

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

**Minutes of Trustee Meeting  
August 16, 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 Al Thompson (via audio call), 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 Jeff Carstens.

Guests were Lieutenant Mike Vaughn (arrived at 1735 hours, left at 1757 hours), Fire Commissioner Ryan McIntyre (left at 1749 hours), Beth Fairbanks (left at 1757 hours), and Monika Adamski and Anthony Gedvilas representing Lauterbach & Amen (left at 1719 hours).

A motion was made by Trustee Pertell, seconded by Trustee Rogers, to allow Trustee Thompson to attend and participate remotely via audio call due to personal illness.

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

**APPROVAL OF AGENDA**

A motion was made by President Perkins, seconded by Trustee Pertell, to approve the agenda with the audit presentation from Lauterbach & Amen and the discussion regarding hiring bonus for new hires moved before public comments.

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

**AUDIT PRESENTATION FROM LAUTERBACH & AMEN**

The annual audit was completed by Lauterbach & Amen. Representative Monika Adamski presented the financial reports for the annual audit for fiscal year ending 04/30/2023. She reported that it was a clean audit process, stating an unmodified opinion. She reviewed the management letter with the Trustee Board. Ms. Adamski provided an overview of the reports.

President Perkins asked what the most important metric is to watch. Ms. Adamski replied the fund balance policy with a high fund balance is best. President Perkins noted there was a correction in the last couple days to the OPEB report. Representative Anthony Gedvilas said there were retired members being included that should not have been. President Perkins asked if there were any concerns regarding the audit. Ms. Adamski said there were no concerns.

Representative Anthony Gedvilas presented the actuary report for the annual audit for fiscal year ending 04/30/2023. President Perkins asked Beth Fairbanks if she had anything to share on behalf of the Pension Board regarding the audit. Beth said the Pension Board appreciates that the District funds the Pension as well as it does.

**OTHER FINANCE**

A motion was made by Trustee Pertell, seconded by Trustee Rogers, to approve the annual audit for fiscal year ending 04/30/2023.

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

A motion was made by Trustee Pertell, seconded by Trustee Rogers, to receive the Warrenville Firefighter Pension Board annual audit for fiscal year ending 04/30/2023.

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

A letter was received from the Warrenville Firefighter Pension Board requesting that \$561,566 be levied for Pension Funds.

A motion was made by Trustee Rogers, seconded by Trustee Pertell, to include \$561,566 in the Levy request.

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

### **NEW BUSINESS**

On behalf of the Board of Fire Commissioners, Fire Commissioner Ryan McIntyre presented information about hiring bonus for new hires. The latest test resulted in seven candidates. Other fire departments in the area are also struggling to keep firefighters. He noted this matter would require updating the union contract, along with approval from the Trustee Board.

President Perkins asked why employees are resigning. Fire Commissioner McIntyre said the firefighters that left in the last three years have all gone to public fire departments/districts and not private companies. Many of them went to their hometowns. Chief Dina provided more information about resignations. He added that all the candidates on the new list are also on other lists and/or don't have their paramedic license. Chief Dina suggested adjusting or eliminating the repayment agreement instead of offering a hiring bonus.

President Perkins asked Chief Dina, Fire Commissioner McIntyre, and Trustee Thompson to work on this matter to see if there is something else that would retain employees. They will report back at the Trustee meeting in October.

### **PUBLIC COMMENTS**

None.

### **APPROVAL OF MINUTES**

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

ROLL CALL:  
Carstens – ABSENT  
Perkins – AYE  
Pertell – AYE  
Rogers – AYE  
Thompson – ABSTAIN  
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 \$6,233,605.24 and an ending cash balance of \$6,042,325.99 as recorded in the July 2023 financial reports.

Chief Dina noted the July ambulance revenues were \$86,447.00. The Fire Recovery revenue was zero this month. The Fire Bureau revenue was \$4,267.00.

Chief Dina explained that he has been talking with Paramedic Billing Services (PBS) about the lower trends for ambulance billing revenue received. PBS said a few months isn't enough data since insurance companies take three months or more to process payments. Chief Dina will continue to monitor this with PBS. He is also watching the Fire Recovery revenue trends.

Chief Dina said the worker's compensation audit was completed and IPRF will be sending a reimbursement check for the premium difference. It should be about \$19,000. However, Financial Analyst Nadeau reviewed the report and found some calculation errors so the reimbursement amount will likely be higher.

Trustee Pertell inquired about outstanding checks listed on the Fifth Third Bank account reconciliation report. Financial Analyst Nadeau said there is one employee that hasn't cashed their payroll checks. She said she attempted to mail them to the employee, but the address was undeliverable. The employee has been contacted to come to the station to pick them up.

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

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

**APPROVAL OF BILLS**

None.

**CLOSED SESSION**

At 1758 hours, a motion was made by Trustee Pertell, seconded by Trustee Rogers, to go into closed session to discussion personnel matters in accordance with 5 ILCS 120/2(c)(1).

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

Guests left during the closed session.  
Closed session ended at 1806 hours.

The regular session of the meeting resumed at 1810 hours.

## **FIRE CHIEF'S REPORT**

Chief Dina reported there were 233 calls for service in the month of July 2023, which included 143 EMS calls and 90 fire and rescue calls. This was the busiest month in the last two years. President Perkins commented the average turnout time in the reports is very good.

Chief Dina reported there were several significant incidents for July 2023. In Warrenville, there were two structure fires. There were mutual aid calls including a structure fire in Bolingbrook, motor vehicle accident in Winfield, and fire investigation for a structure fire in West Chicago.

Crews participated in the Warrenville Friends of the Fourth parade, festival, and fireworks. Crews provided first aid throughout the event and maintained a command presence.

The Warrenville Fireman's Association sponsored the annual water fights.

Financial Analyst Nadeau met with Lauterbach & Amen to discuss records management services. A proposal will be brought to the Trustee Board at the next meeting.

Warrenville hosted the MABAS Division 16 July meeting.

Chief Dina has now met with superintendents of both School District 200 and 204 to discuss TIF District funding. They will be presenting to their boards at the end of this month.

Chief Dina and Assistant Chief Levy attended a going away party for City of Warrenville Public Works employee Kristin Youngmeyer.

Chief Dina attended the Illinois Prairie Path (IPP) trailhead ribbon cutting ceremony.

Chief Dina met with DUCOMM Director Jessica Robb to discuss and provide an update on radio templates and code plugs.

Aerial and ground ladder testing has been completed.

IDPH ambulance inspections were completed.

Crews continued to attend rescue task force training throughout the month.

Crews attended the Wheaton Warrenville South school car wash fundraiser with the engine.

Chief Dina said he will be attending the "Heroes and Helicopters" event this weekend.

## **TRUSTEES**

Trustee Pertell noted that National Night Out had one of the largest turnouts. Chief Dina thanked Trustee Pertell and Fire Commissioner Byers for their help at the event.

Chief Dina added that he will be attending the "Heroes and Helicopters" event on Saturday. The Trustee Board asked to be included when an elected official visits the fire station. Chief Dina said if the Trustee Board wanted to invite an elected official, he would support that too.

**FIREFIGHTERS' APPRECIATION**

None.

**ATTORNEY**

None.

**BUILDINGS**

There were no comments regarding the Logistics Report.

**TRAINING**

There were no comments regarding the Training Report. There were 655 training hours in July.

**EMS**

Trustee Pertell said the total calls listed in the EMS Report doesn't match the Chief's report. Chief Dina will look into it and make sure they are matching in the future. President Perkins asked if Captains and Lieutenants received Zoll portal access yet, which Chief Dina said no.

**EQUIPMENT**

Trustee Pertell requested that the report name match the name listed on the agenda.

**FIRE BUREAU**

There were no comments regarding the Fire Bureau Report.

**PERSONNEL**

The swearing-in ceremony took place from 1823 hours to 1845 hours.

The regular session resumed at 1854 hours with Trustee Thompson participating via audio call.

**UNFINISHED BUSINESS**

Chief Dina provided an update regarding the capital cost reimbursement. He has met with both school districts. He may need to make a presentation at a school board or city council meeting. The Trustee Board offered to attend with him if he does go.

Chief Dina spoke about the proposals received for the strategic plan. He reached out to Rapp Consulting Group for a quote, but they are not taking any new clients. There was a proposal from Northern Illinois University Center for Governmental Studies (NIU) for \$18,500-\$19,800 and one from Emergency Services Consulting International (ESCI) for \$19,415.

A motion was made by Trustee Thompson, seconded by Trustee Rogers, to approve the proposal from Emergency Services Consulting International.

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

Chief Dina proposed changes to station security. President Perkins noted the recommendation includes a change to make all Trustee access the same and that retirees will have cards for ID purposes only (not access). Trustee Thompson voiced concerns about the Trustee Board having access to the duty crew side of the building between the hours of 5pm-7am. He proposed that this should be time for privacy among the duty crew to discuss sensitive calls and related topics. Chief Dina agreed that a level of privacy should be considered. This matter will be brought to the next meeting for approval.

**NEW BUSINESS**

A motion was made by Trustee Rogers, seconded by Trustee Pertell, to approve the proposed list of items for surplus disposal and/or sale on GovDeals.

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

**ADJOURNMENT**


At 1916 hours, a motion was made by Trustee Rogers, seconded by Trustee Pertell, to adjourn the meeting.


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

Present at the end of the meeting were President Kate Perkins, Secretary Joe Rogers, Treasurer Denise Pertell, Trustee Al Thompson (via audio call), Fire Chief Andy Dina, Assistant Chief Jamie Clark, Assistant Chief Joe Levy, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Reavy.

There were no guests present at the end of the meeting.

The meeting adjourned at 1916 hours.

  
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President

  
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Secretary