

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

**Minutes of Trustee Meeting  
December 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 Jeff Carstens, Trustee Al Thompson, Fire Chief Andy Dina, Assistant Chief Jamie Clark, Assistant Chief Joe Levy (left at 1715 hours, returned at 1750 hours), Financial Analyst Amber Nadeau (left at 1736 hours, returned at 1750 hours), and Administrative Assistant Jenna Reavy (left at 1736 hours, returned at 1750 hours).

Guests were Fire Marshal Carl Voda (left at 1724 hours, returned at 1750 hours) and Shawn Hagemeyer (left at 1715 hours).

Guests present for the awards presentation were Ryan Sulzen, Kathy Sulzen, Doug Sulzen, Brock Herion, Amy Herion, Erik Kramer, Megan Lyons, Steven Spiegelman, Andrew Seitz, Adolf Seitz, Brian Hartell, Heidi Bolger, Colten Unzicker, Nathan Lacheta, and Robert Balocca. All guests for the awards presentation left at 1715 hours.

**APPROVAL OF AGENDA**

A motion was made by Trustee Thompson, seconded by Trustee Pertell, to approve the agenda with the presentation of Fire Chiefs Citizen Awards moved after public comments.

5 AYES      MOTION CARRIED

**PUBLIC COMMENTS**

None.

**NEW BUSINESS**

Chief Dina presented nine Fire Chiefs Citizen Awards for citizens who provided lifesaving efforts that resulted in a life being saved.

**APPROVAL OF MINUTES**

A motion was made by Trustee Pertell, seconded by Trustee Carstens, to approve the regular minutes of the regular meeting on November 15, 2023.

5 AYES      MOTION CARRIED

A motion was made by Trustee Pertell, seconded by Trustee Thompson, to approve the closed session minutes of the regular meeting on November 15, 2023.

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 \$7,183,849.51 and an ending cash balance of \$6,983,512.77 as recorded in the November 2023 financial reports.

Chief Dina noted the November ambulance revenues were \$133,713.01. The Fire Recovery revenue was \$1,746.00. The Fire Bureau revenue was \$6,736.60.

Chief Dina said the District received the IPRF Safety Grant in the amount of \$20,171.00, which can be used after January 1.

President Perkins noted that the bank account balance for the Foreign Fire Tax is accumulating. Chief Dina said there are new board members that are working on spending the money. They have purchased canopy tent, speakers, microphone, food smoker, and MDT computers and mounts for some of the vehicles. They are also planning to purchase some SCBA cylinders.

Chief Dina said the IPRF worker’s compensation audit was completed and the District received the reimbursement check for the premium difference. It was originally about \$19,000.00, but Financial Analyst Nadeau found calculation errors. The total reimbursement was \$24,216.00.

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

At 1724 hours, a motion was made by Trustee Carstens, seconded by Trustee Thompson, 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).

5 AYES                      MOTION CARRIED

Guests left during the closed session.  
Closed session ended at 1749 hours.

## **FIRE CHIEF'S REPORT**

Chief Dina reported there were 175 calls for service in the month of November 2023, which included 112 EMS calls and 63 fire and rescue calls.

Chief Dina reported there were no significant incidents in Warrenville for November 2023. There were three mutual aid calls, including a structure fire in Wheaton, structure fire in Naperville, and structure fire in West Chicago.

MABAS Division 16 purchased emergency plugs (2) for each agency. These plugs are used to disable electric vehicles that have been involved in accidents.

The District completed open enrollment for members who receive health, dental, vision, and life insurance benefits.

Financial Analyst Nadeau successfully completed her 13-week Executive Support Personnel Program through IFSAP.

Chief Dina was appointed as Chair of the DuPage County Emergency Telephone System Board Policy Advisory Committee.

The District received an IPRF grant in the amount of \$20,171.00, which will be payable after January 1. This will be used for a safety related purchase.

The District received an IPRF workers compensation refund of \$24,216.00.

Chief Dina and Financial Analyst Nadeau will be looking into the Illinois Fund as an avenue for investing our funds.

Financial Analyst Nadeau has worked with Lauterbach & Amen to reduce the cost of the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting from \$2,000.00 to \$1,500.00.

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

Warrenville fire crews attended the Veterans Day recognition services at the Warrenville Veterans Memorial.

The District held a Naperville Kiwanis Club lunch and learn event for over 30 senior citizens.

Crews decorated the Warrenville Fire Christmas tree for Warrenville Park District's Holly Days event.

## **TRUSTEES**

Trustee Thompson said he and Fire Commissioner McIntyre are continuing to work on employee incentives and retention. He will present more information at the January meeting.

## **FIREFIGHTERS' APPRECIATION**

Administrative Assistant Reavy said invites will go out January and RSVP is due February.

## **ATTORNEY**

None.

## **LOGISTICS**

Assistant Chief Levy presented the Logistics Report. Mr. Handyman was at the station today to complete some of the projects.

## **TRAINING**

Assistant Chief Levy presented the Training Report. There were 783 training hours completed in November. FF/PM Eddie Clark is cleared to work as a paramedic in the system.

## **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. He thanked Financial Analyst Nadeau and Administrative Assistant Reavy for their hard work to setup the electronic credit card payment option for the fire bureau fees. Customer payments have been much timelier.

## **PERSONNEL**

Chief Dina said the test for full-time firefighter/paramedic was completed on December 9th. There were 9 people signed up, but only 6 took the test. FF/PM Eddie Clark is on the current list and has an interview tomorrow. Chief Dina expects FF/PM Rory Tosto to be at the top of the new list. There are a total of three positions to fill.

## **UNFINISHED BUSINESS**

Chief Dina provided an update in regards to the capital cost reimbursement. He continues to have discussions with the school districts. They are unwilling to sign the agreement. Chief Dina is working on researching the costs from the last TIF lawsuit. It was discussed that paying legal fees might be worth it to receive the money. Chief Dina will also get information from the attorney. More details will be brought to a future meeting. Chief Dina will assemble the vehicle committee to start working on the specifications of the vehicle.

## **NEW BUSINESS**

Chief Dina presented information about intersection improvements on IL 56 that are going to be completed by the Illinois Department of Transportation (IDOT). The District is responsible for the emergency vehicle pre-emption system located at the intersection of Butterfield Road and Winfield Road. The attorney has reviewed and approved the IGA with IDOT.

A motion was made by Trustee Thompson, seconded by Trustee Rogers, to approve the intergovernmental agreement with the Illinois Department of Transportation regarding the improvement of IL 56 from IL 59 to York Road known as contract #62N32.

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

President Perkins noted that the annual meeting schedule was approved last month. After further consideration, the Board discussed moving the June 2024 meeting due to the holiday.

A motion was made by Trustee Pertell, seconded by Trustee Thompson, to change the date for the Trustee meeting in June 2024 to Tuesday, June 18, 2024.

5 AYES      MOTION CARRIED

**ADJOURNMENT**

At 1838 hours, a motion was made by Trustee Thompson, seconded by Trustee Carstens, 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 Jamie Clark, Assistant Chief Joe Levy, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Reavy.

Guests present at the end was Fire Marshal Carl Voda.

The meeting adjourned at 1838 hours.

  
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President

  
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Secretary