

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

**Minutes of Trustee Meeting  
January 17, 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, 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 were Fire Marshal Carl Voda (left at 1749 hours, returned at 1806 hours), Captain Bill Zabler (left at 1732 hours, returned at 1806 hours), Lieutenant Matt Banaszek (arrived at 1822 hours), and Fire Commissioner Ryan McIntyre (left at 1749 hours).

**APPROVAL OF AGENDA**

A motion was made by Trustee Carstens, seconded by Trustee Pertell, to approve the agenda with the recruitment and retention presentation moved after public comments.

5 AYES      MOTION CARRIED

**PUBLIC COMMENTS**

None.

**NEW BUSINESS**

Trustee Thompson and Fire Commissioner McIntyre gave a presentation about recruitment and retention for the District. They previously researched a retention bonus, but that didn't seem to be enough incentive. Trustee Thompson and Fire Commissioner McIntyre reviewed the exit interviews from the previous two years. In the last five years, about 87 members have left the District. Trustee Thompson provided additional data for average pay in the area for full-time and part-time firefighters, as well as a current list of open firefighter positions showing plenty of employment opportunities in the area. Trustee Thompson and Fire Commissioner McIntyre recommended that the Board of Trustees look into hiring a third-party HR company to complete missing exit interviews as well as survey current employees regarding their satisfaction. Trustee Rogers commented that the cost could be \$18,000 or more. Trustee Thompson and Fire Commissioner McIntyre will create an RFP for the Board of Trustees to review so quotes can be collected.

**APPROVAL OF MINUTES**

A motion was made by Trustee Pertell, seconded by Trustee Thompson, to approve the regular minutes of the regular meeting on December 20, 2023 with additional wording to clarify the location of the vehicle pre-emption system that the District is responsible for.

5 AYES          MOTION CARRIED

A motion was made by Trustee Carstens, seconded by Trustee Rogers, to approve the closed session minutes of the regular meeting on December 20, 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 \$6,983,512.77 and an ending cash balance of \$6,663,218.43 as recorded in the December 2023 financial reports.

Chief Dina noted the December ambulance revenues were \$113,471.42. The Fire Recovery revenue was \$568.32. The Fire Bureau revenue was \$1,757.00.

Chief Dina said the District is on track to surpass the total budgeted revenue in January, so anything received after that can go towards Capital.

Chief Dina noted that Little Friends is putting in for property tax exemption for their new building, which would amount to \$10,000. They already received a property tax exemption for their current building for \$10,000.

Chief Dina submitted the names for the Volunteer Emergency Worker Tax Credit. Some of the stipulations were that the employee had to work for at least 9 months and earn less than \$5,000 in 2023. There were three people that qualified for the credit. Each person has to apply for it with their personal taxes.

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**

At 1749 hours, a motion was made by Trustee Carstens, seconded by Trustee Thompson, to go into closed session for the semiannual review of closed session minutes, personnel matters, and collective negotiating matters in accordance with 5 ILCS 120/2(c)(21), 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 1806 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 Pertell, to open the closed session minutes of the following meetings: 04/05/2023 and 11/15/2023.

5 AYES          MOTION CARRIED

**FIRE CHIEF'S REPORT**

Chief Dina reported there were 150 calls for service in the month of December 2023, which included 112 EMS calls and 38 fire and rescue calls. Chief Dina noted that 2023 was the busiest year on record with a total of 2,009 calls.

Chief Dina reported there were one significant incident in Warrenville for December 2023, which was a vehicle vs. school bus accident with no injuries. There was a mutual aid call as part of the DuPage County Fire Investigation Task Force for a residential fire investigation.

Chief Dina reported that the community was able to “Keep the Wreath Red” during the month of December, which means there were no holiday-related structure fires.

Chief Dina was installed as the President of Metropolitan Fire Chiefs Association of Illinois at the luncheon held on December 7th.

Financial Analyst Nadeau received her certificate of completion for the Executive Support Personnel Program at the Illinois Fire Service Administrative Professionals luncheon on December 15th.

Chief Dina attended a one-day MABAS training at Fermilab particle physics and accelerator laboratory.

The District held candidate testing for the position of full-time Firefighter/Paramedic.

The Warrenville Police Department along with the Illinois State Police held police officer training in the District’s training room and apparatus bay.

Chiefs Dina and AC Levy attended a meeting with the Fire Prevention Bureau at Johnson School to assist in creating their severe weather sheltering plan.

Chief Dina and AC Levy continue to meet weekly with Emergency Services Consulting International to complete the Strategic Plan. There was a discussion about the role of the Board of Trustees in the Strategic Plan process.

Admin staff have been meeting with the IT services provider to renew our current contract.

Warrenville crews assisted Operation North Pole in delivering Christmas gifts to a pediatric cancer patient in Warrenville.

### **TRUSTEES**

None.

### **FIREFIGHTERS' APPRECIATION**

Administrative Assistant Reavy said save-the date invites went out in January. The link to RSVP will go out in February.

### **ATTORNEY**

None.

### **LOGISTICS**

Assistant Chief Levy presented the Logistics Report. Nicor recently came out to do a survey and found two leaks in the gas pipe that goes to the generator, which are being repaired.

### **TRAINING**

Captain Zabler presented the Training Report. There were 839 training hours completed in December. The District completed a total of 9,846 training hours in 2023.

### **EMS**

Assistant Chief Levy presented the EMS Report. The District had 1,346 EMS calls in 2023.

### **APPARATUS**

Assistant Chief Levy presented the Apparatus Report.

### **FIRE BUREAU**

Fire Marshal Voda presented the Fire Bureau Report.

### **PERSONNEL**

Chief Dina said the test for full-time firefighter/paramedic was completed on December 9th. There were only 6 people that took the test. FF/PM Eddie Clark was hired from the previous list. Chief Dina said there are two people being processed from the new list. However, the new list is almost exhausted, so the Fire Commissioners are working with the testing company to get another test scheduled soon.

President Perkins reminded the Board about the process used for Chief Dina's performance evaluation. Chief Dina will write a self-assessment and give to the Board of Trustees in early March. The Board will hold a special meeting in March to review and discuss the evaluation. Chief Dina will also write new personal goals for the next year.

**UNFINISHED BUSINESS**

Chief Dina is collecting information from the City of Warrenville before finalizing a plan for the capital cost reimbursement. The Fire District is the only District that does not receive any money from TIF 3 and 4. The library, park district, and schools receive money each year.

**NEW BUSINESS**

A motion was made by Trustee Carstens, seconded by Trustee Pertell, to appoint Financial Analyst Amber Nadeau as the OMA and FOA Officer for the District.

5 AYES MOTION CARRIED

Chief Dina presented the quote for the contract renewal for IT services. The contract would be for two years beginning May 1, 2024. Chief Dina noted there is an increase to the monthly fee. On-site work is not included in the monthly cost, so that is extra and somewhat expensive. Overall, staff is happy with their service. Chief Dina collected information from a few other IT companies, which he found similar pricing but not 24-hour service. Chief Dina will research if multiple quotes are required since the cost is over \$25,000 and bring to the next meeting.

Chief Dina has been doing some research on the county tax website. He found that the Forest Preserve District of DuPage County uses the District’s services for special events and ambulance standby, but not for 911 calls. The Forest Preserve does not pay property taxes, but Warrenville is assigned as their Fire District. Chief Dina also found that the Wheaton Fire Protection District has an IGA that says they are to provide fire service to the Forest Preserve. Warrenville Fire Protection District could receive ambulance billing fees. Chief Dina also found contiguous unincorporated areas of Warrenville Fire Protection District that are not assigned or paying property taxes for fire protection services. This includes about 84 properties. The District can request to have these properties annexed into the District and receive property taxes for them. Per the attorney’s advice, the Board of Trustees directed Chief Dina to pursue all of the properties discussed.

**ADJOURNMENT**

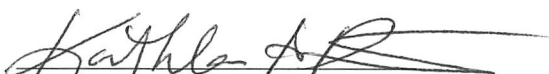
At 1848 hours, a motion was made by Trustee Carstens, seconded by Trustee Thompson, to adjourn the meeting.


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 Jamie Clark, Assistant Chief Joe Levy, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Reavy.

Guests present at the end of the meeting were Fire Marshal Carl Voda, Captain Bill Zabler, and Lieutenant Matt Banaszek.

The meeting adjourned at 1848 hours.

  
President

  
Secretary