was made by Trustee Price, seconded by Trustee Pertell, to approve the regular minutes of the regular meeting on February 15, 2023 and February 28, 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 February 15, 2023 and February 28, 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 \$5,213,244.28 and an ending cash balance of \$5,098,756.18 as recorded in the February 2023 financial reports.

Chief Dina noted the February ambulance revenues were \$142,000.

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**

Chief Dina said there will be a quote brought to the next meeting for the property and casualty insurance renewal with an increase in cyber liability coverage.

The annual payment to the Warrenville Firemans’ Association Benevolent Fund has come due.

A motion was made by Trustee Pertell, seconded by Trustee Rogers, to approve the annual payment of \$500 to the Warrenville Firemans’ Association Benevolent Fund.

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

**OTHER FINANCE**

Chief Dina presented the draft budget ordinance for FY23-24. The property tax revenue amounts will be adjusted when the final numbers are received from the County, which should be sometime in the first week of April. Once the budget is approved, President Perkins requested that the financial analysis is updated to reflect the new amounts. A public hearing for the budget ordinance will take place at the regular meeting on April 19. A special meeting in the beginning of April was requested to further discuss the draft budget. A notice will be posted when the special meeting is scheduled.

**CLOSED SESSION**

At 1714 hours, a motion was made by Trustee Pertell, seconded by Trustee Rogers, 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 1737 hours.

**FIRE CHIEF'S REPORT**

Chief Dina reported there were 133 calls for service in the month of February 2023, which included 102 EMS calls and 31 fire and rescue calls.

Chief Dina reported there were two significant incidents for February 2023, including two structure fire calls. There were two mutual aid calls, including a SWAT call out in Burr Ridge and a structure fire in Winfield.

Training and demonstration of new cardiac monitors for crews occurred. The crews will be using new monitors in the field for a one-month trial period.

MABAS Division 16 hazmat training was held at Argonne labs.

Collective bargaining agreement meetings continued for the upcoming contract renewal.

Firefighters hosted a pizza dinner fundraiser at St. Irene's Church.

Crews conducted surface and sub-surface ice rescue training at Blackwell.

The quarterly safety committee meeting was held.

**TRUSTEES**

President Perkins has been researching strategic plans and is reviewing one from Lisle-Woodridge FPD. She would like the District to develop one. She requested this be added as an agenda item for next month's meeting.

**FIREFIGHTERS' APPRECIATION**

Trustee Pertell commented that she received positive feedback about the Appreciation Dinner event. Trustee Price commented that Chief Dina did an excellent job presenting at the event.

**ATTORNEY**

None.

**BUILDINGS**

Captain Tosto presented the Logistics Report.

**TRAINING**

Captain Fiene presented the Training Report. There were 719 training hours completed in February. Captain Fiene said an order was placed for straw to use at the training tower, so that expense will be in next month's financials.

**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. Trustee Pertell said she received positive feedback from a resident that received help from Fire Marshal Voda with their smoke detectors.

**PERSONNEL**

President Perkins commented that she and Trustee Pertell will be meeting with Chief Dina to discuss his evaluation. After that, Chief Dina will provide his goals for next year.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

Assistant Chief Levy presented information regarding the purchase for six sets of turnout gear. Staff researched two possible vendors. There are a few sets that need replacement due to their age and some are second sets for full-time personnel. The total purchase is \$21,150.

A motion was made by Trustee Price, seconded by Trustee Pertell, to approve the purchase of six sets of turnout gear.

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

Chief Dina presented a quote for the server replacement. More server failures have been happening and electronic files are getting corrupted. The current unit is about 15 years old. It will take at least a full day to complete the work to replace the unit.

President Perkins noted the District policy states bids are required for purchases over \$25,000, which this purchase does not exceed that amount. She added that the Fire Protection District Act states bids are required for purchases over \$20,000. However, the Fire Protection District Act also states that computer software and hardware is not subject to the bid process.

A motion was made by Trustee Carstens, seconded by Trustee Rogers, to approve the purchase for a server replacement.

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

Chief Dina presented information regarding options for the ladder truck replacement. In both cases for refurbishing, it could take 6 months to 1 year to get on the schedule plus another 6 months to complete the work. President Perkins asked which engine would be decommissioned if the tower ladder was eliminated and a quint was purchased. Chief Dina said it would be the 2004 E-One engine.

Chief Dina reminded the Board that it takes three years from the time of order to receive the new vehicle. Payment would be made upon delivery of the new vehicle.

Trustee Carstens had several questions regarding the replacement options. He asked that a tiller apparatus be added to the possible options. He asked that a vehicle analysis be done, which Chief Dina confirmed was already provided at a previous meeting. Trustee Carstens requested the District get a commitment in writing from the City of Warrenville about receiving TIF funding towards the purchase of a replacement vehicle. Chief Dina explained the Trustee Board requested a list of options before getting confirmation from the City.

A special meeting in the beginning of April was requested to further discuss the replacement options. A notice will be posted when the special meeting is scheduled.

**ADJOURNMENT**

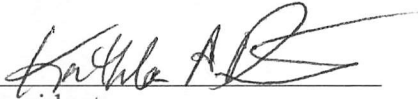
At 1820 hours, a motion was made by Trustee Carstens, seconded by Trustee Rogers, to adjourn the meeting.

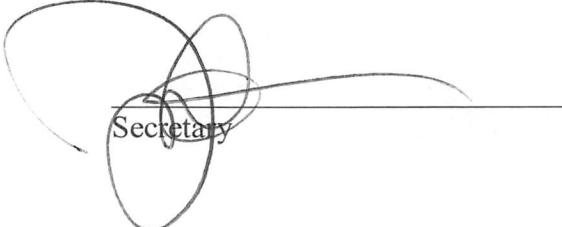
5 AYES      MOTION CARRIED

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 Jamie Clark, 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, Captain Nic Tosto, FF/PM Andrew Kloska, and Al Thompson.

The meeting adjourned at 1820 hours.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Secretary