

WARRENVILLE FIRE PROTECTION DISTRICT  
AGENDA FOR TRUSTEE BOARD MEETING

July 19, 2023

5:00 PM

3S472 Batavia Road, Warrenville, IL 60555

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVE AGENDA**
5. **PUBLIC COMMENTS**
6. **ROUTINE BUSINESS**
  - a) Approval of Minutes (06/21, 06/28)
  - b) Financial Reports
  - c) Approval of Bills
    - i. Amend purchase approval of LUCAS compression device for \$22,591.62
    - ii. Approve purchase of turnout gear for \$14,100.00
  - d) Other Finance
  - e) Closed Session
    - i. Personnel
7. **COMMUNICATIONS**
  - a) Fire Chief's Report
  - b) Trustees
    - a) Firefighters' Appreciation
    - b) Attorney
    - c) Logistics Report
    - d) Training Report
    - e) EMS Report
    - f) Apparatus Report
    - g) Fire Bureau Report
    - h) Personnel
8. **UNFINISHED BUSINESS**
  - a) Discuss capital cost reimbursement
9. **NEW BUSINESS**
  - a) Discuss strategic plan and goal identification
  - b) Discuss station security
10. **ADJOURN**

**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

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

**Minutes of Special Trustee Meeting  
June 28, 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, Secretary Joe Rogers, Treasurer Denise Pertell, Trustee Jeff Carstens, Trustee Al Thompson, Fire Chief Andy Dina, and Assistant Chief Joe Levy.

Guests were Captain Jeff Fiene (arrived at 1704 hours).

**APPROVAL OF AGENDA**

A motion was made by Trustee Pertell, seconded by Trustee Thompson, to approve the agenda as presented.

5 AYES      MOTION CARRIED

**PUBLIC COMMENTS**

None.

**CLOSED SESSION**

None.

**PERSONNEL**

None.

**UNFINISHED BUSINESS**

Chief Dina noted two minor changes to the collective bargaining agreement. At the top of page 72 (Appendix A), the date was corrected to be May 1, 2024 to April 30, 2025. On page 69 (signature page), the Secretary for the Board of Trustees was corrected to be Secretary Joe Rogers.

A motion was made by Trustee Thompson, seconded by Trustee Pertell, to approve the collective bargaining agreement with Warrentville Professional Firefighters Association Local 5036, IAFF for the period of May 1, 2023 to April 30, 2026 with pay rates retroactive to May 1, 2023.

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

A motion was made by Trustee Pertell, seconded by Trustee Carstens, to approve the non-bargaining unit personnel pay increases as proposed with pay rates retroactive to May 1, 2023.

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

**NEW BUSINESS**

None.

**ADJOURNMENT**

At 1705 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, and Assistant Chief Joe Levy.

Guests present at the end of the meeting was Captain Jeff Fiene.

The meeting adjourned at 1705 hours.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**Warrenville Fire Protection District**  
**Cash Activity**  
**June 2023**

|   |              |                            |
|---|--------------|----------------------------|
| Beginning Cash Balance  |              | 4,709,705.50               |
| Revenues:   |              |                            |
| Receipts from the Monthly Receipts report                                     | 1,804,986.91 |                            |
| PAYA Write Off  | (2,115.08)   |                            |
| Interest Income and Gain (Loss) on 5/3 Investment account                     | (2,720.13)   |                            |
| Interest Income 5/3 Money Market account                                      | 3,149.46     |                            |
| Foreign Fire Revenues   | -            |                            |
| Total Revenues  |              | 1,803,301.16               |
| Expenses:   |              |                            |
| Vendor checks from the Check Register report                                  | (54,077.60)  |                            |
| Payroll disbursements and fees from the Precision payroll reports             | (177,391.21) |                            |
| Auto Disbursements  | (43,761.39)  |                            |
| Foreign Fire Disbursements  | (195.58)     |                            |
| Foreign Fire Disbursements Paid on 5/3 Credit Card and reimbursed to District | 195.58       |                            |
| Bank fee 5/3 Checking Account   | -            |                            |
| Bank fee 5/3 Investment Account   | (152.45)     |                            |
| Bank fee Hinsdale Lockbox Account   | -            |                            |
| Bank fee Money Market   | -            |                            |
| Credit Card Service Fee   | (21.27)      |                            |
| Paramedic Billing Fee   | (3,997.50)   |                            |
| Total Expenses  |              | <u>(279,401.42)</u>        |
| Ending Cash Balance   |              | <u><u>6,233,605.24</u></u> |
| Bank Account Balances at month end:   |              |                            |
| * Fifth-Third Checking  |              | 2,114,433.15               |
| Fifth-Third Money Market  |              | 3,596,469.99               |
| Fifth-Third Trust Investment  |              | 457,279.48                 |
| Fifth-Third Lockbox Checking  |              | -                          |
| Hinsdale Bank and Trust Co Lockbox  |              | -                          |
| Fifth Third Foreign Fire Tax  |              | 65,422.62                  |
|   |              | <u><u>6,233,605.24</u></u> |

\* Note: The Fifth-Third Checking account balance displayed represents the general ledger balance not the bank balance. There are reconciling items such as outstanding checks and deposits in transit at month end.



Warrenville Fire Protection District  
Summary of Cash  
June 30, 2023

ASSETS

|                                     |        |                                |
|-------------------------------------|--------|--------------------------------|
| <u>Corporate Fund</u>               |        |                                |
| Fifth-Third Checking Pooled         | \$     | 1,639,788.79                   |
| Fifth-Third Money Market            |        | 2,487,935.64                   |
| Fifth-Third Pooled Trust Inves      |        | 560,585.38                     |
| Fifth-Third Pooled Trust MTMkt      |        | <u>(103,305.90)</u>            |
| <br>Total Corporate Fund            |        | <br>4,585,003.91               |
| <u>Audit Fund</u>                   |        |                                |
| Fifth-Third Checking Pooled         |        | <u>3,553.58</u>                |
| <br>Total Audit Fund                |        | <br>3,553.58                   |
| <u>Liability Insurance Fund</u>     |        |                                |
| Fifth-Third Checking Pooled         |        | <u>20,240.78</u>               |
| <br>Total Liability Insurance Fund  |        | <br>20,240.78                  |
| <u>Workers Compensation Fund</u>    |        |                                |
| Fifth-Third Checking Pooled         |        | <u>120,960.67</u>              |
| <br>Total Workers Compensation Fund |        | <br>120,960.67                 |
| <u>Foreign Fire Fund</u>            |        |                                |
| Fifth-Third Foreign Fire Tax        |        | <u>65,422.62</u>               |
| <br>Total Foreign Fire Fund         |        | <br>65,422.62                  |
| <u>Capital Projects Fund</u>        |        |                                |
| Fifth-Third Pooled Checking         |        | 329,889.33                     |
| Fifth-Third Money Market            |        | <u>1,108,534.35</u>            |
| <br>Total Capital Projects Fund     |        | <br><u>1,438,423.68</u>        |
| <br>Total Cash                      | <br>\$ | <br><u><u>6,233,605.24</u></u> |

**Warrenville Fire Protection District**  
**Account Reconciliation**  
**As of Jun 30, 2023**  
**01-00-1000-00 - Fifth-Third Pooled Checking**  
**Bank Statement Date: June 30, 2023**

Filter Criteria includes: Report is printed in Detail Format.

|                              |              |          |                            |
|------------------------------|--------------|----------|----------------------------|
| Beginning GL Balance         |              |          | 686,067.35                 |
| Add: Cash Receipts           |              |          | 1,703,421.69               |
| Less: Cash Disbursements     |              |          | (99,517.86)                |
| Add (Less) Other             |              |          | (175,538.03)               |
| Ending GL Balance            |              |          | <u>2,114,433.15</u>        |
| Ending Bank Balance          |              |          | 2,122,210.07               |
| Add back deposits in transit |              |          |                            |
|                              | Jun 29, 2023 | DVSP2MFH | <u>242.00</u>              |
| Total deposits in transit    |              |          | 242.00                     |
| (Less) outstanding checks    |              |          |                            |
|                              | Feb 28, 2023 | 11041    | (63.55)                    |
|                              | Jun 8, 2023  | 11104    | (1,130.00)                 |
|                              | Jun 22, 2023 | 11109    | (118.00)                   |
|                              | Jun 29, 2023 | 11114    | (6,250.00)                 |
|                              | Jun 29, 2023 | 11115    | (205.67)                   |
|                              | Feb 17, 2023 | 16084    | (104.88)                   |
|                              | Mar 17, 2023 | 16086    | (52.44)                    |
|                              | Apr 28, 2023 | 16088    | (94.38)                    |
| Total outstanding checks     |              |          | (8,018.92)                 |
| Add (Less) Other             |              |          |                            |
| Total other                  |              |          |                            |
| Unreconciled difference      |              |          | <u>0.00</u>                |
| Ending GL Balance            |              |          | <u><u>2,114,433.15</u></u> |

**Warrenville Fire Protection District**  
**Monthly Receipts**  
**For the Period From Jun 1, 2023 to Jun 30, 2023**

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

| Date    | Account ID    | Transactio | Line Description                                 | Debit Amnt   | Credit Amnt  |
|---------|---------------|------------|--|--------------|--------------|
| 6/1/23  | 10-00-1290-00 | 06012023   | Invoice: FP22-23                                 |              | 894.08       |
|         | 10-00-1290-00 |            | Invoice: FP22-36                                 |              | 121.00       |
|         | 10-00-1290-00 |            | Invoice: FP22-42                                 |              | 748.00       |
|         | 10-00-1290-00 |            | Invoice: FP22-23 WRTOFF                          | 894.08       |              |
|         | 10-00-1290-00 |            | Invoice: FP22-36 WRTOFF                          | 121.00       |              |
|         | 10-00-1290-00 |            | Invoice: FP22-42 WRTOFF                          | 748.00       |              |
|         | 01-00-1000-00 |            | DynaCom Management, Inc.                         |              |              |
| 6/1/23  | 10-00-1290-00 | 06012023-2 | Invoice: FP22-76                                 |              | 132.00       |
|         | 10-00-1290-00 |            | Invoice: FP22-76 WRTOFF                          | 132.00       |              |
|         | 01-00-1000-00 |            | Philip Vail                                      |              |              |
| 6/1/23  | 10-00-1290-00 | 06012023-3 | Invoice: FP22-30                                 |              | 110.00       |
|         | 10-00-1290-00 |            | Invoice: FP22-30 WRTOFF                          | 110.00       |              |
|         | 01-00-1000-00 |            | Mirza, Ahsan                                     |              |              |
| 6/1/23  | 10-00-1290-00 | 06012023-4 | Invoice: FP22-13                                 |              | 110.00       |
|         | 10-00-1290-00 |            | Invoice: FP22-13 WRTOFF                          | 110.00       |              |
|         | 01-00-1000-00 |            | Bassily, Baher                                   |              |              |
| 6/2/23  | 10-00-4000-00 | 06022023   | Property Tax-Corporate                           |              | 107.57       |
|         | 30-00-4000-00 |            | Property Tax-Audit                               |              | 0.39         |
|         | 40-00-4000-00 |            | Property Tax-Liability Insur                     |              | 1.33         |
|         | 50-00-4000-00 |            | Property Tax-Work Comp                           |              | 6.90         |
|         | 10-00-4050-00 |            | Property Tax - Corp Emer&Rescu                   |              | 16.96        |
|         | 01-00-1000-00 |            | DuPage County Treasurer                          | 133.15       |              |
| 6/9/23  | 10-00-4000-00 | 06092023   | Property Tax-Corporate                           |              | 1,054,990.06 |
|         | 30-00-4000-00 |            | Property Tax-Audit                               |              | 3,796.63     |
|         | 40-00-4000-00 |            | Property Tax-Liability Insur                     |              | 13,050.94    |
|         | 50-00-4000-00 |            | Property Tax-Work Comp                           |              | 67,627.57    |
|         | 10-00-4050-00 |            | Property Tax - Corp Emer&Rescu                   |              | 166,340.09   |
|         | 01-00-1000-00 |            | DuPage County Treasurer                          | 1,305,805.29 |              |
| 6/15/23 | 10-00-1290-00 | 97087      | Invoice: FP23-20                                 |              | 780.00       |
|         | 01-00-1000-00 |            | First Security Systems, Inc.                     | 780.00       |              |
| 6/15/23 | 10-00-1290-00 | 3264       | Invoice: FP22-73                                 |              | 253.00       |
|         | 01-00-1000-00 |            | Avondale Electric                                | 253.00       |              |
| 6/15/23 | 10-00-1290-00 | 164911315  | Invoice: FP23-01                                 |              | 1,155.00     |
|         | 01-00-1000-00 |            | Open 4 Business Productions, LLC                 | 1,155.00     |              |
| 6/15/23 | 10-01-7100-00 | 3485       | Office Supply Exp - Corp - Reim for color copies |              | 6.60         |
|         | 01-00-1000-00 |            | Fairbanks, Beth                                  | 6.60         |              |
| 6/15/23 | 10-00-1290-00 | 12269      | Invoice: FP23-10                                 |              | 363.00       |
|         | 10-00-1290-00 |            | Invoice: FP22-70                                 |              | 253.00       |
|         | 01-00-1000-00 |            | High Rise Security System, LLC                   | 616.00       |              |
| 6/15/23 | 10-00-1290-00 | 157756     | Invoice: FP22-71                                 |              | 341.00       |
|         | 01-00-1000-00 |            | Fox Valley Fire & Safety Co., Inc.               | 341.00       |              |
| 6/16/23 | 10-00-1290-00 | DZWBR5N    | Invoice: FP23-21                                 |              | 467.40       |
|         | 01-00-1000-00 |            | Northwestern Medicine                            | 467.40       |              |
| 6/29/23 | 10-00-1290-00 | DVSP2MFH   | Invoice: FP23-16                                 |              | 242.00       |
|         | 01-00-1000-00 |            | MazTec Network Solutions                         | 242.00       |              |
| 6/30/23 | 10-00-4310-00 | 06302023-1 | Amb Billing Fund 10                              |              | 95,452.64    |
|         | 10-00-1031-00 |            | Amb Deposits Fund 10                             | 95,452.64    |              |
| 6/30/23 | 10-00-4000-00 | 06302023   | Property Tax-Corporate                           |              | 316,554.89   |
|         | 30-00-4000-00 |            | Property Tax-Audit                               |              | 1,139.20     |
|         | 40-00-4000-00 |            | Property Tax-Liability Insur                     |              | 3,916.00     |
|         | 50-00-4000-00 |            | Property Tax-Work Comp                           |              | 20,291.98    |
|         | 10-00-4050-00 |            | Property Tax - Corp Emer&Rescu                   |              | 49,911.15    |

**Warrenville Fire Protection District**  
**Monthly Receipts**  
**For the Period From Jun 1, 2023 to Jun 30, 2023**

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

| <b>Date</b> | <b>Account ID</b> | <b>Transactio</b> | <b>Line Description</b>    | <b>Debit Amnt</b>   | <b>Credit Amnt</b>  |
|-------------|-------------------|-------------------|----------------------------|---------------------|---------------------|
|             | 01-00-1000-00     |                   | DuPage County Treasurer    | 391,813.22          |                     |
| 6/30/23     | 10-00-4310-00     | 06302023-2        | Amb Billing Fund 10        |                     | 5,806.53            |
|             | 10-01-6115-00     |                   | Paramedic Bill Fee Fund 10 | 3,997.50            |                     |
|             | 01-00-1000-00     |                   | Amb Deposits Fund 10       | 1,809.03            |                     |
|             |                   |                   |                            | <b>1,804,986.91</b> | <b>1,804,986.91</b> |

**Warrenville Fire Protection District**  
**Aged Receivables**  
**As of Jun 30, 2023**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Summary Format.

| Customer<br>Bill To Contact  | 0-30            | 31-60 | 61-90         | Over 90 days | Amount Due      |
|------------------------------|-----------------|-------|---------------|--------------|-----------------|
| AMS Mechanical Systems, Inc. | 450.00          |       |               |              | 450.00          |
| Arrowhead Golf Club          | 1,350.00        |       |               |              | 1,350.00        |
| Cosgrove Construction Inc.   |                 |       | 242.00        |              | 242.00          |
| Nayi, Viren                  |                 |       | 110.00        |              | 110.00          |
| Northwestern Medicine        | 330.00          |       |               |              | 330.00          |
|                              | <b>2,130.00</b> |       | <b>352.00</b> |              | <b>2,482.00</b> |

**Warrenville Fire Protection District**  
**General Ledger**  
**For the Period From Jun 1, 2022 to Jun 30, 2022**

Filter Criteria includes: 1) IDs from 10-00-4250-20 to 10-00-4250-20. Report order is by ID. Report is printed with shortened descriptions and with Hide Period Subtotals on Multi-Period Report and in Summary By Transaction Format.

| Account ID<br>Account Description | Date           | Trans Description     | Debit Amt | Credit Amt | Balance          |
|-----------------------------------|----------------|-----------------------|-----------|------------|------------------|
| 10-00-4250-20                     | 6/1/22         | Beginning Balance     |           |            |                  |
| FMB-Plan Review                   | 6/23/22        | Leon Santiago & E     |           | 220.00     |                  |
|                                   | 6/23/22        | Reed Construction     |           | 120.00     |                  |
|                                   | 6/23/22        | US Alliance Fire Pr   |           | 175.00     |                  |
|                                   | 6/23/22        | FE Moran Fire Prot    |           | 285.00     |                  |
|                                   | 6/23/22        | Great Lakes Plumb     |           | 340.00     |                  |
|                                   |                | Change                |           | 1,140.00   | -1,140.00        |
|                                   | <b>6/30/22</b> | <b>Ending Balance</b> |           |            | <b>-1,140.00</b> |

**Warrenville Fire Protection District**  
**Check Register**  
**For the Period From Jun 1, 2023 to Jun 30, 2023**

Filter Criteria includes: 1) Check Numbers from 10000 to 13000. Report order is by Check Number.

| Payee                       | Check        | Amount           | Account ID                                      | Account Description   |
|-----------------------------|--------------|------------------|---|---|
| Illinois Public Risk Fund   | 11099        | 14,774.00        | 10-00-2000-00<br>01-00-1000-00                  | Accounts Payable<br>Fifth-Third Pooled Checking                     |
| Du-Comm                     | 11100        | 20,362.03        | 10-00-2000-00<br>10-00-2000-00<br>01-00-1000-00 | Accounts Payable<br>Accounts Payable<br>Fifth-Third Pooled Checking |
| The Locker Shop             | 11101        | 278.00           | 10-00-2000-00<br>10-00-2000-00<br>01-00-1000-00 | Accounts Payable<br>Accounts Payable<br>Fifth-Third Pooled Checking |
| Cochran, Nick               | 11102        | 1,281.15         | 10-00-2000-00<br>01-00-1000-00                  | Accounts Payable<br>Fifth-Third Pooled Checking                     |
| Kloska, Andrew              | 11103        | 1,116.24         | 10-00-2000-00<br>01-00-1000-00                  | Accounts Payable<br>Fifth-Third Pooled Checking                     |
| MABAS Division 16           | 11104        | 1,130.00         | 10-00-2000-00<br>01-00-1000-00                  | Accounts Payable<br>Fifth-Third Pooled Checking                     |
| Ntiva, Inc.                 | 11105        | 1,700.00         | 10-00-2000-00<br>01-00-1000-00                  | Accounts Payable<br>Fifth-Third Pooled Checking                     |
| Sanecki, Gail               | 11106        | 35.00            | 10-00-2000-00<br>01-00-1000-00                  | Accounts Payable<br>Fifth-Third Pooled Checking                     |
| Ace Hardware - Warrenville  | 11107        | 10.14            | 10-00-2000-00<br>01-00-1000-00                  | Accounts Payable<br>Fifth-Third Pooled Checking                     |
| ComEd                       | 11108        | 1,066.03         | 10-00-2000-00<br>01-00-1000-00                  | Accounts Payable<br>Fifth-Third Pooled Checking                     |
| Andrew Dina                 | 11109        | 118.00           | 10-00-2000-00<br>01-00-1000-00                  | Accounts Payable<br>Fifth-Third Pooled Checking                     |
| Konica Minolta Premier Fina | 11110        | 272.58           | 10-00-2000-00<br>01-00-1000-00                  | Accounts Payable<br>Fifth-Third Pooled Checking                     |
| Amber Nadeau                | 11111        | 31.95            | 10-00-2000-00<br>01-00-1000-00                  | Accounts Payable<br>Fifth-Third Pooled Checking                     |
| Nicor Gas                   | 11112        | 252.31           | 10-00-2000-00<br>01-00-1000-00                  | Accounts Payable<br>Fifth-Third Pooled Checking                     |
| Sikich, LLP - Accounting    | 11113        | 5,194.50         | 10-00-2000-00<br>01-00-1000-00                  | Accounts Payable<br>Fifth-Third Pooled Checking                     |
| Lauterbach & Amen, LLP      | 11114        | 6,250.00         | 10-00-2000-00<br>01-00-1000-00                  | Accounts Payable<br>Fifth-Third Pooled Checking                     |
| Thompson, Al                | 11115        | 205.67           | 10-00-2000-00<br>01-00-1000-00                  | Accounts Payable<br>Fifth-Third Pooled Checking                     |
|                             | <b>Total</b> | <b>54,077.60</b> |   |   |



**Warrenville Fire Protection District**  
**Check Register**  
**For the Period From Jun 1, 2023 to Jun 30, 2023**

Filter Criteria includes: 1) Check Numbers from 170 to 800. Report order is by Check Number.

| Payee                         | Check        | Amount           | Account ID                     | Account Description                             |
|-------------------------------|--------------|------------------|--------------------------------|---|
| Aflac                         | 632          | 584.46           | 10-00-2000-00<br>01-00-1000-00 | Accounts Payable<br>Fifth-Third Pooled Checking |
| Blue Cross Blue Shield of Ill | 633          | 21,313.80        | 10-00-2000-00<br>01-00-1000-00 | Accounts Payable<br>Fifth-Third Pooled Checking |
| Blue Cross Blue Shield of Ill | 634          | 552.79           | 10-00-2000-00<br>01-00-1000-00 | Accounts Payable<br>Fifth-Third Pooled Checking |
| Guardian Dental Plan          | 635          | 926.28           | 10-00-2000-00<br>01-00-1000-00 | Accounts Payable<br>Fifth-Third Pooled Checking |
| IMRF - IL Municipal Retirem   | 636          | 1,583.67         | 10-00-2000-00<br>01-00-1000-00 | Accounts Payable<br>Fifth-Third Pooled Checking |
| Fifth Third Bank - Procurem   | 637          | 18,800.39        | 10-00-2000-00<br>01-00-1000-00 | Accounts Payable<br>Fifth-Third Pooled Checking |
|                               | <b>Total</b> | <b>43,761.39</b> |                                |   |

**Warrenville Fire Protection District**  
**Purchase Journal**  
**For the Period From Jun 1, 2023 to Jun 30, 2023**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Vendor Name. Repo

| Name                                | Date    | Account ID    | Account Description        | Line Description                          | Debit     | Credit    |
|-------------------------------------|---------|---------------|----------------------------|---|-----------|-----------|
| Ace Hardware - Warrenville          | 6/19/23 | 10-01-6500-00 | Maintenance Buildings-Stat | Hardware to hang signs                    | 10.14     |           |
| Ace Hardware - Warrenville          | 6/19/23 | 10-00-2000-00 | Accounts Payable           | Ace Hardware - Warrenville                |           | 10.14     |
| Aflac                               | 6/1/23  | 10-00-2160-00 | Insurance - Aflac Payable  | Accident insurance for May                | 584.46    |           |
| Aflac                               | 6/1/23  | 10-00-2000-00 | Accounts Payable           | Aflac                                     |           | 584.46    |
| Amber Nadeau                        | 6/22/23 | 10-01-6770-00 | Client Relations Expense   | Reim for lunch meeting with auditors      | 31.95     |           |
| Amber Nadeau                        | 6/22/23 | 10-00-2000-00 | Accounts Payable           | Amber Nadeau                              |           | 31.95     |
| Andrew Dina                         | 6/22/23 | 10-01-6700-25 | Training- Per Diem         | Reim for IFSC conference per diem         | 118.00    |           |
| Andrew Dina                         | 6/22/23 | 10-00-2000-00 | Accounts Payable           | Andrew Dina                               |           | 118.00    |
| Blue Cross Blue Shield of Illinois  | 6/1/23  | 10-01-5200-00 | Insurance-Health           | Health insurance for June                 | 21,313.80 |           |
| Blue Cross Blue Shield of Illinois  | 6/1/23  | 10-00-2000-00 | Accounts Payable           | Blue Cross Blue Shield of Illinois        |           | 21,313.80 |
| Blue Cross Blue Shield of Illinois  | 6/1/23  | 10-01-5200-05 | Insurance-Vision           | Vision insurance for June                 | 171.03    |           |
| Blue Cross Blue Shield of Illinois  | 6/1/23  | 10-01-5200-20 | Insurance-Life             | Life insurance for June                   | 381.76    |           |
| Blue Cross Blue Shield of Illinois  | 6/1/23  | 10-00-2000-00 | Accounts Payable           | Blue Cross Blue Shield of Illinois        |           | 552.79    |
| Cochran, Nick                       | 6/1/23  | 10-01-6700-25 | Training- Per Diem         | Reim for RIT class per diem               | 295.00    |           |
| Cochran, Nick                       | 6/1/23  | 10-01-6750-00 | Travel/Hotel Expense       | Reim for RIT class hotel                  | 966.15    |           |
| Cochran, Nick                       | 6/1/23  | 10-01-7000-00 | Motor Fuel                 | Reim for RIT class fuel                   | 20.00     |           |
| Cochran, Nick                       | 6/1/23  | 10-00-2000-00 | Accounts Payable           | Cochran, Nick                             |           | 1,281.15  |
| ComEd                               | 6/12/23 | 10-01-6800-00 | Utilities-Electric         | Electricity services for 05/11-06/12      | 1,066.03  |           |
| ComEd                               | 6/12/23 | 10-00-2000-00 | Accounts Payable           | ComEd                                     |           | 1,066.03  |
| Du-Comm                             | 6/1/23  | 10-01-6110-00 | DuComm Dispatch            | Dispatch facility lease share 05/01-07/31 | 846.28    |           |
| Du-Comm                             | 6/1/23  | 10-00-2000-00 | Accounts Payable           | Du-Comm                                   |           | 846.28    |
| Du-Comm                             | 6/1/23  | 10-01-6110-00 | DuComm Dispatch            | Dispatch usage share 05/01-07/31          | 19,515.75 |           |
| Du-Comm                             | 6/1/23  | 10-00-2000-00 | Accounts Payable           | Du-Comm                                   |           | 19,515.75 |
| Guardian Dental Plan                | 6/1/23  | 10-01-5200-10 | Insurance-Dental           | Dental insurance for June                 | 926.28    |           |
| Guardian Dental Plan                | 6/1/23  | 10-00-2000-00 | Accounts Payable           | Guardian Dental Plan                      |           | 926.28    |
| Illinois Public Risk Fund           | 6/1/23  | 50-00-5400-00 | Worker's Compensation Exp  | Workers comp insurance for June           | 14,774.00 |           |
| Illinois Public Risk Fund           | 6/1/23  | 10-00-2000-00 | Accounts Payable           | Illinois Public Risk Fund                 |           | 14,774.00 |
| IMRF - IL Municipal Retirement Fund | 6/1/23  | 10-00-2163-00 | IMRF Payable - Employee    | Employee pension contributions for May    | 506.87    |           |
| IMRF - IL Municipal Retirement Fund | 6/1/23  | 10-01-5200-27 | IMRF District Contribution | Employer pension contributions for May    | 1,076.80  |           |
| IMRF - IL Municipal Retirement Fund | 6/1/23  | 10-00-2000-00 | Accounts Payable           | IMRF - IL Municipal Retirement Fund       |           | 1,583.67  |
| Kloska, Andrew                      | 6/1/23  | 10-01-6700-25 | Training- Per Diem         | Reim for RIT class per diem               | 295.00    |           |
| Kloska, Andrew                      | 6/1/23  | 10-01-6750-00 | Travel/Hotel Expense       | Reim for RIT class hotel                  | 821.24    |           |
| Kloska, Andrew                      | 6/1/23  | 10-00-2000-00 | Accounts Payable           | Kloska, Andrew                            |           | 1,116.24  |
| Konica Minolta Premier Finance      | 6/18/23 | 10-01-7100-00 | Office Supplies            | Copier lease and usage for 06/12-07/12    | 272.58    |           |
| Konica Minolta Premier Finance      | 6/18/23 | 10-00-2000-00 | Accounts Payable           | Konica Minolta Premier Finance            |           | 272.58    |
| Lauterbach & Amen, LLP              | 6/22/23 | 30-00-6005-00 | Audit Fees                 | Audit fees for FYE 04/30/2023             | 6,250.00  |           |
| Lauterbach & Amen, LLP              | 6/22/23 | 10-00-2000-00 | Accounts Payable           | Lauterbach & Amen, LLP                    |           | 6,250.00  |
| MABAS Division 16                   | 6/1/23  | 10-01-6010-00 | Dues                       | Annual dues                               | 1,130.00  |           |
| MABAS Division 16                   | 6/1/23  | 10-00-2000-00 | Accounts Payable           | MABAS Division 16                         |           | 1,130.00  |
| Nicor Gas                           | 6/9/23  | 10-01-6800-10 | Utilities-Gas              | Gas utility for 05/09-06/08               | 252.31    |           |
| Nicor Gas                           | 6/9/23  | 10-00-2000-00 | Accounts Payable           | Nicor Gas                                 |           | 252.31    |
| Ntiva, Inc.                         | 6/5/23  | 10-01-6600-10 | IT Support Services        | IT support services for June              | 1,700.00  |           |
| Ntiva, Inc.                         | 6/5/23  | 10-00-2000-00 | Accounts Payable           | Ntiva, Inc.                               |           | 1,700.00  |

**Warrenville Fire Protection District**  
**Purchase Journal**  
**For the Period From Jun 1, 2023 to Jun 30, 2023**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Vendor Name. Repo

| <b>Name</b>              | <b>Date</b> | <b>Account ID</b> | <b>Account Description</b> | <b>Line Description</b>          | <b>Debit</b>     | <b>Credit</b>    |
|--------------------------|-------------|-------------------|----------------------------|----------------------------------|------------------|------------------|
| Sanecki, Gail            | 6/8/23      | 10-01-6710-00     | Fire Prevention Bureau     | Refund fee for knox box removal  | 35.00            |                  |
| Sanecki, Gail            | 6/8/23      | 10-00-2000-00     | Accounts Payable           | Sanecki, Gail                    |                  | 35.00            |
| Sikich, LLP - Accounting | 6/8/23      | 10-01-6000-00     | Accounting-Sikich          | Accounting services for May      | 5,194.50         |                  |
| Sikich, LLP - Accounting | 6/8/23      | 10-00-2000-00     | Accounts Payable           | Sikich, LLP - Accounting         |                  | 5,194.50         |
| The Locker Shop          | 6/1/23      | 10-01-7220-00     | Uniforms-Employees         | Uniform for A. Carstens          | 22.00            |                  |
| The Locker Shop          | 6/1/23      | 10-00-2000-00     | Accounts Payable           | The Locker Shop                  |                  | 22.00            |
| The Locker Shop          | 6/1/23      | 10-01-7220-00     | Uniforms-Employees         | Uniform for A. Carstens          | 256.00           |                  |
| The Locker Shop          | 6/1/23      | 10-00-2000-00     | Accounts Payable           | The Locker Shop                  |                  | 256.00           |
| Thompson, Al             | 6/17/23     | 10-01-6700-50     | Training - Fire Commission | Reim for IFSC conference mileage | 205.67           |                  |
| Thompson, Al             | 6/17/23     | 10-00-2000-00     | Accounts Payable           | Thompson, Al                     |                  | 205.67           |
|                          |             |                   |                            |                                  | <b>79,038.60</b> | <b>79,038.60</b> |

**Warrenville Fire Protection District**  
**Purchase Journal - Fifth Third Pro Card**  
**For the Period From Jun 1, 2023 to Jun 30, 2023**

Filter Criteria includes: 1) Vendor IDs: Fifth Third Pro Card; 2) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

| Name                        | Date   | Account ID    | Account Description         | Line Description  | Trans Amount |
|-----------------------------|--------|---------------|-----------------------------|---|--------------|
| Fifth Third Bank - Procurem | 6/1/23 | 10-01-6520-10 | Maint App - 2016 Ford (A11) | Voegtle's Auto - Replacement brakes for A11                 | 1,143.47     |
|                             |        | 10-01-7100-00 | Office Supplies             | Amazon - Folders  | 20.99        |
|                             |        | 10-01-7100-00 | Office Supplies             | USPS - Postage  | 9.35         |
|                             |        | 10-01-6120-00 | Haz-Mat Equipment           | Bound Tree Medical - Personal body wipes                    | 292.56       |
|                             |        | 10-01-7100-00 | Office Supplies             | USPS - Postage  | 20.40        |
|                             |        | 10-01-7100-00 | Office Supplies             | Costco - Coffee for station                                 | 287.88       |
|                             |        | 10-01-7100-00 | Office Supplies             | USPS - Postage  | 5.49         |
|                             |        | 10-01-7100-00 | Office Supplies             | USPS - Postage  | 17.70        |
|                             |        | 10-01-6770-00 | Client Relations Expense    | Target - Food for breakfast with firefighters               | 45.12        |
|                             |        | 10-01-6600-00 | IT Hardware                 | Havis - Repair docking station                              | 99.00        |
|                             |        | 10-01-7010-00 | Operating Supplies          | IMS Alliance - Passport tags                                | 15.85        |
|                             |        | 10-01-6520-24 | Maint App - 2020 E1976 (E1  | Interstate Power Systems - Parts for repairs                | 219.68       |
|                             |        | 10-01-6520-08 | Maint App - 2012 M0215 (M   | Interstate Power Systems - M12 water pump, belt, oil change | 2,188.19     |
|                             |        | 10-01-6500-00 | Maintenance Buildings-Stat  | Mr Handyman - Consultation fee                              | 94.00        |
|                             |        | 55-01-5150-00 | Foreign Fire Tax            | Home Depot - Garden supplies for Foreign Fire               | 195.58       |
|                             |        | 10-01-6500-00 | Maintenance Buildings-Stat  | Home Depot - Light bulbs                                    | 51.92        |
|                             |        | 10-01-6700-00 | Training-Seminars/Lecture   | IAFPD - IFSC conference for Dina                            | 200.00       |
|                             |        | 10-01-7010-00 | Operating Supplies          | WeatherTech - Vehicle phone mount for Dina                  | 45.91        |
|                             |        | 10-01-7100-00 | Office Supplies             | USPS - Postage  | 4.78         |
|                             |        | 10-01-7100-00 | Office Supplies             | Amazon - Push pins  | 4.19         |
|                             |        | 10-01-7100-00 | Office Supplies             | Amazon - Cardstock  | 19.99        |
|                             |        | 10-01-6010-00 | Dues                        | NFSA - Annual membership for Voda                           | 50.00        |
|                             |        | 10-01-7300-00 | Medical Supplies            | Amazon - Megamovers   | 149.34       |
|                             |        | 10-01-7010-00 | Operating Supplies          | Amazon - Camera memory cards for investigations             | 71.55        |
|                             |        | 10-01-7100-00 | Office Supplies             | Amazon - Label maker tape                                   | 19.79        |
|                             |        | 10-01-6700-50 | Training - Fire Commissione | IAFPD - IFSC conference for Trustee Thompson                | 225.00       |
|                             |        | 10-01-6600-05 | IT Computer Software        | Zoom - Video conference fee for May                         | 15.99        |
|                             |        | 10-01-6600-05 | IT Computer Software        | Deneb Corporation - Email hosting fee for May               | 479.75       |
|                             |        | 10-01-6500-00 | Maintenance Buildings-Stat  | Farm & Fleet - Mower, blower, and trimmer                   | 779.98       |
|                             |        | 10-01-6600-05 | IT Computer Software        | Aladtec - Timekeeping software annual renewal               | 4,969.08     |
|                             |        | 10-01-7010-00 | Operating Supplies          | Family Pride - Laundry service lease for May                | 50.00        |
|                             |        | 10-01-6840-00 | Cable                       | Comcast - Cable TV service for 04/15-05/14                  | 61.31        |
|                             |        | 10-01-7300-00 | Medical Supplies            | Cintas - First aid box supplies refill                      | 229.09       |
|                             |        | 10-01-6120-00 | Haz-Mat Equipment           | Air One Equipment - Replacement O2 sensors for gas meter    | 355.00       |
|                             |        | 10-01-6830-00 | Alarm Expense               | Alarm Detection Systems - Quarterly service for Jun-Aug     | 784.20       |
|                             |        | 10-01-7110-00 | Cleaning Supplies           | Warehouse Direct - Cleaning supplies                        | 35.20        |
|                             |        | 10-01-6120-00 | Haz-Mat Equipment           | Safeware - Replacement O2 sensor for gas meter              | 273.75       |
|                             |        | 10-01-6040-00 | Legal                       | Ottosen - Legal services for April                          | 2,467.50     |
|                             |        | 10-01-6120-00 | Haz-Mat Equipment           | Air One Equipment - Calibration gas                         | 48.00        |
|                             |        | 10-01-7220-00 | Uniforms-Employees          | Air One Equipment - Uniform item for N. Tosto               | 135.00       |
|                             |        | 10-01-7300-00 | Medical Supplies            | Linde Gas - Oxygen K cylinder rentals                       | 817.20       |
|                             |        | 10-01-6810-10 | Telephone-Cell Phones       | AT&T - Monthly fee  | 12.28        |
|                             |        | 10-01-6810-10 | Telephone-Cell Phones       | AT&T - FirstNet phone monthly fee for 03/26-04/25           | 469.12       |
|                             |        | 10-01-7220-90 | Uniforms-Other              | Fireground Supply - Badges                                  | 571.99       |
|                             |        | 10-01-6500-00 | Maintenance Buildings-Stat  | Cintas - Extinguisher inspections and recharges             | 684.48       |
|                             |        | 10-01-7300-00 | Medical Supplies            | Amazon - Exam gloves  | 63.74        |

**Warrenville Fire Protection District**  
**Purchase Journal - Fifth Third Pro Card**  
**For the Period From Jun 1, 2023 to Jun 30, 2023**

Filter Criteria includes: 1) Vendor IDs: Fifth Third Pro Card; 2) Includes Drop Shipments. Report order is by Date. Report is printed in Detail Format.

| Name | Date | Account ID    | Account Description | Line Description                    | Trans Amount |
|------|------|---------------|---------------------|-------------------------------------|--------------|
|      |      | 10-00-2000-00 | Accounts Payable    | Fifth Third Bank - Procurement Card | -18,800.39   |

Warrenville Fire Protection District  
Revenues and Expenses  
Compared with Budget  
For the Two Months Ending June 30, 2023

|                          | Current Month<br>Actual        | Year to Date<br>Actual | Annual<br>Budget    | Remaining<br>Balance | Percent<br>Available |              |
|--------------------------|--------------------------------|------------------------|---------------------|----------------------|----------------------|--------------|
| <u>Corporate Fund</u>    |                                |                        |                     |                      |                      |              |
| <u>Revenues</u>          |                                |                        |                     |                      |                      |              |
| 10-00-4000-00            | Property Tax Revenue           | \$ 1,371,652.52        | \$ 1,636,190.42     | \$ 3,121,515.00      | 1,485,324.58         | 47.58        |
| 10-00-4010-00            | Property Tax Revenue - Pension | 232,113.50             | 276,879.07          | 537,804.00           | 260,924.93           | 48.52        |
| 10-00-4050-00            | PropTax Rev - Emer&Rescue Fund | 216,268.20             | 257,977.84          | 492,168.00           | 234,190.16           | 47.58        |
| 10-00-4100-00            | State Replacement Tax Revenue  | 0.00                   | 18,997.00           | 65,000.00            | 46,003.00            | 70.77        |
| 10-00-4250-20            | FMB-Plan Review                | (867.68)               | (567.68)            | 20,000.00            | 20,567.68            | 102.84       |
| 10-00-4310-00            | Ambulance Service Fees         | 101,259.17             | 189,291.19          | 950,000.00           | 760,708.81           | 80.07        |
| 10-00-4350-00            | Fire Recovery                  | 0.00                   | 592.00              | 16,000.00            | 15,408.00            | 96.30        |
| 10-00-4400-00            | Reimbursements                 | 0.00                   | 0.00                | 15,000.00            | 15,000.00            | 100.00       |
| 10-00-4500-00            | Grant Revenue                  | 0.00                   | 0.00                | 14,000.00            | 14,000.00            | 100.00       |
| 10-00-4700-00            | Other Income                   | 1,155.00               | 1,155.00            | 2,500.00             | 1,345.00             | 53.80        |
| 10-00-4800-00            | Interest Income                | 3,338.35               | 6,681.79            | 13,000.00            | 6,318.21             | 48.60        |
| 10-00-4801-00            | Unrealized Gain/Loss on Invest | (3,236.55)             | (5,560.95)          | 0.00                 | 5,560.95             | 0.00         |
|                          | <b>Total Revenues</b>          | <b>1,921,682.51</b>    | <b>2,381,635.68</b> | <b>5,246,987.00</b>  | <b>2,865,351.32</b>  | <b>54.61</b> |
| <u>Expenses</u>          |                                |                        |                     |                      |                      |              |
| <u>Personal Services</u> |                                |                        |                     |                      |                      |              |
| 10-01-5000-00            | Payroll-Full Time Firefighters | 120,566.66             | 246,859.74          | 1,850,000.00         | 1,603,140.26         | 86.66        |
| 10-01-5005-00            | Payroll-Part Time Firefighters | 21,900.64              | 40,654.39           | 565,000.00           | 524,345.61           | 92.80        |
| 10-01-5010-00            | Payroll-Office & Staff         | 6,740.78               | 13,276.56           | 131,200.00           | 117,923.44           | 89.88        |
| 10-01-5015-00            | Payroll-Part Time Supervisory  | 1,991.67               | 3,983.34            | 28,100.00            | 24,116.66            | 85.82        |
| 10-01-5020-00            | Overtime                       | 17,121.12              | 28,028.43           | 100,000.00           | 71,971.57            | 71.97        |
| 10-01-5022-00            | Payroll-Special-Rate           | 555.57                 | 1,303.73            | 10,000.00            | 8,696.27             | 86.96        |
| 10-01-5025-00            | Payroll-Holiday Pay            | 625.29                 | 974.73              | 58,000.00            | 57,025.27            | 98.32        |
| 10-01-5030-00            | Payroll-Fireman POC            | 4,095.00               | 7,830.00            | 150,000.00           | 142,170.00           | 94.78        |
| 10-01-5080-00            | Trustee Compensation           | 1,312.50               | 2,625.00            | 16,875.00            | 14,250.00            | 84.44        |
| 10-01-5090-00            | Fire Commissioner Compensation | 166.66                 | 333.32              | 3,000.00             | 2,666.68             | 88.89        |
| 10-01-5100-00            | Payroll Taxes                  | 5,210.34               | 10,083.69           | 116,000.00           | 105,916.31           | 91.31        |
| 10-01-5200-00            | Insurance-Health               | 18,572.24              | 38,706.34           | 324,000.00           | 285,293.66           | 88.05        |
| 10-01-5200-05            | Insurance-Vision               | 171.03                 | 364.86              | 2,200.00             | 1,835.14             | 83.42        |
| 10-01-5200-10            | Insurance-Dental               | 926.28                 | 1,982.82            | 11,750.00            | 9,767.18             | 83.12        |
| 10-01-5200-20            | Insurance-Life                 | 381.76                 | 860.26              | 5,250.00             | 4,389.74             | 83.61        |
| 10-01-5200-25            | VEBA                           | 0.00                   | 0.00                | 35,000.00            | 35,000.00            | 100.00       |
| 10-01-5200-26            | 457 District Contribution      | 600.00                 | 600.00              | 2,400.00             | 1,800.00             | 75.00        |
| 10-01-5200-27            | IMRF District Contribution     | 1,076.80               | 2,163.67            | 18,420.00            | 16,256.33            | 88.25        |
| 10-01-5300-00            | Health & Wellness              | 0.00                   | 0.00                | 32,000.00            | 32,000.00            | 100.00       |
| 10-01-5500-00            | Pension Contribution           | 232,113.50             | 276,879.07          | 536,900.00           | 260,020.93           | 48.43        |

Warrenville Fire Protection District  
Revenues and Expenses  
Compared with Budget  
For the Two Months Ending June 30, 2023

|  | Current Month<br>Actual | Year to Date<br>Actual | Annual<br>Budget | Remaining<br>Balance | Percent<br>Available |
|--|-------------------------|------------------------|------------------|----------------------|----------------------|
| Total Personal Services                      | 434,127.84              | 677,509.95             | 3,996,095.00     | 3,318,585.05         | 83.05                |
| <u>Contractual Services</u>                  |                         |                        |                  |                      |                      |
| 10-01-6000-00 Accounting-Sikich              | 5,194.50                | 7,268.00               | 35,000.00        | 27,732.00            | 79.23                |
| 10-01-6010-00 Dues                           | 1,180.00                | 1,180.00               | 4,700.00         | 3,520.00             | 74.89                |
| 10-01-6020-00 Firefighters Appreciation Fund | 0.00                    | 0.00                   | 10,000.00        | 10,000.00            | 100.00               |
| 10-01-6030-00 General Insurance              | 0.00                    | 0.00                   | 2,550.00         | 2,550.00             | 100.00               |
| 10-01-6040-00 Legal                          | 2,467.50                | 2,467.50               | 33,000.00        | 30,532.50            | 92.52                |
| 10-01-6045-00 Payroll Service Fee            | 334.50                  | 682.11                 | 5,600.00         | 4,917.89             | 87.82                |
| 10-01-6060-00 GEMT 50% Payment Expense       | 0.00                    | 0.00                   | 140,000.00       | 140,000.00           | 100.00               |
| 10-01-6110-00 DuComm Dispatch                | 20,362.03               | 21,348.28              | 82,500.00        | 61,151.72            | 74.12                |
| 10-01-6115-00 Ambulance Billing Fees         | 3,997.50                | 8,066.07               | 42,750.00        | 34,683.93            | 81.13                |
| 10-01-6120-00 Haz-Mat Equipment              | 969.31                  | 969.31                 | 5,000.00         | 4,030.69             | 80.61                |
| 10-01-6130-00 Dive/Water Rescue              | 0.00                    | 0.00                   | 12,000.00        | 12,000.00            | 100.00               |
| 10-01-6140-00 Technical Rescue Equipment     | 0.00                    | 0.00                   | 2,500.00         | 2,500.00             | 100.00               |
| 10-01-6145-00 TEMS - (SWAT)                  | 0.00                    | 0.00                   | 2,000.00         | 2,000.00             | 100.00               |
| 10-01-6150-00 SCBA Maintenance and Parts     | 0.00                    | 0.00                   | 15,000.00        | 15,000.00            | 100.00               |
| 10-01-6160-00 Hose and Appliances            | 0.00                    | 0.00                   | 6,000.00         | 6,000.00             | 100.00               |
| 10-01-6170-00 GIS Maintenance                | 0.00                    | 0.00                   | 2,200.00         | 2,200.00             | 100.00               |
| 10-01-6180-00 Credit Card Processing Fees    | 21.27                   | 43.18                  | 800.00           | 756.82               | 94.60                |
| 10-01-6200-00 Comm/Radio Equipment           | 0.00                    | 0.00                   | 17,000.00        | 17,000.00            | 100.00               |
| 10-01-6500-00 Maintenance Buildings-Stat 1   | 1,620.52                | 1,638.49               | 35,000.00        | 33,361.51            | 95.32                |
| 10-01-6510-00 Maintenance-Equipment          | 0.00                    | 0.00                   | 2,500.00         | 2,500.00             | 100.00               |
| 10-01-6520-00 Maintenance-Apparatus          | 0.00                    | 0.00                   | 65,000.00        | 65,000.00            | 100.00               |
| 10-01-6520-08 Maint App - 2012 M0215 (M12)   | 2,188.19                | 2,188.19               | 0.00             | (2,188.19)           | 0.00                 |
| 10-01-6520-10 Maint App - 2016 Ford (A11)    | 1,143.47                | 1,143.47               | 0.00             | (1,143.47)           | 0.00                 |
| 10-01-6520-24 Maint App - 2020 E1976 (E11)   | 219.68                  | 219.68                 | 0.00             | (219.68)             | 0.00                 |
| 10-01-6530-00 Small Tools                    | 0.00                    | 0.00                   | 4,000.00         | 4,000.00             | 100.00               |
| 10-01-6600-00 IT Hardware                    | 99.00                   | 99.00                  | 12,000.00        | 11,901.00            | 99.18                |
| 10-01-6600-05 IT Computer Software           | 5,464.82                | 5,464.82               | 32,700.00        | 27,235.18            | 83.29                |
| 10-01-6600-10 IT Support Services            | 1,700.00                | 3,400.00               | 28,000.00        | 24,600.00            | 87.86                |
| 10-01-6700-00 Training-Seminars/Lecture      | 200.00                  | 200.00                 | 4,000.00         | 3,800.00             | 95.00                |
| 10-01-6700-05 Training-Certification Classes | 0.00                    | 0.00                   | 25,000.00        | 25,000.00            | 100.00               |
| 10-01-6700-10 Training-Books/Manuals         | 0.00                    | 0.00                   | 2,000.00         | 2,000.00             | 100.00               |
| 10-01-6700-15 Training-Building Mat/Props    | 0.00                    | 0.00                   | 5,000.00         | 5,000.00             | 100.00               |
| 10-01-6700-20 Training-Audio Visual/Comp     | 0.00                    | 0.00                   | 3,000.00         | 3,000.00             | 100.00               |
| 10-01-6700-25 Training- Per Diem             | 708.00                  | 708.00                 | 3,500.00         | 2,792.00             | 79.77                |
| 10-01-6700-40 Training-Supplies              | 0.00                    | 0.00                   | 5,000.00         | 5,000.00             | 100.00               |
| 10-01-6700-48 Career Training                | 0.00                    | 0.00                   | 20,000.00        | 20,000.00            | 100.00               |
| 10-01-6700-50 Training - Fire Commissioners  | 430.67                  | 680.88                 | 4,300.00         | 3,619.12             | 84.17                |
| 10-01-6710-00 Fire Prevention Bureau         | 35.00                   | 35.00                  | 3,000.00         | 2,965.00             | 98.83                |
| 10-01-6730-00 Testing and Promotion          | 0.00                    | 0.00                   | 20,000.00        | 20,000.00            | 100.00               |



Warrenville Fire Protection District  
Revenues and Expenses  
Compared with Budget  
For the Two Months Ending June 30, 2023

|  | Current Month<br>Actual | Year to Date<br>Actual | Annual<br>Budget | Remaining<br>Balance | Percent<br>Available |
|--|-------------------------|------------------------|------------------|----------------------|----------------------|
| 10-01-6745-00 Public Education         | 0.00                    | 0.00                   | 3,500.00         | 3,500.00             | 100.00               |
| 10-01-6750-00 Travel/Hotel Expense     | 1,787.39                | 1,787.39               | 6,000.00         | 4,212.61             | 70.21                |
| 10-01-6770-00 Client Relations Expense | 77.07                   | 77.07                  | 4,000.00         | 3,922.93             | 98.07                |
| 10-01-6800-00 Utilities-Electric       | 1,066.03                | 2,118.78               | 12,000.00        | 9,881.22             | 82.34                |
| 10-01-6800-10 Utilities-Gas            | 252.31                  | 668.62                 | 12,000.00        | 11,331.38            | 94.43                |
| 10-01-6800-20 Utilities-Water          | 0.00                    | 311.50                 | 2,000.00         | 1,688.50             | 84.43                |
| 10-01-6810-00 Telephone-Land Line      | 0.00                    | 0.00                   | 15,000.00        | 15,000.00            | 100.00               |
| 10-01-6810-10 Telephone-Cell Phones    | 481.40                  | 481.40                 | 10,800.00        | 10,318.60            | 95.54                |
| 10-01-6830-00 Alarm Expense            | 784.20                  | 784.20                 | 4,000.00         | 3,215.80             | 80.40                |
| 10-01-6840-00 Cable                    | 61.31                   | 61.31                  | 700.00           | 638.69               | 91.24                |
|  | <hr/>                   | <hr/>                  | <hr/>            | <hr/>                |                      |
| Total Contractual Services             | 52,845.67               | 64,092.25              | 762,600.00       | 698,507.75           | 91.60                |

Warrenville Fire Protection District  
Revenues and Expenses  
Compared with Budget  
For the Two Months Ending June 30, 2023

|                       | Current Month<br>Actual | Year to Date<br>Actual | Annual<br>Budget    | Remaining<br>Balance  | Percent<br>Available |
|-----------------------|-------------------------|------------------------|---------------------|-----------------------|----------------------|
| <u>Commodities</u>    |                         |                        |                     |                       |                      |
| 10-01-7000-00         | 20.00                   | 20.00                  | 32,000.00           | 31,980.00             | 99.94                |
| 10-01-7010-00         | 183.31                  | 194.09                 | 2,000.00            | 1,805.91              | 90.30                |
| 10-01-7100-00         | 676.54                  | 1,039.83               | 8,000.00            | 6,960.17              | 87.00                |
| 10-01-7110-00         | 35.20                   | 35.20                  | 3,500.00            | 3,464.80              | 98.99                |
| 10-01-7200-00         | 0.00                    | 0.00                   | 40,000.00           | 40,000.00             | 100.00               |
| 10-01-7220-00         | 413.00                  | 413.00                 | 27,000.00           | 26,587.00             | 98.47                |
| 10-01-7220-90         | 571.99                  | 571.99                 | 6,000.00            | 5,428.01              | 90.47                |
| 10-01-7230-00         | 0.00                    | 0.00                   | 20,000.00           | 20,000.00             | 100.00               |
| 10-01-7300-00         | 1,259.37                | 1,259.37               | 55,000.00           | 53,740.63             | 97.71                |
|                       | <u>3,159.41</u>         | <u>3,533.48</u>        | <u>193,500.00</u>   | <u>189,966.52</u>     | <u>98.17</u>         |
| <u>Capital Outlay</u> |                         |                        |                     |                       |                      |
|                       | <u>0.00</u>             | <u>0.00</u>            | <u>0.00</u>         | <u>0.00</u>           | <u>0.00</u>          |
| <u>Other</u>          |                         |                        |                     |                       |                      |
| 10-01-9000-00         | 152.45                  | 305.75                 | 0.00                | (305.75)              | 0.00                 |
| 10-01-9500-60         | 0.00                    | 200,000.00             | 200,000.00          | 0.00                  | 0.00                 |
|                       | <u>152.45</u>           | <u>200,305.75</u>      | <u>200,000.00</u>   | <u>(305.75)</u>       | <u>(0.15)</u>        |
|                       | <u>490,285.37</u>       | <u>945,441.43</u>      | <u>5,152,195.00</u> | <u>4,206,753.57</u>   | <u>81.65</u>         |
|                       | <u>\$ 1,431,397.14</u>  | <u>\$ 1,436,194.25</u> | <u>\$ 94,792.00</u> | <u>(1,341,402.25)</u> | <u>(1,415.10)</u>    |

Warrenville Fire Protection District  
Revenues and Expenses  
Compared with Budget  
For the Two Months Ending June 30, 2023

|                                 |                           | Current Month<br>Actual | Year to Date<br>Actual | Annual<br>Budget | Remaining<br>Balance | Percent<br>Available |
|---------------------------------|---------------------------|-------------------------|------------------------|------------------|----------------------|----------------------|
| <u>Audit Fund</u>               |                           |                         |                        |                  |                      |                      |
| <u>Revenues</u>                 |                           |                         |                        |                  |                      |                      |
| 30-00-4000-00                   | Property Tax Revenue      | \$ 4,936.22             | \$ 5,888.22            | \$ 11,233.00     | 5,344.78             | 47.58                |
|                                 | Total Revenues            | <u>4,936.22</u>         | <u>5,888.22</u>        | <u>11,233.00</u> | <u>5,344.78</u>      | 47.58                |
| <u>Expenses</u>                 |                           |                         |                        |                  |                      |                      |
| 30-00-6005-00                   | Audit Fees                | <u>6,250.00</u>         | <u>6,250.00</u>        | <u>11,233.00</u> | <u>4,983.00</u>      | 44.36                |
|                                 | Total Personal Services   | <u>6,250.00</u>         | <u>6,250.00</u>        | <u>11,233.00</u> | <u>4,983.00</u>      | 44.36                |
|                                 | Net Revenue over Expenses | <u>\$ (1,313.78)</u>    | <u>\$ (361.78)</u>     | <u>\$ 0.00</u>   | <u>361.78</u>        | 0.00                 |
| <u>Liability Insurance Fund</u> |                           |                         |                        |                  |                      |                      |
| <u>Revenues</u>                 |                           |                         |                        |                  |                      |                      |
| 40-00-4000-00                   | Property Tax Revenue      | \$ 16,968.27            | \$ 20,240.78           | \$ 38,615.00     | 18,374.22            | 47.58                |
|                                 | Total Revenues            | <u>16,968.27</u>        | <u>20,240.78</u>       | <u>38,615.00</u> | <u>18,374.22</u>     | 47.58                |
| <u>Expenses</u>                 |                           |                         |                        |                  |                      |                      |
| 40-00-6035-00                   | Liability Insurance       | <u>0.00</u>             | <u>0.00</u>            | <u>38,615.00</u> | <u>38,615.00</u>     | 100.00               |
|                                 | Total Personal Services   | <u>0.00</u>             | <u>0.00</u>            | <u>38,615.00</u> | <u>38,615.00</u>     | 100.00               |
|                                 | Net Revenue over Expenses | <u>\$ 16,968.27</u>     | <u>\$ 20,240.78</u>    | <u>\$ 0.00</u>   | <u>(20,240.78)</u>   | 0.00                 |

Warrenville Fire Protection District  
 Revenues and Expenses  
 Compared with Budget  
 For the Two Months Ending June 30, 2023

|                                  |                               | Current Month<br>Actual | Year to Date<br>Actual | Annual<br>Budget  | Remaining<br>Balance | Percent<br>Available |
|----------------------------------|-------------------------------|-------------------------|------------------------|-------------------|----------------------|----------------------|
| <u>Workers Compensation Fund</u> |                               |                         |                        |                   |                      |                      |
| <u>Revenues</u>                  |                               |                         |                        |                   |                      |                      |
| 50-00-4000-00                    | Property Tax Revenue          | \$ 87,926.45            | \$ 104,884.01          | \$ 200,097.00     | 95,212.99            | 47.58                |
|                                  | Total Revenues                | <u>87,926.45</u>        | <u>104,884.01</u>      | <u>200,097.00</u> | <u>95,212.99</u>     | 47.58                |
| <u>Expenses</u>                  |                               |                         |                        |                   |                      |                      |
| 50-00-5400-00                    | Worker's Compensation Expense | <u>14,774.00</u>        | <u>29,542.00</u>       | <u>200,097.00</u> | <u>170,555.00</u>    | 85.24                |
|                                  | Total Personal Services       | <u>14,774.00</u>        | <u>29,542.00</u>       | <u>200,097.00</u> | <u>170,555.00</u>    | 85.24                |
|                                  | Net Revenue over Expenses     | <u>\$ 73,152.45</u>     | <u>\$ 75,342.01</u>    | <u>\$ 0.00</u>    | <u>(75,342.01)</u>   | 0.00                 |

Warrenville Fire Protection District  
Revenues and Expenses  
Compared with Budget  
For the Two Months Ending June 30, 2023

|                          |                           | Current Month<br>Actual | Year to Date<br>Actual | Annual<br>Budget | Remaining<br>Balance | Percent<br>Available |
|--------------------------|---------------------------|-------------------------|------------------------|------------------|----------------------|----------------------|
| <u>Foreign Fire Fund</u> |                           |                         |                        |                  |                      |                      |
| <u>Revenues</u>          |                           |                         |                        |                  |                      |                      |
| 55-00-4150-00            | Foreign Fire Tax Revenue  | \$ 0.00                 | \$ 0.00                | \$ 35,000.00     | 35,000.00            | 100.00               |
|                          | Total Revenues            | 0.00                    | 0.00                   | 35,000.00        | 35,000.00            | 100.00               |
| <u>Expenses</u>          |                           |                         |                        |                  |                      |                      |
| 55-01-5150-00            | Foreign Fire Tax          | 195.58                  | 195.58                 | 35,000.00        | 34,804.42            | 99.44                |
|                          | Total Personal Services   | 195.58                  | 195.58                 | 35,000.00        | 34,804.42            | 99.44                |
|                          | Net Revenue over Expenses | \$ (195.58)             | \$ (195.58)            | \$ 0.00          | 195.58               | 0.00                 |

Warrenville Fire Protection District  
Revenues and Expenses  
Compared with Budget  
For the Two Months Ending June 30, 2023

|                              |                                | Current Month<br>Actual | Year to Date<br>Actual | Annual<br>Budget      | Remaining<br>Balance | Percent<br>Available |
|------------------------------|--------------------------------|-------------------------|------------------------|-----------------------|----------------------|----------------------|
| <u>Capital Projects Fund</u> |                                |                         |                        |                       |                      |                      |
| <u>Revenues</u>              |                                |                         |                        |                       |                      |                      |
| 60-00-4800-00                | Interest Income                | \$ 970.75               | \$ 1,976.89            | \$ 3,000.00           | 1,023.11             | 34.10                |
| 60-00-4900-10                | Transfers from Corp Fund       | 0.00                    | 200,000.00             | 200,000.00            | 0.00                 | 0.00                 |
|                              | Total Revenues                 | <u>970.75</u>           | <u>201,976.89</u>      | <u>203,000.00</u>     | <u>1,023.11</u>      | 0.50                 |
| <u>Expenses</u>              |                                |                         |                        |                       |                      |                      |
| 60-01-8010-00                | Capital Outlay - Building      | 0.00                    | 13,949.86              | 100,000.00            | 86,050.14            | 86.05                |
| 60-01-8015-00                | Capital Outlay - Apparatus     | 0.00                    | 0.00                   | 131,000.00            | 131,000.00           | 100.00               |
| 60-01-8020-00                | Capital Outlay - Operating Equ | 0.00                    | 0.00                   | 70,000.00             | 70,000.00            | 100.00               |
|                              | Total Expenses                 | <u>0.00</u>             | <u>13,949.86</u>       | <u>301,000.00</u>     | <u>287,050.14</u>    | 95.37                |
|                              | Net Revenue over Expenses      | <u>\$ 970.75</u>        | <u>\$ 188,027.03</u>   | <u>\$ (98,000.00)</u> | <u>(286,027.03)</u>  | 291.86               |



# WARRENVILLE FIRE PROTECTION DISTRICT

3S472 Batavia Road \* Warrenville, IL 60555 \* (630) 393-1381 \* FAX (630) 393-4608

## BOARD OF TRUSTEES:

Kathleen Perkins  
President

Denise Pertell  
Trustee – Treasurer

Joseph Rogers  
Trustee – Secretary

Jeff Carstens  
Trustee

Alasdair Thompson  
Trustee

Andrew Dina  
Fire Chief

## Fire Chief's Report to the Trustees Warrenville Fire Protection District June, 2023

The month of June, 2023 was a very busy month. The Warrenville Fire Protection District responded to 190 calls for service; of those calls, 125 were EMS related and 65 were fire and rescue calls. This is an increase of 27 calls from the previous month. We are currently 44 calls ahead of the previous year's numbers on June 30.

### Specialty Team Call Outs/Significant Incidents

1. June 9 - Cooking fire contained to container in the 28000 block of Diehl Road. Crews extinguished a grease fire in a commercial property kitchen.
2. June 11 - Structure fire in the 29W100 block of Warrenville Rd. Warrenville along with mutual aid companies responded for the house fire that was mostly extinguished by the resident prior to FD arrival. Crews checked for extension and assisted with the investigation.
3. June 11 - Structure fire in the 2S400 block of Riverside Ave. Warrenville along with mutual aid companies responded for the basement fire that was mostly extinguished by the resident prior to FD arrival.
4. June 16 - Battalion 11 responded as part of the Incident Management Assistance Team for a structure fire in Naperville where he was assigned to the Rapid Intervention Team.
5. June 17 - Warrenville companies extinguished a blaze that erupted in a large recreational vehicle in a non-hydranted area of the DuPage County Forest Preserve District.
6. June 25 - Tower 11 responded to Assist West Chicago with the Structure Fire (shed).

### Other Items of Interest

1. Chief Dina and A/C Levy attended July 4<sup>th</sup> safety meetings and Summer Daze preparation meetings.
2. CBA negotiations with mediator on June 2nd.
3. We hosted a lunch with the Brycer group, our third party inspection vendor.
4. Financial Analyst Nadeau hosted the Audit kickoff meeting with L&A.
5. Chief Dina attended the first annual Illinois Fire Service Conference and MABAS Executive Board meeting.
6. Chief Dina met with new City of Warrenville Community and Economic Development Director Amy Emery.
7. Chief Dina hosted a station tour for Senator Seth Lewis and State Representative Amy Grant.
8. Chief Dina and Fire Marshal Voda met with CMV Law to assist them with Emergency Planning.
9. The new fire station server was successfully installed. The project ran late June to early July.





# WARRENVILLE FIRE PROTECTION DISTRICT

3S472 Batavia Road \* Warrenville, IL 60555 \* (630) 393-1381 \* FAX (630) 393-4608

## BOARD OF TRUSTEES:

Kathleen Perkins  
President

Denise Pertell  
Trustee – Treasurer

Joseph Rogers  
Trustee – Secretary

Jeffrey Carstens  
Trustee

Alasdair Thompson  
Trustee

Andrew Dina  
Fire Chief

## Logistics Officer's Report to the Trustees - June 2023

### Station Maintenance:

- Pending Projects
  - Doorbell repair or replacement – reviewing options
  - Extractor (gear washer) repair – awaiting service company response
- On Going Projects:
  - Mr. Handyman repairs scheduled for 7/11 & 7/12 pending parts availability
  - Gear Grid Locker doors ordered for Fire Investigation, Hazardous Materials, Water Rescue, Tactical EMS, & Technical Rescue. This will retrofit existing bay floor lookers – Awaiting arrival of parts..
  - Bay floor exit sign removal from non-exit doors & GFCI installation into shore lines awaiting date from electrician.
  - Finish installation of work shop cabinets – awaiting Mr. Handyman dryer vent installation.
- Completed Projects:
  - Bay floor ceiling, above M11 repaired
  - Ice machine drain serviced

### Personal Protective Equipment & Other Assigned Gear:

- Disposed
  - Turnout pants (1) – repair cost exceeded value
  - Firefighter boots (1) – unable to repair
- Pending Repairs
  - Turnout pants (2) - academy knee damage
- Repaired
  - None
- Ordered
  - None
- Other
  - None

Please note, logistics does not handle or track SCBA equipment.

### Surplus Requests:

- Utility wench
- Electric fan approximately 25x25x17 (2)
- Electric fan approximately 19x19x13 (2)
- Gas fan approximately 25x27x17
- Gas powered saw
- Portable lights (2)
- Office Shelf approximately 18x48 (3)
- Wire Shelf (4)
- Fire hose car ramps (6)
- Cabinet approximately 32x20x14
- Firefighter gear shelving

**Other:**

Energy Efficiency and Conservation Block Grant (EECBG) determined Warrenville Fire ineligible.



# WARRENVILLE

## TRAINING DIVISION REPORT



*"TRAIN LIKE YOUR LIFE DEPENDS ON IT, BECAUSE IT DOES!"*

SUBMITTED BY: BILL ZABLER

---

### June 2023

The month of June was a very busy month for the Training Division. Warrenville hosted two MABAS 16 Drills. June 5<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> Warrenville hosted a Rural Water (Drafting) drill at the Fairmeadow Lane Subdivision. We had assistance from Winfield and West Chicago providing Water Tenders. Many positive comments came back from the drill and many attendants stated "I haven't drafted since I took FAE class." The second MABAS 16 Drill was the Technical Rescue drill on June 19<sup>th</sup>, 20<sup>th</sup>, and 21<sup>st</sup>. We used the assistance of Public Works to use their SkyLift to simulate a Window Washer that fell out of scaffolding at the station. The training topics for the Paid-on-Call firefighters included Annual CPR Renewal, "The Nine Tire Drill", and Auto Extrication in Aurora.

### Notable Events:

- FF James Reavy, FF Austin Weidmyer, and FF Jimmy Jager completed Vehicle & Machinery Operations Course.
- Lt. Vaughn completed Company Officer Academy Course.
- Nadia Slates & Drew Miller certified as Basic Operations Firefighter and Hazardous Materials Operations.
- Orientation scheduled in July to bring COD Fire Academy & Naperville Fire Academy graduates to be employees able to respond on calls. They are able to respond for Call-backs and participate in drill nights, no emergency scene operations.







# WARRENVILLE FIRE PROTECTION DISTRICT

3S472 Batavia Road \* Warrenville, IL 60555 \* (630) 393-1381 \* FAX (630) 393-4608

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**Randy Price**  
Trustee

**Joseph Rogers**  
Trustee

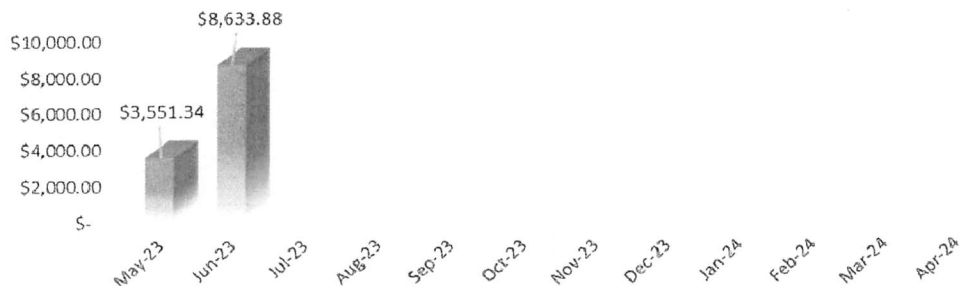
**Andrew Dina**  
Fire Chief

## June Maintenance Report

- 2009 E-One (E5026) – Change Engine Oil & Filter, Change Fuel Filters, Safety Lane, Repair Jockey Air Pump, Repair Multiple Pump Discharge Valves, Replace Air Horn Foot Switch, Replace Crank Case Breather
- 2020 Pierce Engine (E1976) – Replace Pump Shift Valve
- 2004 E-One (E8372) – Safety Lane
- 2016 Ford Explorer (A11) – Repair Opticom and Install Light Package, Repair Tire Pressure Sensor
- 1995 Antique – Change Oil & Filter, Flush Brake Fluid, Replace Fuel Pump
- 2018 Ford Ambulance (M3263) – Safety Lane
- 2021 Ford Escape (I11) – Oil Change

|                                    |                     |
|------------------------------------|---------------------|
| <b>2009 E-One (E5026)</b>          | <b>\$ 2,188.19</b>  |
| <b>2020 Pierce Engine (E1976)</b>  | <b>\$ 1991.58</b>   |
| <b>2004 E-One (E8372)</b>          | <b>\$ 45.00</b>     |
| <b>2016 Ford Explorer (A11)</b>    | <b>\$ 1,301.39</b>  |
| <b>1995 Antique</b>                | <b>\$ 399.23</b>    |
| <b>2018 Ford Ambulance (M3263)</b> | <b>\$ 45.00</b>     |
| <b>2021 Ford Escape (I11)</b>      | <b>\$ 24.18</b>     |
| <b>Current Month Total</b>         | <b>\$ 8,633.88</b>  |
| <b>Fiscal Year 23-24 Budget</b>    | <b>\$ 65,000.00</b> |

## FISCAL YEAR-TO-DATE





## Fire Prevention Bureau Report

June 2023

The Fire Prevention Bureau accomplished the following activities during the last month...

### PUB EDUCATION EVENTS

|   |  |
|---|--|
| 1 | Station Tours                                      |
| 1 | Community Event (description) Bike Rodeo           |
| 1 | Breakfast with the firefighters and ride to school |

### COMMUNITY RISK REDUCTION

|   |  |
|---|--|
| 6 | Senior smoke detector installed                |
|   | Senior KNOX BOX installed                      |
| 1 | Senior Event S.A.L.T.                          |
|   | School Talks/Programs (Bower, Johnson, Hubble) |
|   | Preschool Talks                                |
|   | WYFS Quest Hot Shots                           |

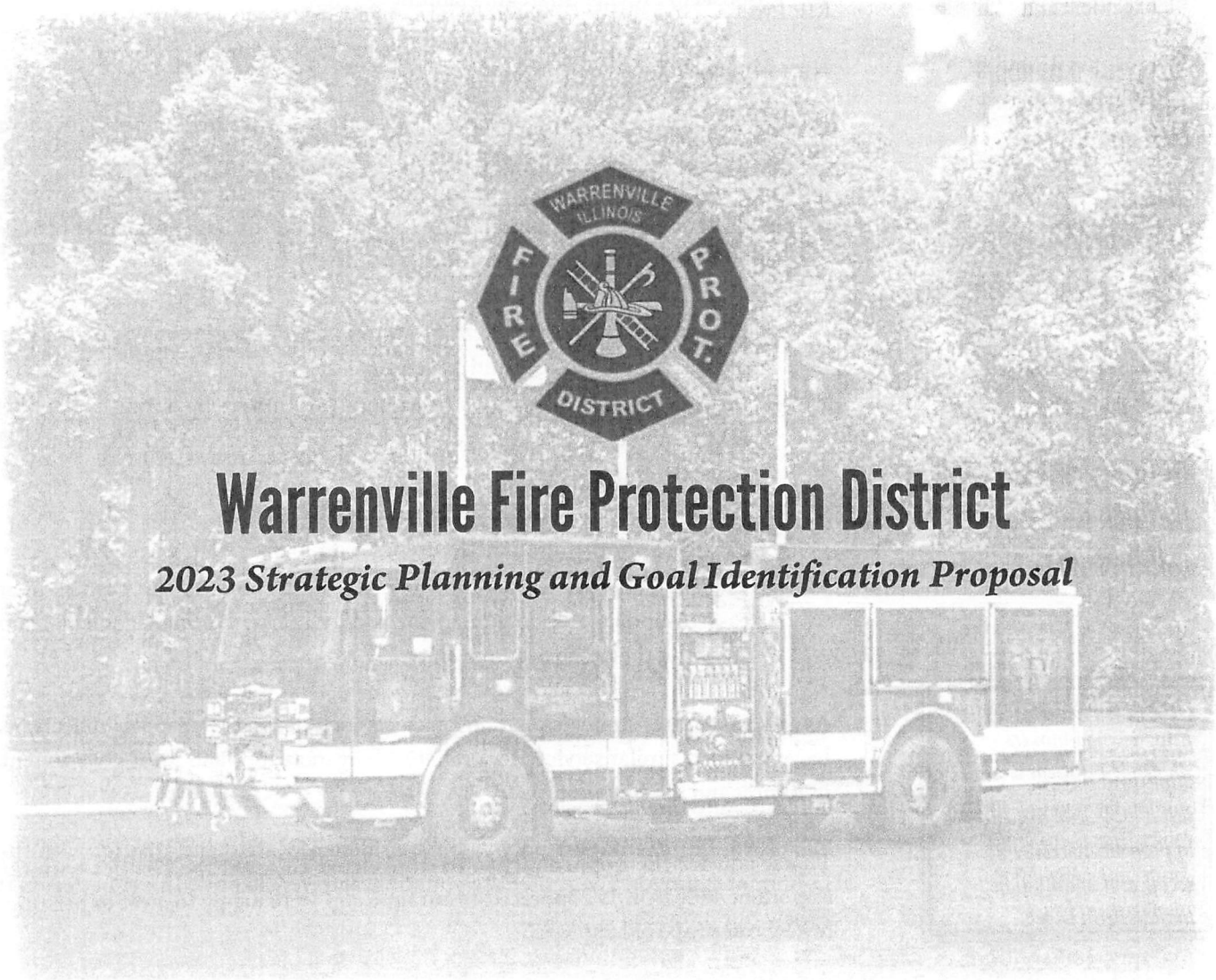
### FIRE BUREAU

|    |  |
|----|--|
| 3  | Plan Reviews   |
|    | Annual Inspections                                     |
| 36 | Re-inspections   |
| 2  | Sprinkler hydrostatic test & above ceiling inspections |
|    | Fire Alarm Test (new, existing and repaired)           |
|    | Final Walkthrough                                      |
| 2  | KNOX BOX installed/keys acquired or replaced           |
| 5  | Refer to Bureau  |
| 34 | TCE Reports Reviewed                                   |
|    | New Businesses Inspected                               |

Respectfully,

*Carl Voda*

Carl Voda  
Fire Marshal



# Warrenville Fire Protection District

*2023 Strategic Planning and Goal Identification Proposal*

June 2023



NORTHERN ILLINOIS UNIVERSITY

**Center for  
Governmental Studies**

*Outreach, Engagement, and Regional Development*



NORTHERN ILLINOIS UNIVERSITY  
Center for  
Governmental Studies  
*Outreach, Engagement, and Regional Development*

**Melissa Henriksen, MPP**  
Assistant Director, Public  
Management and Training

**Wm. Monat Building**  
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[mhenriksen@niu.edu](mailto:mhenriksen@niu.edu)  
[www.cgs.niu.edu](http://www.cgs.niu.edu)

*Building stronger regions  
through innovation and  
collaboration.*

*CGS provides expertise that  
helps decision-makers  
implement efficient,  
sustainable, and cost-effective  
approaches to economic,  
social, and information  
management issues.*

June 21, 2023

Andrew Dina  
Fire Chief, Warrenville Fire Protection District  
3S472 Batavia Road  
Warrenville, IL 60555

RE: Proposal to Provide Strategic Planning Services

Dear Mr. Dina

In response to our recent conversations, and the Warrenville Fire Protection District's request for a proposal to facilitate a Multi-Year Strategic Plan, the following outline and approach are offered for your consideration. The proposal outlines how the Northern Illinois University's Center for Governmental Studies can help the District address the following needs:

- Enable the District to identify and confirm a long-term vision and set organizational purpose and direction;
- Provide discussion sessions to explore the current operating and policy environment and review key issues of prime interest to the Board of Trustees and senior staff;
- Develop desired strategic goals and priorities;
- Provide a prioritization methodology; and
- Prepare a summary report to capture the outcomes of the process in an easy-to-understand document for use by the board, management team, staff, and the broader community.

As the list of other strategic planning projects included in the proposal reflects, we have provided similar services to a variety of organizations and local governments in Illinois and the Midwest.

Thank you for the opportunity to be considered to assist the District with this important endeavor. We appreciate your time and were happy to meet in person to review our proposed approach.

Sincerely,

Melissa "Mel" Henriksen  
Assistant Director  
Strategic Management, Policy, and  
Community Development  
NIU Center for Governmental Studies



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# Warrenville Fire Protection District Strategic Planning and Goal Identification Proposal

June 2023

direct questions to

Melissa “Mel” Henriksen  
Assistant Director Strategic Management, Policy, and Community Development  
Center for Governmental Studies  
Northern Illinois University

---

## Strategic Planning

*“The art of progress is to preserve order amid change,  
and change amid order” -A.N. Whitehead*

### EXECUTIVE SUMMARY

Strategic planning, at its core, is leadership’s expression of the future. Whether it is a private or public organization, the world in which all organizations operate continues to rapidly change and grow more complicated as witnessed by the changing dynamics of our region, our state, the nation, and the globe.

In response to recent conversations regarding assistance for a comprehensive strategic planning process for the Warrenville Fire Protection District (the District), Northern Illinois University’s Center for Governmental Studies (NIU-CGS) is recommending a participative format that will enable the district’s elected officials and senior staff to gain insights and share perspectives, undertake an exploration of organizational dynamics, and generate a consensus view of the district’s future. The result of the process will be a thorough discussion of policy and administrative leaders’ view of the district’s most critical goals, objectives, and organizational arrangements for both the short and long-term. The comprehensive planning activities outlined in the proposal include:

- Strategic Planning Readiness – Meeting with the district’s administrative team
- Environmental Scanning – Including interviews and focus groups as needed
- Strategic Planning Workshop (s) with the district’s administrative and elected leadership teams
- Goal Prioritization Exercise with elected officials
- Action Planning Launch with the district’s administrative/leadership team

## INTRODUCTION

As the district's leadership is aware, strategic planning initiatives are not a new phenomenon for progressive organizations. The value of such processes continues to be recognized by leaders at the policy and administrative levels in both private and public organizations. The world in which we all operate continues to rapidly change and grow more complicated including unexpected challenges such as the pandemic that communities and leaders across the world are currently navigating. In turn, the challenges and choices the district faces in establishing policies, providing vital services, and setting priorities are likewise more complex and challenging than ten years ago, five years ago--even one year ago.

Consider some of the trends that continue to evolve, such as changing demographics, health and healthcare-related issues, value shifts, economic change and contraction, development, and re-development, changing attitudes, revenue limitations, demands for service, funded and unfunded mandates, economies of scale, technology changes, etc. These are just a sample of the many factors that impact the how, what, when, where, and whys of operating and providing services in today's civic environment.

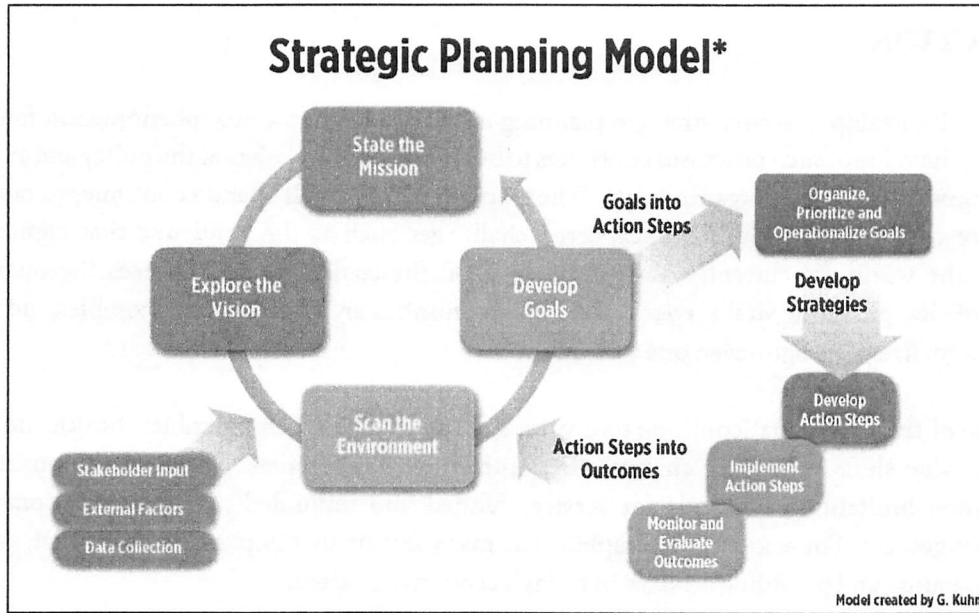
The proposed framework presented below traces the recommended exercises and goal-setting techniques that will be employed to undertake a holistic review of the district's strategic direction. A sound strategic planning process helps to focus leadership, energize the organization, and engage stakeholders. It should be seen as an avenue to not only map out the future, but as a means to foster a sense of ownership and boost the overall effectiveness in setting the course for the district in partnership with the community.

## STRATEGIC PLANNING PROCESS OVERVIEW

Although the word "planning" appears in the description, it must be emphasized at the outset that the result of this process is not to create a plan that sits on a bookshelf like a trophy. Rather, the primary outcome is to foster strategic thinking and communication among board members and senior staff leading to an evaluation of the current strategic plan components including a viable review of identified and prioritized goals that incorporate the overall vision for the district's short- and long-term future.

### **Strategic Planning Cycle: Scanning, Planning, and Action**

Taken as a whole, the strategic planning process that is envisioned and described here can be illustrated in a model of the various steps and elements in a cycle of Input, Environmental Scanning, Goal Setting, Prioritization, Action Planning, and Re-Examination. An illustration of the strategic planning cycle is presented below:



\* Model generally represents the steps that are taken for this type of initiative.

## DETAILED DESCRIPTION OF PROPOSED PROJECT COMPONENTS

### Component A: Pre-Workshop–Strategic Planning Readiness

As part of initiating actions and launching the project, the facilitator (s) will convene a project review kick-off meeting with the Fire Chief and other project staff designated or desired by the district. The meeting will explore the following: (1) confirm expected outcomes; (2) review status of mission, vision, and values to determine the need for any updating; (3) review status of prior goals (if applicable) and how to best share the progress at workshop (s); and (4) set project schedules and finalize the exercises and options included in the process.

### Component B: Pre-Workshop–Environmental Scanning and Taking Stock

*Background and Learning from the Organization and Data*

#### Environmental Scan and Background Information Gathering Overview

This pre-workshop component is an important piece designed to help ground the process, as listening is vital to planning. The project team will use various techniques for gathering background data ranging from desktop review of documents to interviews and preparatory group discussions. These steps are an important part of “taking stock” by the project team to help understand current policy and operational perspectives, perceptions, and preferences.

The avenues identified for collecting and involving stakeholders to gain the input and perspective of organization members, as well as others beyond the district, include interviews and focus groups. The

proposed work plan highlights the key organizational and stakeholder groups that should be considered for input for the district as a whole. The extent to which the listening component will be utilized will translate into the depth of data gathered, the time it will take to gather it, analysis, and the cost associated with the collection method or technique employed. Each technique has its own strengths and outcomes.

**Interviews** are an interactive/source-focused approach that provides participants with an opportunity to share personal perspectives at a 1-1, or 1-2 level with a professional interviewer. It results in highly personalized participation and the in-depth sharing of ideas. It is the most labor-intensive approach to gathering stakeholder input. A list of five to six key questions will be developed to help guide discussions. The focus of the interview sessions is to gain an initial perspective by building a balanced and informed view of the district from each stakeholder's unique vantage point.

**Focus groups** are also an interactive approach that assures broad participation and the sharing of ideas in a non-threatening group environment created by the facilitator. Participants are led through a structured but informal discussion that will focus on five to six discussion questions that highlight key areas of insight for the process. The advantage of focus groups is the efficiency of gaining multiple insights at one time, the dynamic discussion that takes place among multiple participants, and the robust nature of the comments. Like the interview approach, the aim of the focus group sessions will also be to gain a balanced and informed view of the district from each stakeholder's unique perspective. The ideal size for focus groups is approximately 12-15 participants.

➤ **Background Interviews and Focus Groups–*Virtual and in-person options are available***

Fire Protection District Senior Staff and Leadership

- Organization Views
  - District Fire Chief and Assistant Chief (s) (3 interviews, 45-60 minutes each)
  - Board of Trustees, including Board President (5 interviews, 30 minutes each)
  - Fire Marshal (1 interview, 30-45 minutes)
  - Fire Inspector (1 interview, 30-45 minutes)
  - Full- and/or part-time/paid-on-call/volunteer staff (1 or 2 focus groups, 60-90 minutes each)

Community Stakeholder Input

- Community Views and Perspectives
  - Civic and intergovernmental group–could include community leaders represented by Fire District, Village of Warrenville, school district, library, park district, townships, hospital in paramedic network, etc. (1 focus group)
  - Large and small businesses throughout the Fire District's service area (1 focus group)
  - Cross-sectional resident focus group (1 focus group)

Data Analysis and Thematic Summarization of Stakeholder Input

- Provide summary of themes and key issues/desires as expressed by stakeholder focus groups

### **Optional Random Sample/Statistically Significant Community Survey**

This type of survey is the empirical gold standard for gathering quantitative views and data from key stakeholders. Fire Districts are not immune to changing expectations when it comes to gathering accurate input, feedback, and public opinions. CGS' survey research team's overall approach for conducting a community-wide survey include questionnaire development, sample selection, pretest, data collection (including assistance with social media promotion of survey) and analysis, and a final report and presentation.

Community survey data and results will be provided in a separate summary report prior to the workshop to be added to the environmental scanning component of the process. Please note that while many project elements would be done simultaneously, a community survey component would add additional months to the overall timeline of the project, given the nature of survey research design, field work, data collection, and analysis. Approximate costs provided in the budget section and a detailed proposal can be prepared if selected.

### **Optional Demographic Data Gathering and Analyses**

The Demographic and Community Profile can offer insights on often overlooked demographic and economic community dynamics. Changing demographics play a crucial role in the service expectations of the community and the Fire District. Planning for policies, programs, infrastructure, staff, and services are unavoidably linked to the socio-demographic character of a community. The demographic profile provides information about the district's residents, workforce, and tax base as well as projection data such as: Five-year projections of demographic variables, Business profile (trends and projections), Count of businesses by industry sector, and Employment by industry sector to assist with planning efforts. The data are from both publicly available and proprietary sources using boundary information provided from the district. The data will be provided in a separate summary report prior to the workshop to add to the environmental scanning component of the process. Below is a sample of the data that can be collected. Some customization is available and that is reflected in the cost range noted in the budget section. Approximate costs provided in the budget section.

- Current population and trend (change since 2010)
  - Total population plus breakdowns by
    - Age
    - Race
    - Gender
    - Education level
- Commuting profile
  - Profile of Fire District resident workers
    - Work location
    - Demographic (age, race, gender) profile
    - Income profile
    - Industry profile



- Profile of Fire District workers
  - Home location
  - Demographic (age, race, gender) profile
  - Income profile
  - Industry profile
  
- Assessed Valuation trend
  - Residential
  - Commercial
  - Industrial

### **Component C: Strategic Planning Workshop (s)–Board of Trustees President and Senior Staff**

- **Leadership Workshop (s) [One full-day or two half-day workshop options]**
  - Mission Affirmation and Vision Review
    - Affirmation: what is our raison d’etre or mission?
    - Review, affirm, or adjust: what is our vision of the future for the Fire Protection District?
      - Imagine the district five, 10, 15 years from now ...
  - Environmental Scanning – Strengths, Weaknesses, Opportunities, and Challenges/Threats (S.W.O.C./T.)
    - Part 1: Small group S.W.O.C./T. warm-up exercise
    - Part 2: Large Group S.W.O.C./T. analysis
      - Identify internal strengths and weaknesses
      - Identify external opportunities and challenges
  - Group Goal Development
    - Short- and long-term goal development and discussion
    - Group goal classification–complex or routine

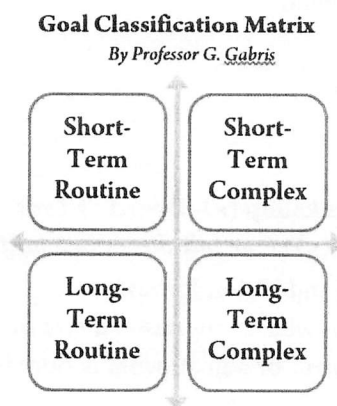
### **Component D: Post-Workshop Follow-up**

#### *Goal Prioritization*

- Goal refinement and consolidation as needed with district staff and NIU-CGS project team
- Goal prioritization process if needed/desired (via online ranking exercise)
- Goal ranking survey results prepared and sorted by Time and Complexity Matrix

### Prioritization Process Overview

Following the classification exercise, the elected officials will be asked, through a post-workshop *online* exercise, to delineate why certain goals should be given high priority, and some, although worthy, should receive lower priority. Point values will be assigned to each goal within each quadrant of the matrix. The resulting consensus ranking of short- and long-term goals will be the final outcome of this phase of the process. The final update to the district's revised or new goals will be presented in a two by two Time and Complexity Matrix, with consensus priority rankings, as illustrated below:



### Component E: Post-Workshop Implementation Review

#### Action Planning Launch

- Presentation of tools and techniques: Implementation launch in the organization
- Clarification and operationalization of goals
- Structural assignments and goal coordination responsibilities
- Scheduling of start dates, milestones, and status reports
- Approaches for action steps/work plans

### FINAL REPORT

A final report documenting both the process and outcomes will be provided to the administrative leadership for approval. A standalone executive summary will also be produced. Both will be provided in electronic form.

### ESTIMATED RANGE OF COSTS

The *base project* cost, including all project components (A-E) is estimated between \$18,500-19,800. The estimated costs presented here would include professional/analytical fees and project expenses (including mileage/travel) for all phases of the *base project*, from inception through action planning launch, including background research, process design, environmental scanning, analyses, leadership workshop facilitation by a team of facilitators, and all related project expenses. The base cost *does not* include added services requested by the district that would change the scope of services as described.



| Project Phase/Element   | Project Budget  |
|---|---|
| <ul style="list-style-type: none"> <li>• Component A: Pre-Workshop–Strategic Planning Readiness</li> <li>• Component B: Environmental Scanning /Community Input</li> <li>• Component C: Strategic Planning Workshop (s)</li> <li>• Component D: Post-Workshop Follow-up</li> <li>• Component E: Post-Workshop Action Planning Launch</li> </ul> |   |
| <b>Total Base Cost</b>  | <b>\$18,500-19,800</b>  |
| <ul style="list-style-type: none"> <li>• Random Sample/Statistically Significant Community Survey</li> </ul>  | Final cost and proposal provided separately upon request<br>Approximate cost \$14,500 |
| <ul style="list-style-type: none"> <li>• Demographic and Community Profile</li> </ul>   | \$3,900   |

*\*Please note: Additional components or tasks would represent an additional research effort and will result in additional costs beyond the cost estimate presented and will be charged at a rate of \$140 per hour, for professional staff, \$60 per hour for support and technical staff, plus related expenses. CGS will advise the client before starting any additional work and secure authorization to proceed before undertaking additional assignments.*

The district will be responsible for securing and reviewing meeting sites or coordinating online invites if virtual meetings are required with the NIU-CGS project team. The district will coordinate with NIU-CGS all notices, invitations, postings, room setups, and refreshments for all workshops and project sessions. The district should check with its legal counsel to make sure all meeting postings are consistent with any Open Meetings Act procedures. The district will also be responsible for reviewing, securing, and funding any costs for facilities and refreshments, including technology or equipment, room rentals, supplies and/or other ancillary logistical items.

The NIU-CGS project team and the Warrenville Fire Protection District participants (staff and board) will be required to follow any NIU, state, and/or federal COVID-19 regulations and restrictions as it relates to in-person gatherings.

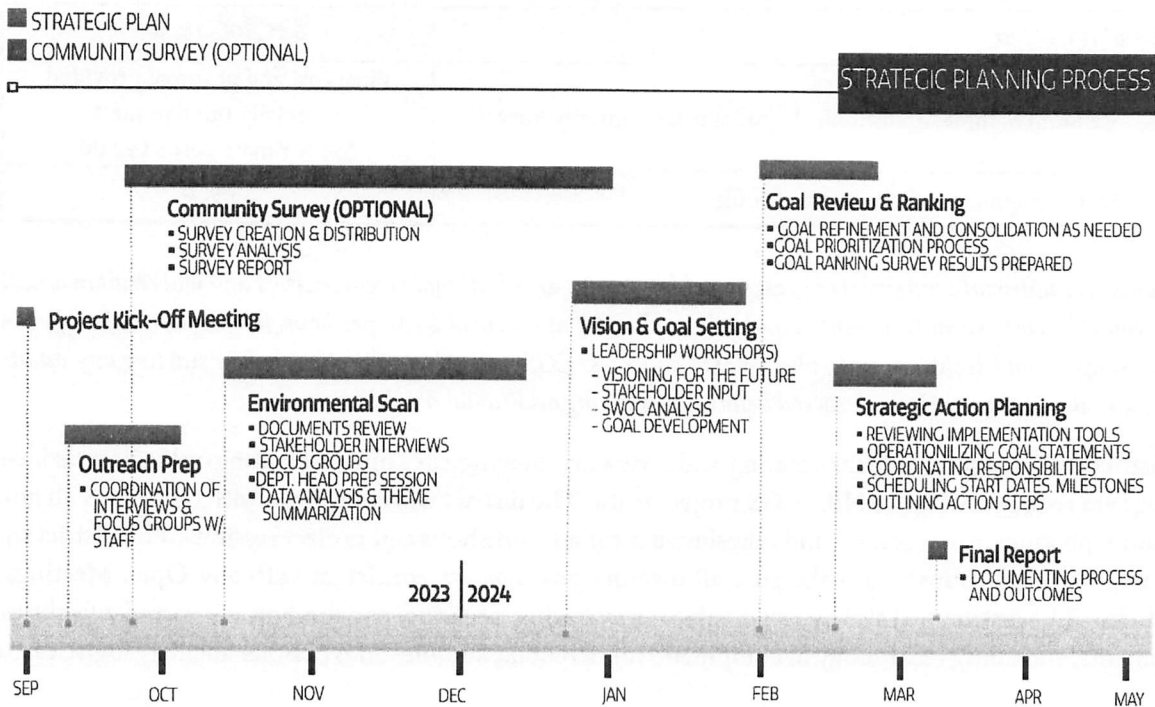
## PROPOSED TIMELINE

Project Date (s) and Location–The workshops and meetings for the 2023 strategic plan will be held on dates that are mutually convenient for both the district’s participants and the NIU-CGS facilitation team. The anticipated start date for the project is anticipated to be late-fall/early-winter 2023.

The project completion date will be dependent on the timing and sequence of the various workshops. Focus groups, interviews, a five-to-six-hour retreat workshop (s), and a two- to three-hour follow-up session with the Fire Chief and senior staff are included in the planned base-project meeting activities. The following is an estimated timeline for the process as outlined:

# WARRENVILLE FIRE PROTECTION DIST. PROJECT TIMELINE

The project timeline below illustrates how the Strategic Planning process will be coordinated throughout the duration of the project timeframe. In addition, certain outcomes will inform subsequent phases of the planning process.



*\*\*Estimated duration – dates to be determined and are subject to scheduling/facilitator and the district team availability, progress of exercises, and return of requested data or decisions from the district.*

## APPROVAL/ACCEPTANCE

An engagement letter between the Center for Governmental Studies and the Warrenville Fire Protection District, with a final scope of services, proposed fees, expenses, and terms will be prepared upon district approval and acceptance of the final project framework and approach.

## REFERENCES AND REPRESENTATIVE PROJECTS

Representative strategic planning projects in Illinois led by Greg Kuhn, Mel Henriksen, CGS, and team members include:

1. Bartlett Fire Protection District
2. Schaumburg Fire Department
3. Naperville Park District
4. Northwest Water Commission
5. Village of Elburn
6. City of Elmhurst
7. Village of Bartlett
8. Village of Long Grove
9. Village of Tinley Park
10. Elburn and Countryside Fire Protection District

### Representative Project Contacts:

- Bill Gabrenya, Fire Chief, Bartlett Fire Protection District, [wgabrenya@bartlettfire.com](mailto:wgabrenya@bartlettfire.com), 630-837-3701
- Frederick R. Schoop, Schaumburg Fire / Deputy Chief of Administration, [fcholpp@villageofschaumburg.com](mailto:fcholpp@villageofschaumburg.com), 847-923-6741
- Brad Wilson, Executive Director, Naperville Park District, Brad Wilson, [wilson@napervilleparks.org](mailto:wilson@napervilleparks.org), 630-848-3532
- John Durocher, former Executive Director Northwest Water Commission (current Village Administrator, Indian Head Park, IL) [jdurocher@indianheadpark-il.gov](mailto:jdurocher@indianheadpark-il.gov), 708-246-3080, Ext. 104
- John Nevenhoven, Village Administrator, Village of Elburn, [jnevenhoven@elburn.il.us](mailto:jnevenhoven@elburn.il.us), 630-365-5060
- Jim Grabowski, City Manager, City of Elmhurst, [james.grabowski@elmhurst.org](mailto:james.grabowski@elmhurst.org), 630-530-3010
- Paula Schumacher, Village Administrator, Village of Bartlett, [schumacher@vbartlett.org](mailto:schumacher@vbartlett.org), 630-837-0800
- Dave Lothspeich, Village Manager, Village of Long Grove, [dlothspeich@longgrove.net](mailto:dlothspeich@longgrove.net), 847-634-9440
- Dave Niemeyer, Village Manager, Village of Tinley Park, [dniemeyer@tinleypark.org](mailto:dniemeyer@tinleypark.org), 708-444-5050
- Michael Huneke, Assistant Fire Chief, Elburn and Countryside Fire Protection District, [mhuneke@elburnfire.gov](mailto:mhuneke@elburnfire.gov)

## MISSION AND QUALIFICATIONS OF NIU AND CGS



NIU's Center for Governmental Studies, founded in 1969, is a public service, applied research, and public policy development organization that recently celebrated 50 years of public service. Its mission is to provide expertise that helps decision-makers implement efficient, sustainable, and cost-effective approaches to economic, social, governance, public policy, and information management issues.

CGS' research and services include work in a variety of areas including community and economic development, workforce development, strategic planning, public management and training, association management, informatics, survey research, data visualization, and health and technology engagement. Clients include municipal, county, state, and federal agencies, as well as nonprofit and for-profit organizations. For more information, please call 815-753-0914 or visit [www.cgs.niu.edu](http://www.cgs.niu.edu).

CGS has established itself as the center of choice for civic organizations in Northern Illinois needing to gather, analyze and operationalize information from their constituents. Assistance has been provided to state and federal agencies, colleges and universities, school districts, libraries, park districts and municipalities as well as a variety of other organizations. Since its founding, CGS has provided expertise to help decision-makers throughout Illinois implement efficient, sustainable, and cost-effective approaches to public policy, strategic and public management, social, economic and information management issues. As noted above, this expertise is made available to all levels of governmental entities, private enterprises, public-private partnerships, and other types of institutions such as higher education.

As part of NIU's Division of Outreach, Engagement and Regional Development, CGS fulfills its outreach and engagement mission through public service, applied research, technical assistance, and public policy development activities that are supported by interdisciplinary teams.

### CGS TEAM DESCRIPTION

The proposed project team will consist of seasoned specialists and researchers with extensive experience conducting strategic planning, survey research, data assessments, and leadership training. In addition to these core team members, other expertise within CGS will be used for various aspects of the project (i.e., project management and analysis, data research, etc.).

## CGS PROJECT TEAM–FACILITATORS AND ANALYSTS

**Greg Kuhn, Ph.D., Director.** Dr. Kuhn is a former Village Manager who now conducts research, teaches, and consults to governmental units in Illinois and across the Midwest. Dr. Kuhn completed his doctoral studies mid-career with emphases in Public Administration at the Local Government Level, Organization Development and Public Policy at Northern Illinois University. Greg served as Village Manager in Clarendon Hills, Illinois and Asst. to the Manager in Skokie, Illinois. Greg has also provided organizational and leadership services to governments on a consulting basis as Director of Local Government Management Services at Sikich, LLP., Managing Vice-President of the PAR Group, and Senior Associate in Governmental Services at Korn-Ferry International.

Greg has taught a variety of courses at both NIU and Northwestern including graduate courses in strategic planning, leadership, human resources, budgeting, and public policy. In total, Dr. Kuhn has over 43 years of public management experience as an administrator, consultant, and instructor. Greg is a specialist in strategic planning, organizational development and design, governance, and training. He has conducted over sixty strategic planning projects for public and nonprofit organizations. He will be joined by other senior members of the Center for Governmental Studies and the University in the execution of the exercises and data gathering portions of the strategic planning initiative.

**Melissa Henriksen, MPP, Assistant Director of Strategic Management, Policy, and Community Development.** Ms. Henriksen has a diverse background including economic and community development, technical assistance, strategic and comprehensive planning, rural health care research and grant writing. She is a specialist in the areas of strategic planning, conducting focus groups, wage and benefit studies and asset/needs assessments, community and economic development, and rural health research. Mel has led or co-facilitated strategic planning efforts for municipalities, non-profits, school and other districts, boards of directors, and institutes of higher education. For the past 15 years, she has managed funded projects for the Illinois Critical Access Hospital Network (ICAHN), the National Association of Development Agencies (NADO), the U.S. Economic Development Administration (EDA), and the U.S. Department of Agriculture (USDA), as well as state and local organizations focused on economic and community development and health care. These projects included coordinating surveys, community focus groups, strategic planning to identify potential challenges and solutions, demographic analysis and distilling themes and findings from a variety of qualitative information to share with key stakeholders.

Mel holds a B.A. degree in Political Communication/Public Relations and a Master's degree in Public Policy both from the University of Northern Iowa. Mel is a former Board member for the Illinois Rural Health Association and was the chair of its Research and Education and Conference Committee. In addition, she is also a former Kettering Foundation Research Fellow and received the ICAHN Service Award for her research in rural health care and its economic impact on rural communities. Mel has been a speaker for several Civic Leadership Academy (CLA) classes and

has taught courses at NIU and Kishwaukee College including strategic performance management and American government.

**Jim Norris, Senior Public Management and Local Government Specialist.** Mr. Norris has served from 1998 to 2020 as the Village Manager of the Village of Hoffman Estates, Illinois. Previously, Jim served as the City Manager of Gladstone, Missouri, the assistant Village Manager of Schaumburg, Illinois, Palatine, Illinois and interned for the Village of Western Springs, Illinois. He is a member of the International City/County Management Association, a member and past president of the Illinois City/County Management Association and a member and past president of the Chicago Metropolitan Manager's Association.

Jim served as the Executive Board chairperson for the Northwest Suburban Municipal Joint Action Water Agency, chair of the Northwest Central Dispatch Joint Emergency Management Agency, vice- chair of the Executive Committee of the Solid Waste Agency of Northern Cook County and was on the board and a past chair of the Northwest Central Dispatch Agency. Mr. Norris has a B.A. in history from the University of Missouri, St. Louis and received his MPA from NIU. As an Adjunct for NIU's Public Administration Department, Mr. Norris teaches PSPA 600, PSPA 412, PSPA 410, POLS 303X. Jim has previously taught in the Masters in Public Policy program at Northwestern University and the Masters of Public Affairs program at Park College.

**Alli Hoebing, MPA, Research Specialist.** Ms. Hoebing is a research specialist focusing on Association and Public Management. Alli graduated from NIU's Master of Public Administration program with an emphasis in local government administration. As an undergrad at NIU, Alli was a member of the Pre-Law Honors Society and collegiate Mock Trial team, majoring in political science, public law, and communication.

At CGS, Alli also works with the Associations Management team including the Illinois City/County Management Association (ILCMA) and affiliates, the Wisconsin City/County Management Association (WCMA), the American Planning Association's Illinois Chapter (APA-IL), and serves as the Executive Director of the Illinois Local Government Lawyers Association (ILGL). In her work with associations, Alli assists with conferences, committees, financial reports, research and analytics, and strategic planning.

**Other Project Staff and Support** - Dr. Kuhn and the project team will also be joined and assisted by other staff members of the Center for Governmental Studies and the University for certain project elements or at critical junctures of the project.