

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

**Minutes of Trustee Meeting  
June 21, 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 (left at 1804 hours, returned at 1805 hours), Secretary Joe Rogers, Treasurer Denise Pertell, Trustee Jeff Carstens, Trustee Al Thompson, Fire Chief Andy Dina (left at 1750 hours, returned at 1751 hours, left at 1809 hours, returned at 1810 hours, left at 1814 hours, returned at 1829 hours), Assistant Chief Jamie Clark, Assistant Chief Joe Levy (left at 1711 hours, returned at 1712 hours, left at 1814 hours, returned at 1829 hours), Financial Analyst Amber Nadeau (left at 1756 hours, returned at 1815 hours), and Administrative Assistant Jenna Reavy (left at 1725 hours, returned at 1829 hours).

Guests were Fire Marshal Carl Voda (left at 1725 hours, returned at 1829 hours), Captain Jeff Fiene (left at 1725 hours, returned at 1829 hours), Captain Nic Tosto (left at 1725 hours, returned at 1829 hours), Captain Bill Zabler (left at 1725 hours, returned at 1829 hours, left at 1857 hours), Lieutenant Mike Vaughn (left at 1705 hours, returned at 1706 hours, left at 1725 hours, returned at 1829 hours), Brian LeFevre from Sikich (arrived at 1706 hours, left at 1725 hours), and Attorney Shawn Flaherty representing Ottosen DiNolfo Hasenbalg & Castaldo, Ltd. (arrived at 1712 hours, left at 1750 hours).

**APPROVAL OF AGENDA**

A motion was made by Trustee Carstens, seconded by Trustee Rogers, to approve the agenda with the caveat to accommodate the guests from Sikich and Ottosen when they arrive.

5 AYES      MOTION CARRIED

**PUBLIC COMMENTS**

None.

**APPROVAL OF MINUTES**

A motion was made by Trustee Pertell, seconded by Trustee Thompson, to approve the regular minutes of the regular meeting on May 17, 2023 with minor wording changes.

5 AYES      MOTION CARRIED

A motion was made by Trustee Pertell, seconded by Trustee Thompson, to approve the closed session minutes of the regular meeting on May 17, 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 \$4,509,177.88 and an ending cash balance of \$4,709,705.50 as recorded in the May 2023 financial reports.

Chief Dina noted the May ambulance revenues were \$88,032.02. The Fire Recovery revenue was \$592.00. The Fire Bureau revenue was \$300.00. He added that he spoke with other fire districts about their ambulance billing revenue and theirs is also lower than normal. This is due to the insurance companies being behind on payments.

Brian LeFevre from Sikich presented the fiscal year end reports for 04/30/2023. The total cash position at the fiscal year end was \$4,509,177.88. He reviewed a few financial reports including the Summary of Cash, Revenue and Expenses Compared to Budget, and Fund Balance Analysis.

Mr. LeFevre said the revenue received was higher than expected. For expenses, personal services were about \$480,000 less than budgeted, contractual services were about \$70,000 less than budgeted, and commodities were about \$3,000 less than budgeted. The overall net revenue over expenses was \$1,368,448.60.

The District has a Fund Balance policy to maintain 10%-40% of annual budgeted expenditures in the corporate fund balance. The District also has a Capital Plan for long-term purchases. Both of these need to be reviewed when considering how much money to transfer to the Capital Fund. Mr. LeFevre estimated there is about \$800,000-\$900,000 available to transfer to Capital. The Trustee Board chooses the amount and approves the transfer amount at a board meeting.

Mr. LeFevre said the long-term financial analysis is being updated to include the actuals for fiscal year end 04/30/2023 and the approved budget for fiscal year end 04/30/2024. It will be ready in time for the July board meeting. Trustee Thompson asked to extend the analysis past fiscal year end 2026 to 2030. Mr. LeFevre responded that more direction from the board would be needed to determine the assumptions for the additional four years.

## **CLOSED SESSION**

At 1725 hours, a motion was made by Trustee Pertell, 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 1826 hours.

The regular session of the meeting resumed at 1829 hours.

**FINANCIAL REPORTS**

A motion was made by Trustee Pertell, seconded by Trustee Carstens, 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**

Chief Dina presented the quote information for handyman work for building maintenance services and explained the outline of work to be completed.

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to approve the purchase of building maintenance handyman services not to exceed \$6,000.00.

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

Chief Dina presented the quote information for the LUCAS compression device. The District currently owns one device that is kept on the engine. However, a second device would be more beneficial so each ambulance has one. If the devices are stored on the ambulances, it will increase the chance the device is available for a cardiac incident.

A motion was made by Trustee Thompson, seconded by Trustee Pertell, to approve the purchase of a LUCAS compression device not to exceed \$21,000.00.

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

Chief Dina presented the quote information for the cardiac monitor. He explained that crews did a demo of different models and provided feedback. The Zoll model is the same model used in other rigs. The device being replaced has reached its service life of 7-10 years. Chief Dina added that the District currently owns three cardiac monitors, which will be on a schedule to replace when they meet the end of their lifespan.

A motion was made by Trustee Rogers, seconded by Trustee Pertell, to approve the purchase of a cardiac monitor not to exceed \$50,000.00.

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

### **OTHER FINANCE**

None.

### **FIRE CHIEF'S REPORT**

Chief Dina reported there were 163 calls for service in the month of May 2023, which included 108 EMS calls and 55 fire and rescue calls.

Chief Dina reported there were several significant incidents for May 2023. In Warrenville, there was a structure fire and grass fire. There were mutual aid calls including a hazardous materials incident and fire investigation in Naperville, a structure fire and vehicle fire in Winfield, a fire investigation in Elmhurst, and a fire investigation in Bloomingdale.

Crews attended Bower Elementary School's Bike to School day.

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

Warrenville Dive Team members attended swift water rescue training at Marge Kline Whitewater Park in Yorkville IL with MABAS Division 16 Dive Team.

The Firefighter's Auxiliary hosted their annual fundraiser at Markito's restaurant. They raised almost \$5,000.

Crews assisted the Warrenville Police with their Cop on the Rooftop fundraiser at both Warrenville Dunkin locations.

Several members attended Pyrotechnics-Fireworks training thru the IL Fire Marshal's office.

Crews attended the Bike Rodeo in Downtown Warrenville.

A Warrenville ambulance provided standby at Naperville's Fire Academy on several occasions throughout the month. This was in exchange for hosting two of our candidates in the academy.

Two shifts attended Rescue Task Force training in Lisle Woodridge.

Crews attended the Warrenville VFW Veteran's Memorial on Memorial Day.

We completed our trial period of the LifePak cardiac monitors this month.

The new server installation started today and should be completed within a couple days.

**TRUSTEES**

None.

**FIREFIGHTERS' APPRECIATION**

None.

**ATTORNEY**

None.

**BUILDINGS**

Captain Fiene presented the Logistics Report. He noted that the Department of Energy rejected our grant application due to our organization size being too small. There were new “no parking” signs put up on the apron in front of the station.

**TRAINING**

Captain Zabler presented the Training Report. There were 861 training hours done in May.

**EMS**

Captain Tosto presented the EMS Report.

**EQUIPMENT**

Assistant Chief Levy presented the Monthly Apparatus Operating Cost Report.

Chief Dina said Naperville Fire Department borrowed our reserve engine E13. While using E13 at a structure fire, it got a flat tire. The other front tire was also due to be replaced. The City of Naperville replaced the two tires using their staff and covered the full cost.

**FIRE BUREAU**

Fire Marshal Voda presented the Fire Bureau Report. FM Voda explained the billing process for sprinkler hydrostatic tests and above ceiling inspections. Financial Analyst Nadeau explained the reports for the Fire Prevention billing and invoices.

**PERSONNEL**

President Perkins said the Trustee Board decided to defer the payroll increases for non-bargaining unit personnel until the next meeting, which may be a special meeting.

Chief Dina gave a presentation about the call volume trends and employee count history for the period of January 1, 2020 to June 20, 2023. In that period, the District had 52 employees leave and hired 38 employees. Chief Dina said the current job openings for full-time FF/PM, part-time FF/PM, and POC firefighter are listed on our website and also on Indeed. He added that it takes about two years from the time of hire to get them trained and ready to work shifts.

Chief Dina proposed creating and filling three new full-time Firefighter/Paramedic positions. Doing so will satisfy the new union contract and the workforce needs to provide service.

The test to establish an eligibility hiring list for full-time Firefighter/Paramedic is scheduled for July 15. After that, there is a period of time to complete other steps such as interviews, physicals, background checks, etc. before the employee(s) can be hired. He added that the eligibility lists have not been lasting much longer than six to eight months.

A motion was made by Trustee Pertell, seconded by Trustee Thompson, to approve creating and filling three full-time Firefighter/Paramedic positions.

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

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

President Perkins said the Trustee Board was advised by the attorney for the District to wait to approve the collective bargaining agreement until after the union ratifies it. The Trustee Board decided to defer this item until the next meeting, which may be a special meeting.

Chief Dina provided an update regarding the capital cost reimbursement. Fire Chief Dina met with City of Warrenton officials to request \$1 million of TIF funds 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. Per the advice of the attorney for the District, Chief Dina drafted letters to the other entities to notify them and explain the request in an effort to prevent any protests. An in-person meeting will occur between the Fire Chief and school district representatives for them to sign a waiver. Chief Dina reminded the Trustee Board that the school districts and park districts get impact fees, but fire districts do not. Chief Dina will keep the Trustee Board updated.

The Trustee Board received a copy of the Fire Commission Annual Report.

**ADJOURNMENT**

At 1919 hours, a motion was made by Trustee Carstens, 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, 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, Captain Nic Tosto, and Lieutenant Mike Vaughn.

The meeting adjourned at 1919 hours.

  
President

  
Secretary