

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

**Minutes of Trustee Meeting
November 15, 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, Trustee Al Thompson, Fire Chief Andy Dina, Assistant Chief Joe Levy, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Reavy. Absent from the meeting was Assistant Chief Jamie Clark.

Guests were Fire Marshal Carl Voda (left at 1726 hours, returned at 1733 hours) and Lieutenant Matt Banaszek (arrived at 1830 hours).

APPROVAL OF AGENDA

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

5 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 October 18, 2023 with a minor wording addition.

5 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 \$7,332,229.25 and an ending cash balance of \$7,183,849.51 as recorded in the October 2023 financial reports.

President Perkins asked why the Pension revenue received from property taxes doesn't show up on the Monthly Revenue report. Financial Analyst Nadeau explained that the Pension revenue is deposited directly into the Pension's bank account. The amount is notated in the District's accounting via a journal entry since the District levies the money.

Chief Dina noted the October ambulance revenues were \$70,148.47. The Fire Recovery revenue was \$3,724.00. The Fire Bureau revenue was \$5,507.10.

Chief Dina noted there was a pass thru transaction to purchase umbrellas for the Metro Fire Chiefs Association, which the reimbursement was also received during the month. Chief Dina said the refrigerator was replaced in the station kitchen. There will be an upcoming bill for turnout gear totaling around \$14,000.

Trustee Pertell asked if the ambulance standby should be included in the efficiency committee project that the Decennial Committee is working on. Chief Dina explained the process for billing for an ambulance stand-by.

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 – AYE
MOTION CARRIED

APPROVAL OF BILLS

None.

OTHER FINANCE

Chief Dina presented information about an award through the Government Finance Officers Association (GFOA). The award is called the Certificate of Achievement for Excellence in Financial Reporting Program (COA). It promotes accountability, transparency, increased confidence/credibility, and increased trust among stakeholders. There would be a one-time fee of \$2,000 to the auditor to setup the templates and layout. Ongoing costs include an annual GFOA membership for \$160 and the annual COA award application fee for \$460.

Financial Analyst Nadeau added that it is the highest form of recognition for excellence in state/local government in the area of governmental accounting and financial reporting. It involves going beyond the minimum requirements of the General Accepted Accounting Principles (GAAP) to prepare annual comprehensive financial reports (ACFR's) that evidence transparency. Financial Analyst Nadeau spoke about how prestigious the award is and that not many Fire Protection Districts have received it. The award application period is within six months after the fiscal year end, so the first submission would be for fiscal year 2023-2024.

President Perkins asked about the benefits of the award. Financial Analyst Nadeau noted that it would provide more comprehensive annual financial reports, identify strengths and weaknesses in the reporting, include financial statistics that go back ten fiscal years, and being a GFOA member would also allow access to training courses, newsletter subscriptions, and more. Other benefits of the award would be strengthening the grant application process and chances of receiving a grant, fostering pride among stakeholders, and providing support for future donations, loans, and investments. The consensus of the Trustee Board was to move forward with the process and application for the award.

CLOSED SESSION

At 1726 hours, a motion was made by Trustee Carstens, seconded by President Perkins, to go into closed session to discuss collective negotiating matters in accordance with 5 ILCS 120/2(c)(2).

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

Guests left during the closed session.
Closed session ended at 1733 hours.

FIRE CHIEF'S REPORT

Chief Dina reported there were 172 calls for service in the month of October 2023, which included 112 EMS calls and 60 fire and rescue calls.

Chief Dina reported about a structure fire in Warrenville. There were no other specialty call outs or significant incidents in October.

The District hosted a very successful Open House this year with a record number of vendors and significant attendance from the community.

Crews attended a large-scale exercise at the DuPage Airport in West Chicago.

Chief Dina and Financial Analyst Nadeau met with Lauterbach and Amen to do a post audit interview.

Administrative staff attended the annual fire prevention and public education luncheon.

Chief Dina attended the Angie's Place Launch and Networking event.

Warrenville Medic 12 provided EMS standby at DuPage County Forest Preserve District Fall Festival.

Warrenville Medic 12 provided EMS standby at St. James Farm for the North Central College Cross Country meet.

Crews attended the Bike to School Day at Bower Elementary.

Chief Dina and AC Levy met with IPRF for the semi-annual Loss Control meeting.

Administrative Assistant Reavy attended an Illinois Firefighter Peer Support Team class.

Fire Marshal Voda attended class at Underwriters Laboratories, where they test equipment for “UL Approved” ratings.

Staff have been looking at other IT companies in advance of our contract renewal with our current company.

Chief Dina attended the 52nd annual Illinois Fire Chiefs Symposium.

Chief Dina attended the MABAS Executive Board Meeting in Champaign.

AC Levy and the Firefighters Auxiliary set up the Ofrenda table at the Warrenville Public Library.

Staff met with One Digital representatives for the annual medical insurance renewal meeting.

Crews attended the St. Irene’s Trunk or Treat event.

Trustee Pertell asked about the CRR class that Chief Dina attended in September. Chief Dina provided feedback about the class.

TRUSTEES

Trustee Thompson noted that Chief Dina is compiling the exit interview for review. Trustee Thompson will continue to work on the project.

FIREFIGHTERS’ APPRECIATION

Administrative Assistant Reavy noted that the Eventbrite is setup to send out invites. She added that quotes have been received for gifts. Trustee Rogers confirmed the DJ is reserved.

ATTORNEY

None.

LOGISTICS

Assistant Chief Levy presented the Logistics Report.

TRAINING

Assistant Chief Levy presented the Training Report. There were 1,017 training hours completed in October. Crews are finishing up fire inspections for the year.

EMS

Assistant Chief Levy presented the EMS Report. The second Lucas compression device was put in service, so there is one on each ambulance.

APPARATUS

Assistant Chief Levy presented the Apparatus Report.

FIRE BUREAU

Fire Marshal Voda presented the Fire Bureau Report. He thanked everyone that attended and helped with the Open House event. The new part-time inspector, Mike Landers, has been settling in and helping with the backlog of inspections.

PERSONNEL

Chief Dina said twelve applications for full-time firefighter/paramedic were received. The test is scheduled for December 9th.

Chief Dina said the POC program has been struggling. There were a few calls that no POC’s showed up and Chief Dina and Assistant Chief Clark had to take the truck to the scene. There are about 20 POC personnel total, but only about half are certified to drive the truck.

UNFINISHED BUSINESS

Chief Dina provided an update in regards to the capital cost reimbursement. Chief Dina said he received a letter from School District #204 that they don’t want to sign the IGA. School District #200 has not responded. Chief Dina will ask the attorney what next steps are recommended. It was discussed that paying legal fees might be worth it to receive the money.

Chief Dina noted that the Trustee Board approved eliminating future employment repayment agreements last month. The intention was to also eliminate any current repayment agreements.

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to eliminate the repayment agreements for all current POC/part-time and full-time firefighters.

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

NEW BUSINESS

Chief Dina presented the Trustee Meeting Schedule for 2024. He noted that the regular meeting in June 2024 falls on a holiday. The Trustees discussed keeping the schedule as is, even though it could cause holiday pay for some administrative staff.

A motion was made by Trustee Pertell, seconded by Trustee Carstens, to approve Resolution 23-03, TRUSTEE MEETING SCHEDULE FOR 2024 as presented.

5 AYES MOTION CARRIED

Chief Dina presented the Holiday Schedule for 2024. He noted that during the recent negotiations, the union wanted the same holidays as administrative staff. However, that was not agreed upon by both parties. The total number of union holidays and administrative holidays are the same, but there are a couple different holidays selected.

A motion was made by Trustee Pertell, seconded by Trustee Thompson, to approve Resolution 23-04, HOLIDAY SCHEDULE FOR 2024 as presented.

5 AYES MOTION CARRIED

Chief Dina presented information for the health insurance renewals for open enrollment. He said the plans and coverage are all exactly the same, but the overall price increased by 5.63%. Our broker, One Digital, will provide informational sessions for employees to learn about the insurance being offered.

Lieutenant Banaszek noted that he has seen larger increases among clients at his full-time job. The average increase among clients was 26%, but most were around 10%.

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

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

ADJOURNMENT


At 1838 hours, a motion was made by Trustee Carstens, seconded by Trustee Thompson, to adjourn the meeting.

5 AYES MOTION CARRIED

Present at the end of the meeting were President Kate Perkins, Secretary Joe Rogers, Treasurer Denise Pertell, Trustee 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 were Fire Marshal Carl Voda and Lieutenant Matt Banaszek.

The meeting adjourned at 1838 hours.


President


Secretary