

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

**Minutes of Trustee Meeting
July 19, 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, Fire Chief Andy Dina, Assistant Chief Jamie Clark, Assistant Chief Joe Levy, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Reavy. Absent from the meeting was Trustee Al Thompson.

Guests were Fire Marshal Carl Voda, Captain Jeff Fiene, Captain Nic Tosto (arrived at 1702 hours, left at 1722 hours, returned at 1723 hours), Lieutenant Matt Banaszek (arrived at 1804 hours), and Fire Commissioner Nelda Byers.

APPROVAL OF AGENDA

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

4 AYES 1 ABSENT MOTION CARRIED

PUBLIC COMMENTS

Fire Commissioner Nelda Byers addressed the Board regarding station security. She said it was up to the Trustee Board to decide the level of access, and that the Board is responsible to the public. She noted that she personally has 24/7 access to the station. Trustee Rogers questioned the topic. President Perkins responded that the original access for the Trustee Board was to be 24/7, but there seemed to be a recent change to Trustee Pertell's access.

APPROVAL OF MINUTES

A motion was made by Trustee Rogers, seconded by Trustee Pertell, to approve the regular minutes of the regular meeting on June 21, 2023 and special meeting on June 28, 2023.

4 AYES 1 ABSENT MOTION CARRIED

A motion was made by Trustee Pertell, seconded by Trustee Carstens, to approve the closed session minutes of the regular meeting on June 21, 2023.

4 AYES 1 ABSENT 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 \$4,709,705.50 and an ending cash balance of \$6,233,605.24 as recorded in the June 2023 financial reports. He said this is the largest cash balance the District has had in at least two years.

Chief Dina noted the June ambulance revenues were \$101,259.17.

President Perkins inquired about the invoices written-off for Fire Prevention Bureau billing. Chief Dina explained that when the District switched to electronic invoicing in March 2023, it went back to January 2022 to collect on outstanding invoices. The invoices that were written-off were uncollectable due to financial hardships and sale of properties. Financial Analyst Nadeau noted that the District did receive payment on the other older outstanding invoices.

Trustee Pertell noted she saw a note on the Fifth Third credit card statement that referred to an annual fee from the bank. Financial Analyst said no annual fee has been billed to the District.

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 – ABSENT
MOTION CARRIED

APPROVAL OF BILLS

Chief Dina explained that last month the Trustee Board approved the purchase for a LUCAS compression device up to \$21,000.00. The price was contingent on also purchasing LifePak monitors, which the District is not purchasing. Chief Dina presented the updated amount. Chief Dina also presented the quote for four sets of turnout gear.

A motion was made by Trustee Rogers, seconded by Trustee Carstens, to approve the purchases of a LUCAS compression device not to exceed \$23,000.00 and turnout gear not to exceed \$15,000.00.

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

OTHER FINANCE

None.

CLOSED SESSION

None.

FIRE CHIEF'S REPORT

Chief Dina reported there were 190 calls for service in the month of June 2023, which included 125 EMS calls and 65 fire and rescue calls.

Chief Dina reported there were several significant incidents for June 2023. In Warrenville, there was a cooking fire, two structure fires, and a vehicle fire. There were mutual aid calls including a structure fire in Naperville and structure fire in West Chicago.

Chief Dina and Assistant Chief Levy attended July 4th safety meetings and Summer Daze preparation meetings.

CBA negotiations with the mediator occurred on June 2nd.

Staff hosted a lunch with the Brycer group, the District's third-party inspection vendor.

Financial Analyst Nadeau hosted the audit kickoff meeting with Lauterbach & Amen.

Chief Dina attended the first annual Illinois Fire Service Conference and MABAS Executive Board meeting. Trustee Thompson also attended.

Chief Dina met with the new City of Warrenville Community and Economic Development Director Amy Emery.

Chief Dina hosted a station tour for Senator Seth Lewis and State Representative Amy Grant.

Chief Dina and Fire Marshal Voda met with CMV Law to assist with emergency planning.

The new fire station server was successfully installed. The project ran late June to early July.

TRUSTEES

Trustee Pertell said Trinity Church hosts a free breakfast on the first Saturday of every month from 8am-10am and all are welcome to attend.

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.

TRAINING

Assistant Chief Levy presented the Training Report. There were 841 training hours in June.

EMS

Captain Tosto presented the EMS Report verbally, since no paper copy was available at the time. President Perkins requested a copy of the report.

EQUIPMENT

Assistant Chief Levy presented the Monthly Apparatus Operating Cost Report.

FIRE BUREAU

Fire Marshal Voda presented the Fire Bureau Report. President Perkins asked what the plan was for National Night Out. Fire Marshal Voda said he plans to hand out a variety of promotional items including lunch bags, cups, hats, bracelets, reflector lights, and pens/pencils. He said the event also has a touch-a-truck with the firefighters and chiefs.

PERSONNEL

Chief Dina said the hiring test was on Saturday, July 15th. There were 19 applications received, with 15 candidates eligible to take the test. There were 10 candidates that showed up to take the test and 7 that passed it. He noted that all current District employees that took the test, passed it.

Chief Dina said there are currently five vacant positions. There is about two to four weeks of steps left in the process before the list is finalized and candidates can be hired. President Perkins said there will probably be a need to do another test soon since it appears the list will be exhausted quickly. Fire Commissioner Byers agreed and said the Board of Fire Commissioners plan to do another test and that the testing company has been notified.

UNFINISHED BUSINESS

Chief Dina provided an update regarding the capital cost reimbursement. Certified letters were sent to School District #200 and #204, which they have since received. School District #200 will post the item to their school board. School District #204 will contact Chief Dina next week. Chief Dina provided a sample IGA to the Trustee Board. Chief Dina is waiting for approval from the school districts before bringing the IGA to the Trustee Board for approval.

NEW BUSINESS

Chief Dina provided information about creating a strategic plan for the District. Chief Dina said it is an ongoing plan that needs frequent assessment. Having an outside company do the initial legwork along with a community survey and demographic and community profile would cost about \$40,000. With out the survey and profile, the base cost is about \$20,000. Chief Dina explained the benefits of a strategic plan, including being a guide for decision making, tracking progress on goals, finding weaknesses to improve, and putting everyone to task.

Trustee Rogers was concerned that the value may not be enough for the expense. Trustee Pertell asked to revisit the idea after the Decennial Committee work is completed. President Perkins requested that Chief Dina get estimate of how much staff time would be still be involved even with hiring an outside company to complete the project.

Trustee Pertell provided background regarding station security. She recalled the Trustee Board approved the program in 2018 to install door scanners and provide key fobs to personnel. At the time, Chief Rogers said the Trustee Board would have 24/7 access to the station. It is unknown if that was how the access was setup. Trustee Pertell recently tried to access the station late at night, but her key fob would not work. Trustee Pertell spoke with Fire Commissioner Byers, who stated she has 24/7 access. She also spoke with retirees, who stated they had 24/7 access until COVID happened.

Chief Dina explained that only one person can change the access, which is Assistant Chief Levy. Assistant Chief Levy confirmed he has not changed any access for the Trustee Board. Chief Dina said when he was an Assistant Chief, it was known that the setup declined access at a certain time of day. Assistant Chief Clark spoke about the security access in City buildings for City officials.

The Trustee Board directed Chief Dina to provide a list of groups and their station access with a proposal of changes to the next regular meeting.

ADJOURNMENT

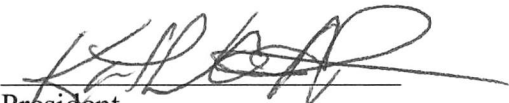
At 1810 hours, a motion was made by Trustee Carstens, seconded by Trustee Rogers, to adjourn the meeting.

4 AYES 1 ABSENT MOTION CARRIED

Present at the end of the meeting were President Kate Perkins, Secretary Joe Rogers, Treasurer Denise Pertell, Trustee Jeff Carstens, 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, Lieutenant Matt Banaszek, and Fire Commissioner Nelda Byers.

The meeting adjourned at 1810 hours.



President



Secretary