

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

**Minutes of Trustee Meeting
September 20, 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, 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 Fire Marshal Carl Voda (left at 1707 hours, returned at 1734 hours), Lieutenant Josh Hamman (left at 1707 hours, returned at 1734 hours, left at 1824 hours), Lieutenant Matt Banaszek (arrived at 1820 hours), and Firefighter/Paramedic Andrew Kloska (left at 1707 hours, returned at 1734 hours, left at 1824 hours).

APPROVAL OF AGENDA

A motion was made by Trustee Pertell, seconded by Trustee Thompson, to approve the agenda with the release of closed session minutes approval moved after closed session.

4 AYES 1 ABSENT MOTION CARRIED

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

A motion was made by Trustee Thompson, seconded by Trustee Pertell, to approve the regular minutes of the regular meeting on August 16, 2023.

4 AYES 1 ABSENT MOTION CARRIED

A motion was made by Trustee Pertell, seconded by Trustee Rogers, to approve the closed session minutes of the regular meeting on August 16, 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 \$6,042,325.99 and an ending cash balance of \$6,024,681.91 as recorded in the August 2023 financial reports.

Chief Dina noted the August ambulance revenues were \$160,343.27. The Fire Recovery revenue was \$404.00. The Fire Bureau revenue was \$517.00.

Chief Dina pointed out that the District received \$8,092.00 from IPRF for a safety grant. He said we are still waiting to receive a reimbursement check from IPRF for the premium difference for worker's compensation insurance.

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.

OTHER FINANCE

None.

CLOSED SESSION

At 1707 hours, a motion was made by Trustee Pertell, seconded by Trustee Thompson, to go into closed session to discussion personnel matters and the semiannual review of closed session minutes in accordance with 5 ILCS 120/2(c)(1) and 5 ILCS 120/2(c)(21).

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

Guests left during the closed session.

Closed session ended at 1733 hours.

APPROVAL OF MINUTES

After reviewing the closed session minutes in closed session at this meeting, a motion was made by President Perkins, seconded by Trustee Rogers, to open the closed session minutes of the following meetings: 08/11/2022, 10/19/2022, 11/29/2022 at 1711 hours, 11/29/2022 at 1806 hours, 12/21/2022, 01/18/2023, 03/15/2023, and 04/19/2023.

4 AYES 1 ABSENT MOTION CARRIED

FIRE CHIEF'S REPORT

Chief Dina reported there were 162 calls for service in the month of August 2023, which included 110 EMS calls and 52 fire and rescue calls.

Chief Dina reported there were no significant incidents in Warrenville for August 2023. There were two mutual aid calls, including a MABAS Division 16 response for hazardous materials spill and structure fire in Winfield.

Crews provided first aid at Warrenville Park District Summer Daze event on August 4th/5th.

Water Rescue Team members attended training at Whalon Lake in Bolingbrook.

Chief Dina and Fire Marshal Voda attended a safety Q&A with the corporate offices of Edward-Elmhurst Health.

Three paid on call candidates are attending the COD Basic Operations Firefighter training.

We held interviews for the position of full-time firefighter/paramedic. Two candidates will be starting orientation the week of September 17th.

Chief Dina, AC Clark, Lt. Ingram, Lt. Banaszek, and FF/EMT Clark attended the “Heroes and Helicopters” event in South Naperville.

The new Zoll X-Series Advanced cardiac monitor was placed into service.

IDPH ambulance and non-transport inspections have been completed. We recently received certifications for all applicable vehicles.

Three Fire Cadets have begun training following a meeting with parents and cadets.

Chief Dina attended a school safety drill act and school preparedness workshop.

Crews assisted the police department with their annual National Night Out event.

Chief Dina volunteered his time working at the Illinois State Fair on MABAS day.

The District held a swearing-in ceremony for full-time Firefighter/Paramedic Andrew Kloska and Firefighter/EMT Matthew Cochran.

TRUSTEES

Trustee Pertell invited everyone to the Family Fun Fair event at Trinity Church is this Saturday.

President Perkins received a message from a resident about an ambulance bill they received. She forwarded the information to Chief Dina and he handled it.

FIREFIGHTERS' APPRECIATION

None.

ATTORNEY

None.

LOGISTICS

Assistant Chief Levy presented the Logistics Report.

TRAINING

Assistant Chief Levy presented the Training Report. There were 678 training hours in August.

EMS

Assistant Chief Levy presented the EMS Report.

APPARATUS

Assistant Chief Levy presented the Apparatus Report. Chief Dina said notice was received about the new ambulance that was ordered. The original delivery date was December 2025, but the recent United Auto Workers (UAW) strike has pushed that back.

FIRE BUREAU

Fire Marshal Voda presented the Fire Bureau Report. Open house is on Wednesday, October 4th. President Perkins asked if the District charges for a resident Knox box, which Fire Marshal Voda responded that there is a \$35 deposit.

PERSONNEL

Chief Dina said the new part-time fire inspector, Mike Landers, started this week. He is currently working one day a week until he retires in November, then it will be two days a week.

A motion was made by Trustee Pertell, seconded by Trustee Rogers, to allow Assistant Chief Levy to accept the position of preceptor at the College of DuPage for the Fire Science program.

4 AYES 1 ABSENT MOTION CARRIED

UNFINISHED BUSINESS

Chief Dina provided an update regarding the capital cost reimbursement. He said that the item was discussed in closed session at a recent school district #204 meeting, but we have not heard anything back from them.

Chief Dina provided a handout with possible changes to station security. Trustee Thompson voiced his concerns about the Trustee Board having access to the duty crew/dayroom side of the station past business hours. He proposed that this should be time for privacy among the duty crew to discuss sensitive calls and related topics. Trustee Pertell voiced her concern that the Trustee Board should have full access 24/7 to all areas of the station.

A motion was made by President Perkins, seconded by Trustee Thompson, to change the retiree profiles to ID card only with no access.

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

A motion was made by Trustee Thompson, seconded by Trustee Rogers, to change the trustee, fire commissioner, and pension board profiles to restrict access to the dayroom side of the station outside of business hours.

ROLL CALL:
Carstens – ABSENT
Perkins – NAY
Pertell – NAY
Rogers – AYE
Thompson – AYE
MOTION NOT CARRIED

The discussion regarding a hiring bonus will be tabled until the October meeting. Chief Dina will also have an agenda item regarding eliminating the employment reimbursement contract.

NEW BUSINESS

Financial Analyst Nadeau presented the proposals for records management services from Lauterbach & Amen. The District currently uses their services for the annual audit. There are two proposals to consider. One proposal includes an inventory of records and disposal of records per the Illinois Archivist. The other proposal includes the same as above with the addition of digitizing records and electronic file restructuring. Either proposal has about a two-year completion timeframe. Lauterbach & Amen partners with another company that hires individuals with disabilities to help perform the work of scanning documents and other record management services.

The District has paper records stored in several places through the station. There is a risk of the records getting lost or damaged beyond use. Since receiving the proposals, Financial Analyst Nadeau and Administrative Assistant Reavy have been working to collect and organize the records themselves. The Illinois Archivist Records Disposal is supposed to be completed annually, however, the only one that was submitted was in 2017. Financial Analyst Nadeau and Administrative Assistant Reavy completed and submitted the Records Disposal Request last month. In the future, the plan is to submit the Records Disposal Request at the beginning of each calendar year.

Chief Dina noted that there is not money budgeted for this item and that it might be better to include this in next year's budget. There have been a couple other unbudgeted items, including the strategic plan, that were approved this year so a budget amendment might be needed.

President Perkins requested a more specific list of the records that will be scanned. Financial Analyst Nadeau noted the proposals do not include scanning the Fire Bureau records. The District would need a plan to receive, review, and store the Fire Bureau records electronically before scanning the paper files. The proposal also does not include scanning the records for the Pension Board, Fire Commissioner Board, or Foreign Fire Tax Board.

Financial Analyst Nadeau and Administrative Assistant Reavy will continue working on this project internally. If a third-party vendor is needed to complete it, a more detailed proposal will be brought to the Trustee Board.

ADJOURNMENT


At 1845 hours, a motion was made by Trustee Rogers, seconded by Trustee Thompson, 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 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 were Fire Marshal Carl Voda and Lieutenant Matt Banaszek.

The meeting adjourned at 1845 hours.



President



Secretary