

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

**Minutes of Trustee Meeting  
April 19, 2023**

**CALL TO ORDER**

President Perkins called the meeting to order at 1701 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 (left at 1910 hours), Trustee Randy Price, Trustee Joe Rogers, Fire Chief Andy Dina, Assistant Chief Joe Levy, and Financial Analyst Amber Nadeau.

Guests were Fire Marshal Carl Voda (left at 1757 hours, returned at 1827 hours), Captain Jeff Fiene (arrived at 1827 hours), Captain Bill Zabler (left at 1744 hours), Captain Nic Tosto (left at 1757 hours, returned at 1827 hours, left at 1945 hours), Beth Fairbanks (left at 1738 hours), incoming Trustee Al Thompson (left at 1734 hours, returned at 1738 hours), and Mitch Backes representing Assured Partners (left at 1737 hours).

**APPROVAL OF AGENDA**

A motion was made by Trustee Pertell, seconded by Trustee Price, to approve the agenda with the property and casualty and crime insurance renewals moved before public comments.

5 AYES      MOTION CARRIED

**NEW BUSINESS**

Mitch Backes, representing Assured Partners, presented the quote from the meeting packet for the property and casualty and crime insurance renewals. Last year, the policies were extended to align with the fiscal year. Mr. Backes provided an overview of the insurance policies.

**PUBLIC HEARING FOR ORDINANCE 23-01, BUDGET AND APPROPRIATION  
FY23-24**

At 1715 hours, a motion was made by Trustee Carstens, seconded by Trustee Price, to start the public hearing for Ordinance 23-01, BUDGET AND APPROPRIATION FOR FY23-24.

5 AYES      MOTION CARRIED

President Perkins noted the public hearing notice was published in the Daily Herald newspaper. There was a special meeting on April 5, 2023 for a budget workshop to review the proposed budget in detail. The packet includes the original proposed budget from the March 15, 2023 meeting as well as the updated proposed budget for this meeting with changes highlighted.

At 1717 hours, a motion was made by Trustee Pertell, seconded by Trustee Price, to end the public hearing for Ordinance 23-01, BUDGET AND APPROPRIATION FOR FY23-24.

5 AYES MOTION CARRIED

**NEW BUSINESS**

Mitch Backes, representing Assured Partners, continued his presentation for the property and casualty and crime insurance renewals. The workers compensation, AHPI, and crime insurance policies are automatically renewed. The workers compensation insurance rates have decreased, but there is an increase in payroll that raised the total annual premium to \$177,282.

There were three quotes for the property and casualty and cyber liability insurance. One quote was received from Selective Insurance for \$44,339, another from Provident Insurance for \$36,415, and lastly from FirstFire Services for \$35,657. Mr. Backes explained that the District has been with Selective Insurance in the past. The quote for FirstFire Services includes a 3-year rate lock, with the policy renewal and payment done annually. From last year to this year, the changes to coverage include increased vehicle replacement coverage and increased cyber liability coverage.

Trustee Price asked if the District has any trends in claims that are concerning. Mr. Backes said there have been a handful of claims, but nothing alarming.

Chief Dina recommended the quote from FirstFire Services.

A motion was made by Trustee Price, seconded by Trustee Pertell, to approve the quote from FirstFire Services for the property and casualty and cyber liability insurance.

ROLL CALL:  
Carstens – AYE  
Perkins – AYE  
Pertell – AYE  
Price – AYE  
Rogers – AYE  
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 March 15, 2023 and the special meeting on April 5, 2023.

5 AYES MOTION CARRIED

President Perkins requested to discuss changes to the closed session minutes of the regular meeting on March 15, 2023 and the special meeting on April 5, 2023 during closed session.

## **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 \$5,098,756.18 and an ending cash balance of \$4,814,116.90 as recorded in the March 2023 financial reports.

Chief Dina noted the March ambulance revenues were over \$116,000. The Fire Recovery revenue was \$1,862.00. The Fire Bureau revenue was \$3,158.20.

Financial Analyst Nadeau pointed out two new reports in the packet: “General Ledger FMB-Plan Review” and “Aged Receivables”. These reports show the Fire Bureau billing and payments. The General Ledger report shows the total billed for the month in the amount of \$11,019.13. This includes invoices billed in previous months in order to get them entered into the financial software to allow credit card payments. The Aged Receivables report shows the outstanding invoices as of the end of the month and how many days past due. This report shows a balance of \$7,860.93.

There was a GEMT payment made to the State of Illinois in the amount of \$72,059.67 for 2022 Q1 and Q2. The state is behind on billing so that’s why the latest one was for 2022. Chief Dina explained that half of all GEMT revenue received is reimbursed to the State of Illinois.

Trustee Pertell inquired about the total amount paid to Courtyard Banquets. Financial Analyst Nadeau said she would provide Trustee Pertell with the invoices and total cost.

President Perkins inquired about the ESP training for Nadeau. Financial Analyst Nadeau explained it is a training program hosted by the Illinois Fire Service Administrative Professionals (IFSAP) for the Support Executive Program (ESP). The ESP training is a 12-week long class attended once a week at various fire stations to learn about and receive hands-on training for many aspects of the fire service.

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 the invoice has been received for the turnout gear that was approved at a previous meeting.

**OTHER FINANCE**

Financial Analyst Nadeau outlined the updates to Ordinance 23-01, BUDGET AND APPROPRIATION FOR FY23-24. Since the Trustee Meeting on March 15, 2023, the District has received the final property tax revenue amounts. In the updated ordinance, the changes include updating all of the property tax revenue amounts, increasing the expense line for IT software from \$30,800 to \$32,700 due to vendor increases, and increasing the expense line for medical supplies from \$30,000 to \$55,000 due to adding the purchase of a CPR compression device. There were also updates to the Liability Insurance Fund, Workers Compensation Fund, and Audit Fund expense lines to match the property tax revenues for those funds. The total appropriation was \$6,091,952.00.

A motion was made by Trustee Price, seconded by Trustee Rogers, to approve Ordinance 23-01, BUDGET AND APPROPRIATION FOR FY23-24.

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

The Trustee Board reviewed the engagement letter for Sikich accounting services.

A motion was made by Trustee Carstens, seconded by Trustee Price, to approve the engagement letter with Sikich.

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

**CLOSED SESSION**

At 1757 hours, a motion was made by Trustee Pertell, seconded by Trustee Price, to go into closed session to discuss the semiannual review of closed session minutes, personnel matters, and collective negotiating matters in accordance with 5 ILCS 120/2(c)(21), 5 ILCS 120/2(c)(1), and 5 ILCS 120/2(c)(2).

5 AYES      MOTION CARRIED

The guests, except for incoming Trustee Al Thompson, left during the closed session.

Closed session ended at 1826 hours.

**PERSONNEL**

The retirement ceremony took place from 1827 hours to 1913 hours.

**APPROVAL OF MINUTES**

After reviewing the closed session minutes in closed session at this meeting, a motion was made by President Perkins, seconded by Trustee Price, to open the closed session minutes of the 02/28/2023 meeting.

4 AYES      1 ABSENT      MOTION CARRIED

A motion was made by President Perkins, seconded by Trustee Price, to approve the closed session minutes of the regular meeting on March 15, 2023 as is and the closed session minutes of the special meeting on April 5, 2023 with minor wording changes.

4 AYES      1 ABSENT      MOTION CARRIED

**FIRE CHIEF'S REPORT**

Chief Dina reported there were 161 calls for service in the month of March 2023, which included 113 EMS calls and 48 fire and rescue calls.

Chief Dina reported there were two significant incidents for March 2023, including one structure fire in Warrenville and one Hazardous Materials response in Warrenville.

The District hosted the League of Women Voters candidate forum on March 9th.

The District helped Warrenville Police raise funds for Illinois Special Olympics by having members jump into freezing cold water at the 2023 Polar Plunge. Nearly \$4,000 was raised by both fire and police agencies.

The District hosted the annual employee appreciation dinner at the Courtyard Banquets Hall in Warrenville.

Staff continued collective bargaining agreement meetings for the upcoming contract renewal period.

Staff held new hire orientation for our new full-time FF/PM.

All of the carcinogenic PFAS firefighting foam was removed from the station and disposed of by a hazardous materials waste disposal company.

Members attended the Division 16 arson investigation training in Bolingbrook.

MRI safety training at the Northwestern Medicine Cancer Center was delivered over 3 days.

Chief Dina, President Perkins, and Trustee Pertell attended the State of the City Address at Warrenville City Hall.

Chief Dina received training on the updated foreign fire insurance board laws from attorneys at Lauterbach and Amen.

Chief Dina attended the Metropolitan Fire Chiefs Symposium for presentations on the Bartlett, IL document storage facility fire and the Highland Park, IL active shooter event.

Chief Dina attended an intergovernmental meeting at Warrenville City Hall with representatives from the City of Warrenville, Warrenville Park District, and School District 200 representatives.

The new pre-plan software FlowMSP was implemented. Staff are currently in the process of moving the pre-plans over to the new platform.

There will be a fundraising event at Markito's on May 13th.

### **TRUSTEES**

Trustee Price is retiring from the Trustee Board at the end of this month. Trustee Price thanked the District and the employees for their hard work.

### **FIREFIGHTERS' APPRECIATION**

Chief Dina said the date for next year's Appreciation Dinner event will be March 9, 2024.

### **ATTORNEY**

None.

### **BUILDINGS**

Captain Tosto presented the Logistics Report. President Perkins asked why a handyman from Wheaton is being considered instead of finding one from Warrenville. Captain Tosto explained it has been difficult to find one and is open to suggestions for one from Warrenville. President Perkins asked about the heating and air conditioning on the admin side of the building. Captain Tosto explained the thermostat is in Chief Dina's office (where it is cold), but other rooms like the conference room, Captain's office, and server room get very warm. Captain Tosto is working on getting an estimate to see what it would cost to correct this issue.

### **TRAINING**

Captain Fiene presented the Training Report. There were 907 training hours completed in March.

### **EMS**

Assistant Chief Levy presented the EMS Report. The updated report was handed out.

### **EQUIPMENT**

Assistant Chief Levy presented the Monthly Apparatus Operating Cost Report.

### **FIRE BUREAU**

Fire Marshal Voda presented the Fire Bureau Report. FM Voda is working on a project to update to the 2021 fire codes, which means passing a new ordinance at an upcoming meeting.

### **PERSONNEL**

President Perkins commented that the performance evaluation for Chief Dina has concluded.

A motion was made by Trustee Rogers, seconded by Trustee Price, to approve the employment contract for Assistant Chief Joseph Levy for the period of May 1, 2023 to April 30, 2024.

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

A motion was made by Trustee Pertell, seconded by Trustee Price, to approve the employment contract for Fire Chief Andrew Dina for the period of May 1, 2023 to April 30, 2024.

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

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

President Perkins noted that the appointment for the Pension Board secretary position is chosen by the Trustee Board President only. It is not something that gets voted on by the Trustee Board. President Perkins informed the Trustee Board that she re-appointed Beth Fairbanks.

The term for Fire Commissioner, Nelda Byers, is coming to an end. This position is appointed by the Trustee Board.

A motion was made by President Perkins, seconded by Trustee Price, to appoint Nelda Byers for another term to the Board of Fire Commissioners.

4 AYES      1 ABSENT      MOTION CARRIED

Chief Dina presented the 2022 Annual Report for the Warrenville Fire Protection District to the Board. It is available on the website. President Perkins commented that she thought it was a great report. Chief Dina said everyone had a part and it came together nicely.

President Perkins spoke about the development of a strategic plan. President Perkins and Trustee Pertell met with Fire Chief Krestan and other staff at the Lisle-Woodridge Fire Protection District to discuss their strategic plan process. Lisle-Woodridge FPD is in their third or fourth cycle of a strategic plan. They hired a consultant that helped with gathering data and developing a plan. Their plan consists of four priorities, including Financial Sustainability, Community Involvement, Operational Effectiveness, and Workforce Development.

President Perkins said it would take a fair amount of staff time and consultant costs to create our own strategic plan. She noted that there is not anything budgeted for this project. She added that it would be better to start this project after completing the work required for the Decennial Committees on Local Government Act.

Trustee Rogers suggested a less-robust plan is created in order to save money and staff efforts.

**ADJOURNMENT**

At 1952 hours, a motion was made by Trustee Rogers, seconded by Trustee Price, to adjourn the meeting.

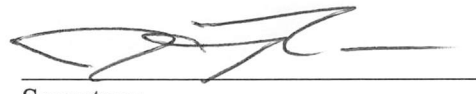
4 AYES      1 ABSENT      MOTION CARRIED

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

Guests present at the end of the meeting were Fire Marshal Carl Voda, Captain Jeff Fiene, and incoming Trustee Al Thompson.

The meeting adjourned at 1952 hours.

  
President

  
Secretary