

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

**Minutes of Trustee Meeting
February 21, 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 (left at 1717 hours, returned at 1806 hours), and Administrative Assistant Jenna Reavy (left at 1717 hours, returned at 1806 hours).

Guests were Captain Nic Tosto (arrived at 1806 hours), Lieutenant Mike Vaughn (left at 1717 hours, returned at 1806 hours), FF/PM James Reavy (left at 1717 hours), FF/PM Drew Miller (left at 1717 hours), FF/PM Kevin Sheahan (left at 1717 hours, returned at 1806 hours, left at 1900 hours), and FF/PM David Koelper (arrived at 1806 hours, left at 1900 hours).

APPROVAL OF AGENDA

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

5 AYES MOTION CARRIED

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

A motion was made by Trustee Carstens, seconded by Trustee Thompson, to approve the regular minutes of the regular meeting on January 17, 2024.

5 AYES MOTION CARRIED

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to approve the closed session minutes of the regular meeting on January 17, 2024.

5 AYES MOTION CARRIED

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to approve the regular minutes of the Decennial Committee meeting on January 16, 2024. Chief Dina also participated in the vote since he is a voting member of the Decennial Committee.

6 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 \$6,663,218.43 and an ending cash balance of \$6,429,619.33 as recorded in the January 2024 financial reports.

Chief Dina noted the January ambulance revenues were \$91,442.28. The Fire Recovery revenue was \$1,395.24. The Fire Bureau revenue was \$3,962.00.

A motion was made by Trustee Pertell, seconded by Trustee Rogers, 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 investment pool account through the State of Illinois, called The Illinois Funds. The Fifth Third Investment account is not earning much interest. The Fifth Third Money Market account was earning 1% interest, but after discussions with them, they raised that account to a 3% interest rate. The interest rate for The Illinois Funds is currently over 5%.

Other benefits to The Illinois Funds include no minimum balance, investments can be overnight or long-term, and the Public Funds Investment Act allows the District to participate in it. Agencies that currently participate in The Illinois Funds includes City of Warrenville, DuPage County, DuComm Public Safety Dispatch, several police and fire pension funds, Lisle-Woodridge FPD, several other fire agencies, and many clients at Sikich.

A motion was made by Trustee Carstens, seconded by Trustee Rogers, to close the Fifth Third Pooled Trust Investment account and transfer the balance to The Illinois Funds.

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

CLOSED SESSION

At 1717 hours, a motion was made by President Perkins, seconded by Trustee Carstens, to go into closed session for personnel matters in accordance with 5 ILCS 120/2(c)(1).

5 AYES MOTION CARRIED

Financial Analyst Nadeau, Administrative Assistant Reavy, and guests left for closed session. Closed session ended at 1803 hours.

After a brief recess, the regular meeting reconvened at 1806 hours.

FIRE CHIEF'S REPORT

Chief Dina reported there were 182 calls for service in the month of January 2024, which included 103 EMS calls and 79 fire and rescue calls.

Chief Dina reported there was one significant incident in Warrenville for January, which was a structure fire due to electrical issues at the Illinois Youth Center. Chief Dina has been discussing electrical and other safety issues with officials for the building.

The District received a \$1,000.00 grant from Illinois American Water for Public Education materials, including fire safety, CPR, and materials for a Stop the Bleed program.

Chief Dina and Fire Marshal Voda met with Warrenville Community Development representatives as part of the quarterly meetings.

Chief Dina received several nominations for the 2023 Firefighter of the Year.

The Firefighters Auxiliary hosted the annual holiday party at Whirly Ball.

Chief Dina attended a Securing the Cities meeting with members of the Department of Homeland Security to pick up the radiation monitors.

Assistant Chief Levy attended the Active Shooter Hotel training seminar at College of DuPage SSG Miller Homeland Security Education Center.

Employee orientation was held for four new paid on call employees.

Surface ice rescue training was held at Blackwell Forest Preserve.

Staff continue to meet weekly with Emergency Services Consulting International to complete the District's strategic plan.

Fire Inspector Landers met with Johnson School to finalize their severe weather plan.

Staff submitted a record disposal request through the Illinois State Archivist.

TRUSTEES

Trustee Thompson presented a draft RFP for human resource services in regards to retention, recruitment, and the culture of the District. Chief Dina commented that it may not be financially prudent to pursue this RFP. He added that all fire agencies are struggling to keep positions filled. The consensus from the Board was to move ahead to put out the RFP.

FIREFIGHTERS' APPRECIATION

Administrative Assistant Reavy said invitations were sent out, with 55 attendees so far.

ATTORNEY

None.

LOGISTICS

Assistant Chief Levy presented the Logistics Report. The station oven needs repairs again. Staff are looking into replacing the oven completely.

TRAINING

Assistant Chief Levy presented the Training Report. January reached 1,076 training hours.

EMS

Assistant Chief Levy presented the EMS Report. He noted that the Dodge ambulance has been out of service for repairs.

APPARATUS

Assistant Chief Levy presented the Apparatus Report.

FIRE BUREAU

There is no Fire Bureau Report to present this month. The Chiefs have been filling in for fire prevention duties while Fire Marshal Voda takes time off for his wife's passing.

PERSONNEL

The Board of Trustees tabled the pay rate increases for non-bargaining unit personnel until the next regular meeting.

UNFINISHED BUSINESS

Chief Dina is waiting to hear from the City of Warrenville for the capital cost reimbursement.

Chief Dina said the attorney confirmed the District is not required to collect quotes for IT services. There was still a desire to collect quotes, which Chief Dina will have ready for the next meeting.

Chief Dina provided an update on jurisdiction for Fire Protection District boundaries. The attorney said the IGA between Wheaton Fire District and the Forest Preserve District of DuPage County is unlawful. The contract should have been made with Warrenville Fire District, which it was not. The Forest Preserve does not pay property taxes, but the District could receive payment for fire or EMS services. Chief Dina will continue to pursue it.

Chief Dina provided an update about the unincorporated areas of Warrenville Fire Protection District that are not assigned or paying property taxes for fire protection services. There seems to be an exemption for these areas due to the proximity to the Chicago Golf Club. Chief Dina will continue to pursue this item.

NEW BUSINESS

Chief Dina provided an update about the strategic plan for the District. The meeting for the external stakeholders will take place on March 4th during a special meeting for the Board of Trustees. The internal stakeholders' meetings will take place on March 5th and 6th. There was about a 60% response rate for the internal survey that went out to employees.

The City of Warrenville is also working on their strategic plan. They will have external stakeholders' meetings on various dates in March. The attorney advised that no more than two Trustees can attend the same meeting. Separate dates were chosen to comply with the advice. The Board of Trustees briefly spoke about District needs to relay to the City.

The Board of Trustees reviewed the proposed long-term Capital Improvement Plan.

Chief Dina presented the draft FY24-25 budget ordinance and associated budget documents. It is a balanced budget with a \$200,000 transfer to Capital included. Financial Analyst Nadeau explained the timeline for reviewing and approving the budget. There will be another draft provided at the March meeting. After that, the proposed budget will get posted for 30 days. The public hearing and budget approval are anticipated to occur at the May meeting.

ADJOURNMENT

At 1909 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 Captain Nic Tosto and Lieutenant Mike Vaughn.

The meeting adjourned at 1909 hours.



President



Secretary