

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

**Minutes of Trustee Meeting
October 18, 2023**

CALL TO ORDER

Trustee Carstens 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 (via zoom), Secretary Joe Rogers, Treasurer Denise Pertell, Trustee Jeff Carstens, Trustee Al Thompson, Assistant Chief Jamie Clark, Assistant Chief Joe Levy, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Reavy. Absent from the meeting was Fire Chief Andy Dina.

Guests were Fire Marshal Carl Voda and Lieutenant Mike Vaughn (left at 1729 hours, returned at 1732 hours).

APPROVAL OF AGENDA

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

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

A motion was made by Trustee Pertell, seconded by Trustee Rogers, to allow President Perkins to attend and participate remotely via zoom due to personal illness.

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

PUBLIC HEARING FOR TRUTH IN TAXATION

At 1703 hours, a motion was made by Trustee Thompson, seconded by Trustee Pertell, to start the Truth in Taxation public hearing for Ordinance 23-03, ORDINANCE LEVYING AND ASSESSING TAXES OF THE WARRENVILLE FIRE PROTECTION DISTRICT, DUPAGE COUNTY, ILLINOIS, FOR 2023.

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

The public hearing notice was published in the Daily Herald newspaper on October 6th. There is a 11% increase from the previous year. There were no comments from the public.

At 1704 hours, a motion was made by Trustee Thompson, seconded by Trustee Pertell, to close the Truth in Taxation public hearing for Ordinance 23-03, ORDINANCE LEVYING AND ASSESSING TAXES OF THE WARRENVILLE FIRE PROTECTION DISTRICT, DUPAGE COUNTY, ILLINOIS, FOR 2023.

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

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

A motion was made by Trustee Pertell, seconded by President Perkins, to approve the regular minutes of the regular meeting on September 20, 2023 with a minor wording amendment.

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

A motion was made by Trustee Pertell, seconded by Trustee Thompson, to approve the closed session minutes of the regular meeting on September 20, 2023.

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

FINANCIAL REPORTS

Assistant Chief Levy 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 \$6,024,681.91 and an ending cash balance of \$7,332,229.25 as recorded in the September 2023 financial reports.

Assistant Chief Levy noted the September ambulance revenues were \$70,277.89. The Fire Recovery revenue was \$1,454.45. The Fire Bureau revenue was \$4,326.80.

Assistant Chief Levy noted that the number of ambulance calls has remained steady. He pointed out that the overtime budget only has about 13% available but the part-time and full-time payroll budgets are underspent. This is due to staffing vacancies that required overtime to fill the shifts. The vacancies have been filled, so there won’t be as much overtime spent.

Trustee Thompson asked if money can be moved from other accounts or if a budget amendment is needed. Financial Analyst Nadeau explained that a budget amendment is only needed if the appropriated budget will be exceeded.

A motion was made by Trustee Pertell, seconded by Trustee Thompson, 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

None.

OTHER FINANCE

None.

CLOSED SESSION

None.

FIRE CHIEF'S REPORT

Assistant Chief Levy reported there were 168 calls for service in the month of September 2023, which included 119 EMS calls and 49 fire and rescue calls.

Assistant Chief Levy reported there were no significant incidents or specialty team call outs for September 2023.

Crews attended live fire training at Naperville’s training tower.

The IT company picked up the computers that were approved for surplus last month.

New employee orientation was held at the station for two new full-time firefighter/paramedics.

Warrenville Medic 12 provided EMS standby at the Hustle Up The Hill fundraising event at Blackwell Forest Preserve.

Warrenville Medic 12 provided EMS standby at the Wheaton cross country meet at St. James Farm.

AC Levy attended the Securing the Cities training offered through the Department of Homeland Security. MABAS Division 16 agencies are the first in DuPage County able to participate in this initiative.

Chief Dina and AC Levy attended the Metropolitan Fire Chiefs Fall Symposium, where the subject was Line of Duty Death and Apprenticeship Program.

Personnel attended the Outreach Warrenville Grand Opening on September 9th.

The 9/11 Remembrance Ceremony was held on the apparatus floor on September 11th.

Staff attended a quarterly meeting with the City of Warrenville Department of Community Development.

Chief Dina, AC Levy, and Fire Marshal Voda assisted a resident with installing a smoke detector on a vaulted ceiling above a staircase.

Chief Dina attended the Community Risk Reduction Conference at the new combined Chicago Fire and Police training facility.

The Office of the State Fire Marshal was on site for their annual claims review.

Chief Dina, AC Levy, Captain Zabler, and Investigator Teresa McBride attended the DuPage County Fire Investigation Task Force training at Arrowhead Country Club.

Chief Dina met with the Park District and Police Department to discuss a joint venture between the three agencies to host a junior road rally for kids sometime in May of 2024.

Financial Analyst Nadeau is attending weekly Fire Service Executive Support Personnel Program classes which are offered through Illinois Fire Service Administrative Professionals (IFSAP). This program runs through the end of November and receives OSFM certification.

TRUSTEES

Administrative Assistant Reavy confirmed the November 1st dinner attendance for the Hundred Club of DuPage County.

FIREFIGHTERS' APPRECIATION

Chief Dina and Administrative Assistant Reavy met with Courtyard Banquets to finalize the details and sign the contract. The appreciation dinner will be held on March 9th.

ATTORNEY

None.

LOGISTICS

Assistant Chief Levy presented the Logistics Report.

TRAINING

Assistant Chief Levy presented the Training Report. There were 745 training hours in September. Three new cadets started on September 11th.

EMS

Assistant Chief Levy presented the EMS Report.

APPARATUS

Assistant Chief Levy presented the Apparatus Report.

FIRE BUREAU

Fire Marshal Voda presented the Fire Bureau Report.

PERSONNEL

None.

UNFINISHED BUSINESS

There were no updates available regarding the capital cost reimbursement.

Trustee Thompson provided an update about a hiring bonus for new hires. He met with Fire Commissioner Ryan McIntyre to discuss ideas. They want to put together a committee that will look at why people stay or leave the District. He also wants to look at exit interviews and possibly have a third-party company re-interview past employees and/or current employees. Trustee Thompson will continue to work on this with Chief Dina.

NEW BUSINESS

A motion was made by Trustee Thompson, seconded by Trustee Rogers, to eliminate the repayment agreement for new hires.

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

The Trustee Board will discuss current employee repayment agreements at the next meeting.

A motion was made by Trustee Thompson, seconded by Trustee Rogers, to approve Ordinance 23-03, ORDINANCE LEVYING AND ASSESSING TAXES OF THE WARRENVILLE FIRE PROTECTION DISTRICT, DUPAGE COUNTY, ILLINOIS, FOR 2023 with a total levy of \$4,885,592.

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

ADJOURNMENT

At 1749 hours, a motion was made by Trustee Carstens, seconded by Trustee Rogers, to adjourn the meeting.

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

Present at the end of the meeting were President Kate Perkins (via zoom), Secretary Joe Rogers, Treasurer Denise Pertell, Trustee Jeff Carstens, Trustee Al Thompson, 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 Mike Vaughn.

The meeting adjourned at 1749 hours.



President



Secretary