

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

**Minutes of Trustee Meeting
May 17, 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, Trustee Jeff Carstens, Trustee Joe Rogers, recently re-elected Trustee Denise Pertell, recently elected Trustee Al Thompson, Assistant Chief Jamie Clark, Assistant Chief Joe Levy, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Reavy (left at 1713 hours, returned at 1801 hours). Absent from the meeting was Fire Chief Andy Dina.

Guests were Fire Marshal Carl Voda (left at 1713 hours, returned at 1801 hours), Captain Jeff Fiene (left at 1713 hours, returned at 1801 hours), Captain Nic Tosto (left at 1713 hours, returned at 1801 hours), Fire Commissioner Nelda Byers (left at 1713 hours), and Carrie Thompson (left at 1707 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.

ELECTIONS AND APPOINTMENTS

President Perkins conducted the Oath of Office swearing-in of Trustee Denise Pertell.

President Perkins conducted the Oath of Office swearing-in of Trustee Al Thompson.

President Perkins conducted the Oath of Office swearing-in of Fire Commissioner Nelda Byers.

A motion was made by Trustee Carstens, seconded by Trustee Thompson, to nominate Kate Perkins for Trustee President.

5 AYES MOTION CARRIED

A motion was made by President Perkins, seconded by Trustee Carstens, to nominate Denise Pertell for Trustee Treasurer.

5 AYES MOTION CARRIED

A motion was made by President Perkins, seconded by Trustee Pertell, to nominate Joe Rogers for Trustee Secretary.

5 AYES MOTION CARRIED

APPROVAL OF MINUTES

A motion was made by Trustee Pertell, seconded by Trustee Rogers, to approve the regular minutes of the regular meeting on April 19, 2023.

5 AYES MOTION CARRIED

A motion was made by Trustee Pertell, seconded by President Perkins, to approve the closed session minutes of the regular meeting on April 19, 2023.

5 AYES MOTION CARRIED

FINANCIAL REPORTS

Assistant Chief Levy 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 \$4,814,116.90 and an ending cash balance of \$4,509,177.88 as recorded in the April 2023 financial reports.

Assistant Chief Levy noted the April ambulance revenues were \$89,664.25. The Fire Recovery revenue was \$480.00. The Fire Bureau revenue was \$1,960.00.

Assistant Chief Levy notified the Board about upcoming bills. One invoice is from Electric Conduit Construction Company for \$13,949.86 for the remaining amount owed for the replacement generator work that occurred in 2020. The vendor was contacting previous employees, which is why the final payment is outstanding. This expense will come out of the Capital Fund. Another purchase that will be brought to the Board next month for approval is for a replacement cardiac monitor.

A motion was made by Trustee Pertell, seconded by Trustee Rogers, to accept the monthly accounting reports as presented.

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

APPROVAL OF BILLS

None.

OTHER FINANCE

None.

CLOSED SESSION

At 1713 hours, a motion was made by Trustee Rogers, seconded by Trustee Thompson, 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 1759 hours.

FIRE CHIEF'S REPORT

Assistant Chief Levy provided the Fire Chief's report. He reported there were 144 calls for service in the month of April 2023, which included 98 EMS calls and 46 fire and rescue calls.

Assistant Chief Levy reported there were significant incidents for April 2023. There was one mutual aid call for a water rescue in Naperville. There were two days of assisting a Federal agency with evidence search. There were two structure fires in Warrenville.

Administrative Professionals week was in April and staff celebrated our administrative professionals with a lunch to show our appreciation for all of their hard work.

National Telecommunicator week was in April and the District provided lunch for three shifts of dispatchers at DUCOMM in recognition of their efforts throughout the year.

Crews provided a ride for the Easter Bunny to attend the Easter egg hunt at the VFW.

Continued collective bargaining agreement meetings for the upcoming contract renewal.

Administrative Assistant Reavy attended the IFSAP annual conference in Galena IL.

Crews began annual hose testing of all fire hose.

Medic 12 attended the Warrenville Park District Health Fair.

Chief Dina and AC Levy attended the GADCS GEMT seminar.

Two paid on call personnel started the Naperville Fire Academy.

TRUSTEES

A motion was made by Trustee Pertell, seconded by Trustee Rogers, to approve Resolution 2023-02, PROXY AGREEMENT WITH THE ILLINOIS ASSOCIATION OF FIRE PROTECTION DISTRICTS, appointing Fire Chief Andrew Dina as the proxy.

5 AYES MOTION CARRIED

Trustee Thompson suggested moving the Trustee Meeting location from the upstairs conference room to the downstairs conference room. President Perkins asked if the upstairs training room could be reconfigured. Trustee Thompson will come up with a plan to reconfigure the upstairs conference room.

Financial Analyst Nadeau reminded the recently elected trustees that they need to complete OMA training within 90 days of taking office.

FIREFIGHTERS' APPRECIATION

None.

ATTORNEY

None.

BUILDINGS

Captain Tosto and Captain Fiene presented the Logistics Report. Captain Fiene noted that the surplus items will be presented under the Logistics report from now on. Captain Fiene took over as Logistics officer as of May 1st.

TRAINING

Captain Fiene presented the Training Report. There were 846 training hours completed in March. Captain Zabler took over as Training officer as of May 1st.

EMS

Assistant Chief Levy presented the EMS Report. Captain Tosto took over as EMS officer as of May 1st.

EQUIPMENT

Assistant Chief Levy presented the Monthly Apparatus Operating Cost Report.

FIRE BUREAU

Fire Marshal Voda presented the Fire Bureau Report.

PERSONNEL

Assistant Chief Levy informed the Board that full-time FF/PM Zachary Archbold has resigned. The next test for the eligibility list is scheduled for July 15th.

A motion was made by Trustee Pertell, seconded by Trustee Thompson, to approve filling the vacant full-time firefighter/paramedic position.

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

A motion was made by Trustee Carstens, seconded by Trustee Pertell, to table the payroll increases for non-bargaining unit personnel until the next regular meeting.

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

UNFINISHED BUSINESS

None.

NEW BUSINESS

President Perkins reviewed information about the Decennial Committee Efficiency Act. The attorney provided training last week and the recording is available on the IAFFD website. President Perkins encouraged everyone that will be on the committee to watch the recording.

The act requires at least two residents to be on the committee. Trustee Thompson suggested asking a resident from the Arrowhead area. He will reach out to see if they are interested.

President Perkins suggested that the first meeting of the committee be after the regular Trustee Meeting. Financial Analyst Nadeau reminded the Board that any and all meetings for the Decennial Committee must be published with a date and time. President Perkins commented that the Open Meetings Act will be followed. There was a suggestion for the Decennial Committee to meet before the Trustee Meeting. Any meetings will be posted for public notice.

A motion was made by Trustee Carstens, seconded by Trustee Rogers, to approve Ordinance 23-02, DECENNIAL COMMITTEE EFFICIENCY ACT as presented.

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

Assistant Chief Levy presented information about capital cost reimbursement. Fire Chief Dina met with City of Warrenton officials to request \$1 million towards the purchase of an apparatus. The City is requesting the District to sign a hold harmless agreement so the District is responsible for the \$1 million if other entities protest the reimbursement. The attorney for the District suggested writing letters to the other entities to notify them and explain the request in an effort to prevent any protests.

Assistant Chief Levy explained the items listed for surplus. The floor scrubber has since been repaired and is back in use, so that can be removed from the list. A school in town offered to take the expired disinfectant wipes and will sign a hold harmless agreement for them. The SCBA masks and PASS devices are obsolete.

A motion was made by Trustee Carstens, seconded by Trustee Rogers, to approve the SCBA masks and PASS devices for surplus disposal and the expired disinfectant wipes for surplus disposal/donation.

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

ADJOURNMENT


At 1831 hours, a motion was made by Trustee Rogers, seconded by Trustee Thompson, to adjourn the meeting.

5 AYES MOTION CARRIED


Present at the end of the meeting were President Kate Perkins, Secretary Joe Rogers, Treasurer Denise Pertell, Trustee Jeff Carstens, Trustee Al Thompson, 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, and Captain Nic Tosto.

The meeting adjourned at 1831 hours.



President



Secretary