

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

**Minutes of Trustee Meeting
June 18, 2024**

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, Treasurer Denise Pertell, Secretary Jeff Carstens, Trustee Al Thompson, Fire Chief Andy Dina, Assistant Chief Joe Levy, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Reavy.

Guests were Fire Marshal Carl Voda (left at 1717 hours, returned at 1814 hours), Captain Bill Zabler, (left at 1717 hours, returned at 1814 hours), and Lieutenant Bryan LaForge (left at 1717 hours).

APPROVAL OF AGENDA

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

4 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 15, 2024.

4 AYES MOTION CARRIED

A motion was made by Trustee Pertell, seconded by Trustee Carstens, to approve the closed session minutes of the regular meeting on May 15, 2024.

4 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 \$5,670,112.23 and an ending cash balance of \$5,913,017.59 as recorded in the May 2024 financial reports.

Financial Analyst Nadeau noted the Cash Activity Report now shows the interest rates for the Fifth Third Bank Money Market account and The Illinois Funds Investment account.

Chief Dina noted the May ambulance revenues were \$118,275.18. The Fire Recovery revenue was \$1,781.86. The Fire Bureau revenue was \$525.00.

Chief Dina said the cardiac monitor and stair chairs that were approved at the last meeting have been purchased and they will show up in next month's financial reports.

Chief Dina said the District no longer makes an annual contribution to the Warrenville Fire man's Association Benevolent Fund and they are dissolved.

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
Thompson – AYE
MOTION CARRIED

APPROVAL OF BILLS

Lieutenant LaForge provided a brief demonstration of the new stair chair.

Chief Dina said the front apron of the station is in the process of getting replaced by the City of Warrenville. There is a portion of the bill that the District will need to pay, which should happen in July. Chief Dina is collecting quotes to get the apparatus floor repaired and epoxied. The apparatus floor is scheduled for next fiscal year in the Capital Plan, but the District can use the apron savings to cover it.

OTHER FINANCE

None.

CLOSED SESSION

At 1717 hours, a motion was made by Trustee Pertell, seconded by Trustee Carstens, 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).

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

Guests left during the closed session.

Closed session ended at 1814 hours.

FIRE CHIEF'S REPORT

Chief Dina reported there were 193 calls for service in the month of May 2024, which included 124 EMS calls and 69 fire and rescue calls.

Chief Dina reported there were no significant incidents in Warrenville for May 2024. There were two mutual aid calls, including a structure fire in West Chicago and structure fire in Lisle-Woodridge.

The Junior Road Rally was held at the Park District. For its first year, this was a successful event. Thank you to the Warrenville Firefighters Auxiliary for sponsoring this event and supplying handouts.

Warrenville shift personnel, along with AC Levy, attended the Bower Elementary School Bike to School Day. This was Ms. Pam's last Bike to School Day before her retirement. AC Levy presented her with a gift from the Warrenville Fire Protection District in recognition of her service.

The District held its first annual Diversity, Equity, and Inclusion training for all operational and administrative employees as well as elected and appointed officials. The training was successful and included breakout team building sessions.

Assistant Chief Levy and Chief Dina attended an Autism Friendly City initiative planning meeting along with City of Warrenville, Warrenville Parks, and Warrenville Library. The end goal is to achieve an Autism Friendly City designation by April 1, 2025.

The District hosted the City of Warrenville Police and Emergency Management Agency personnel for CPR training in the station training room.

The Board of Fire Commissioners met with AC Levy and Chief Dina to approve the initial and final eligibility register for the position of full-time firefighter/paramedic. The final list has three eligible people and they are being processed for hire.

The next test for the position of full-time firefighter/paramedic is scheduled for August.

Lieutenant Mia Ingram, Firefighters Nadia Slates and Evan LeMaster, and Chief Dina attended the College of DuPage Basic Operations Firefighter graduation to congratulate the District's two graduates Genevieve LeMaster and Austin Slocum. They are both paid-on-call Firefighter/EMT's.

Crews assisted the police department with their Cop on a Rooftop Special Olympics Illinois fundraiser until noon. Crews also placed ground ladders at each Dunkin Donuts location in Warrenville so the police could access the roof.

Chief Dina attended the Illinois Fire Chiefs Symposium in Peoria. This was a three-day event which focused on leadership, recruitment, decision making, and networking with Chiefs from the State of Illinois.

Warrenville Fire personnel attended and assisted with the City of Warrenville Bike Rodeo.

The annual medical examinations began in May and will run through June.

The budget ordinance has been filed with the County.

TRUSTEES

Trustee Pertell requested to have all of the communications reports using the same letterhead. She also inquired about taking DEI training that she missed. Chief Dina said there is a recording to watch for those that were absent.

President Perkins reminded the Trustee Board that the District is providing CPR training to the Trustee Board.

FIREFIGHTERS' APPRECIATION

None.

ATTORNEY

None.

LOGISTICS

Assistant Chief Levy presented the Logistics Report.

TRAINING

Captain Zabler presented the Training Report. The month of May had 995 training hours.

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

Chief Dina continues to work with the City of Warrenville for the capital cost reimbursement. Chief Dina met with the City and the attorneys and he continues to provide data to the City.

Chief Dina provided an update on the District's strategic plan project. The strategic plan is available on the website now. There have not been any other implementation meetings to assign leaders and tasks.

NEW BUSINESS

The Board of Trustees received the Fire Commission Annual Report.

There is a special meeting scheduled for tomorrow to interview the remaining candidates for the vacant Trustee position.

ADJOURNMENT


At 1846 hours, a motion was made by Trustee Carstens, seconded by Trustee Thompson, to adjourn the meeting.

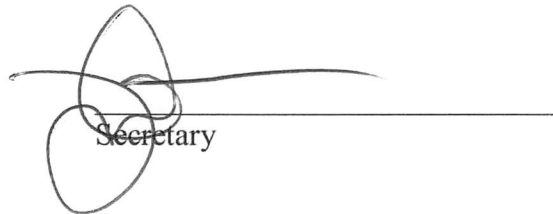
4 AYES MOTION CARRIED

Present at the end of the meeting were President Kate Perkins, Treasurer Denise Pertell, Secretary Jeff Carstens, Trustee Al Thompson, Fire Chief Andy Dina, Assistant Chief Joe Levy, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Reavy.

Guests present at the end of the meeting were Fire Marshal Voda and Captain Bill Zabler.

The meeting adjourned at 1846 hours.


President


Secretary