

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

**Minutes of Trustee Meeting
May 15, 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, Fire Chief Andy Dina, Assistant Chief Joe Levy, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Reavy. Absent was Trustee Al Thompson. Former Trustee Joe Rogers resigned prior to this meeting.

Guests were Fire Marshal Carl Voda (left at 1814 hours, returned at 1854 hours), Captain Jeff Fiene (left at 1814 hours), Captain Nic Tosto (left at 1814 hours), Lieutenant Mike Vaughn (left at 1814 hours), FF/PM Dave Koelper (left at 1814 hours), FF/PM Kevin Sheahan (left at 1814 hours), FF/EMT Drew Miller (left at 1814 hours), FF/PM Alec Stump (arrived at 1711 hours, left at 1758 hours), Brian LeFevre from Sikich (left at 1724 hours), and Mike Karl (left at 1814 hours, returned at 1854 hours).

APPROVAL OF AGENDA

A motion was made by Trustee Carstens, seconded by Trustee Pertell, to approve the agenda with the following items moved to after public comments: Sikich presentation, budget hearing at 1715 hours, discussion for union grievance, and discussion for Trustee Secretary position.

3 AYES 1 ABSENT MOTION CARRIED

PUBLIC COMMENTS

None.

FINANCIAL REPORTS

Brian LeFevre from Sikich presented the fiscal year end reports for 04/30/2024. He reviewed a few financial reports including the Summary of Cash, Revenue and Expenses Compared to Budget, and Fund Balance Analysis.

Mr. LeFevre said the revenues received were over \$340,000 higher than expected. For expenses, personal services were about \$570,000 less than budgeted, contractual services were about \$28,000 less than budgeted, and commodities were about \$40,000 less than budgeted. Including the \$2,150,000 transfer that was approved last month, the overall net revenue over expenses was over \$1 million.

Mr. LeFevre noted personal services were underspent mostly in salaries and health insurance, which Chief Dina concurred is due to staffing shortages. Mr. LeFevre added that he is not concerned about individual budget line items, but rather the overall categories. He said that the District is in line with other fire agencies, but some are able to be more consistent on putting more towards their Capital Fund. He said the actuals for this fiscal year as well as the proposed budget for next fiscal year show that the finances are being managed well.

PUBLIC HEARING FOR ORDINANCE 24-01, BUDGET AND APPROPRIATION FY24-25

At 1715 hours, a motion was made by Trustee Pertell, seconded by Trustee Carstens, to start the public hearing for Ordinance 24-01, BUDGET AND APPROPRIATION FOR FY24-25.

3 AYES 1 ABSENT MOTION CARRIED

President Perkins said the public can ask questions or make comments about the budget during this hearing. The public hearing notice was published in the Daily Herald newspaper and the budget was available for inspection for 30 days. The packet includes the proposed budget for FY24-25. Chief Dina commented that there was a lot of hard work that went into creating the budget and the numbers are straightforward. President Perkins commented that the forecasting done to create the budget seems to be going well since the actual expenses for the fiscal year end were almost 100% of the budgeted amounts. There were no comments from the public.

At 1717 hours, a motion was made by Trustee Pertell, seconded by Trustee Carstens, to end the public hearing for Ordinance 24-01, BUDGET AND APPROPRIATION FOR FY24-25.

3 AYES 1 ABSENT MOTION CARRIED

FINANCIAL REPORTS

Mr. LeFevre from Sikich continued his presentation. The District has a Fund Balance policy to maintain 10%-40% of annual budgeted expenditures in the corporate fund balance. Mr. LeFevre reviewed the Fund Balance Analysis report that shows the District is estimated to have a 39.90% fund balance as of the end of April 2025.

Mr. LeFevre said the audit work has started for the fiscal year that just ended. The goal for audit completion is the Trustee meeting in August. Financial Analyst Nadeau commented that this will be the District's first year filing for the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting award. The audit report will include additional reports as well as a transmittal letter and statistical section.

PERSONNEL

There was a discussion about a Step 3 grievance from the Union regarding the new stretching policy. President Perkins explained that the conversation in open session will be between the Board of Trustees and the Union Executive Board. The Board of Trustees will have a follow-up conversation in closed session and will provide a letter to the Union within ten business days with the determination.

The Union explained the District did not originally provide a 10-day review period for the stretching policy. Once that was grieved, the District re-issued the policy with a 10-day review period. The Union grieved the policy stating a change to working conditions which gives the Union the right to bargain it with the District, but they were denied.

The Union provided recommended changes to the policy. The Union said the policy requires stretching multiple times a day with pre-shift and pre-training stretching, which limits the Shift Commander's scope to carry out the daily schedule. President Perkins noted that the current union contract states stretching is to be done during the morning meeting. The Union asked for a face-to-face meeting to bargain the policy before putting it into effect. The Board of Trustees will discuss the matter in closed session and provide a letter to the Union within ten business days with the determination.

TRUSTEES

A motion was made by President Perkins, seconded by Trustee Pertell, to nominate Jeff Carstens for interim Trustee Secretary.

3 AYES 1 ABSENT MOTION CARRIED

APPROVAL OF MINUTES

A motion was made by Trustee Pertell, seconded by Trustee Carstens, to approve the regular minutes of the regular meeting on April 17, 2024 and special meeting on May 1, 2024.

3 AYES 1 ABSENT 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 \$6,015,635.48 and an ending cash balance of \$5,670,112.23 as recorded in the April 2024 financial reports.

Chief Dina noted the April ambulance revenues were \$70,370.64. He commented that the fees paid directly to Paramedic Billing Services (PBS) did not cover the monthly commission the District owed, so there was a check issued to PBS. This doesn't normally happen, but Chief Dina predicts this will happen more in the future due to the collection process. The Fire Recovery revenue was negative \$14,387.64. This was due to a hazmat incident that involved surrounding agencies. The District billed and collected all of the fees. The revenue was passed on respectively to the partner agencies. The Fire Bureau revenue was \$4,992.18.

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
Thompson – ABSENT
MOTION CARRIED

APPROVAL OF BILLS

Chief Dina said he is working on scheduling the GIS consulting that was approved at a previous Trustee meeting.

Chief Dina said the cardiac monitors are on a replacement schedule in the Capital Plan. This request is for the next cardiac monitor that is due to be replaced this year. After this one, there is a three-year gap before the next one needs to be replaced. The \$52,000 quote includes the service and warranty plan. The purchase is budgeted to come out of the Capital Fund.

A motion was made by Trustee Pertell, seconded by Trustee Carstens, to approve the purchase of a cardiac monitor from Zoll Medical not to exceed \$52,000.

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

Chief Dina said the District currently owns two stair chairs, which have tracks that use friction and can only go down a flight of stairs. The quotes are to replace both stair chairs with motorized models that can go up and down a flight of stairs. This is especially useful when trying to get a medical patient out of a basement. It will also help reduce injuries. Chief Dina noted that one stair chair would get purchased using the EMS budget and the other one would get purchased with the \$20,000 IPRF grant. There was a discussion about selling the old stair chairs separately to get more money for them rather than doing a trade-in with the vendor. There was also a discussion about possibly keeping one or both of the old stair chairs as backup if their resale value was low.

A motion was made by President Perkins, seconded by Trustee Carstens, to approve the purchase of two stair chairs without the vendor trade-in credit not to exceed \$33,500 total.

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

Chief Dina said there was an RFP for HR services. He contacted two companies directly to let them know about the RFP. There were two notices put in the newspaper about the RFP. There was only one bid received for the bid opening. It is from a company called Humani HR. Chief Dina said the District budgeted \$20,000. The bid was just under that amount. Chief Dina also noted that the company is located in Tennessee and all work would be done remotely.

A motion was made by President Perkins, seconded by Trustee Carstens, to approve the bid from Humani HR for HR Services not to exceed \$20,000.

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

OTHER FINANCE

A motion was made by Trustee Carstens, seconded by Trustee Pertell, to approve Ordinance 24-01, BUDGET AND APPROPRIATION FOR FY24-25.

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

CLOSED SESSION

At 1814 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 – ABSENT
MOTION CARRIED

Guests left during the closed session.
Closed session ended at 1851 hours.

After a brief recess, the meeting resumed at 1854 hours.

APPROVAL OF MINUTES

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

3 AYES 1 ABSENT MOTION CARRIED

FIRE CHIEF'S REPORT

Chief Dina reported there were 151 calls for service in the month of April 2024, which included 93 EMS calls and 58 fire and rescue calls.

Chief Dina reported there was one significant incident in Warrenville for April, which was a structure fire that started as an oven fire.

The District hosted FF/PM candidate testing. Out of the twelve eligible applications, there were six that showed up to take the test, and three passed the test.

The District provided a letter of support to Northwestern Medicine in support of the purchase of a new Mobile Stroke Unit. The current unit is seven year sold.

Administrative Assistant Jenna Reavy attended the Illinois Fire Service Administrative Professionals (IFSAP) conference in Galena, IL.

Chief Dina attended the Congressional Fire Services Institute Symposium in Washington, DC with a delegation of Chiefs from Illinois to network with Chief Officers from across the country and advocate for positive change in the fire service.

The District opened sealed bids for HR services. One bid was received and the information was shared with the Board of Trustees for their approval.

Personnel attended a demonstration of the new FLAIM virtual fire training system.

Crews provided station coverage (ambulance) for the Aurora Fire Department while they attended funeral services for one of their members.

Chiefs and Administrative Professional Nadeau and Reavy attended the Metropolitan Fire Chiefs Administrative Professionals luncheon at Medinah Shriners Center.

Personnel dropped off gifts from the District at DU-COMM for the dispatchers during National Public Safety Telecommunicators Week.

TRUSTEES

Trustee Carstens requested to have the Apparatus Report include an out of service time chart. Assistant Chief Levy said he will work on this.

FIREFIGHTERS' APPRECIATION

None.

ATTORNEY

None.

LOGISTICS

Assistant Chief Levy presented the Logistics Report.

TRAINING

Assistant Chief Levy presented the Training Report. April had 860 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. Part-time Fire Inspector Mike Landers resigned in April due to family matters. Part-time fire inspector, Kevin O'Hare, started in April.

PERSONNEL

There was no further discussion regarding the union grievance.

UNFINISHED BUSINESS

Chief Dina continues to work with the City of Warrentville for the capital cost reimbursement. Chief Dina is working on scheduling a meeting with the City and attorneys to discuss the plan.

Chief Dina provided an update on the District’s strategic plan project. The vendor is having trouble posting the public-facing plan. Chief Dina will notify the internal and external stakeholders when it is available. President Perkins asked what was gained by going through the process to create a strategic plan. Chief Dina said it collected everyone’s input and built a roadmap for the District to follow going forward.

NEW BUSINESS

President Perkins said the term for Fire Commissioner, Tim Gornik, is coming to an end. The position is appointed by the Board of Trustees.

A motion was made by President Perkins, seconded by Trustee Carstens, to appoint Tim Gornik for another term to the Board of Fire Commissioners.

3 AYES 1 ABSENT MOTION CARRIED

President Perkins said the term for Pension Board member, Terese Krafcheck, is coming to an end. This appointment is chosen solely by the Trustee Board President and is not something that needs approval from the Board of Trustees. President Perkins informed the Board of Trustees that she re-appointed Terese Krafcheck to the Pension Board.

There was discussion about the process for the appointment for the Fire District Trustee position. There is a notice being put in the Hometown Happenings newsletter. President Perkins requested to have the information posted on the District’s website and Facebook page. Chief Dina suggested sending an email to all District personnel and retirees, which the Board of Trustees agreed was a good idea. The deadline for candidates to submit applications is June 10th. The term will be now through May 2025. President Perkins and Trustee Carstens will do the interviews, which can start at any time. They will make a recommendation to the Board for approval. The District has sixty days to fill the position, so the deadline is July 1st.

Chief Dina said the City of Warrentville’s Batavia Road resurfacing project is underway soon. It is being completed using TIF funds. Since the fire station is partially in the TIF district, the cost to replace the front apron would be partially paid for by the City of Warrentville. The District has the apron replacement scheduled in the Capital Plan for this fiscal year. The District would be responsible for \$40,275.00. Approval is required through an intergovernmental agreement (IGA) between to the two parties.

A motion was made by Trustee Carstens, seconded by Trustee Pertell, to approve the IGA with the City of Warrenville for the Batavia Road Resurfacing Project.

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

ADJOURNMENT

At 1926 hours, a motion was made by Trustee Carstens, seconded by Trustee Pertell, to adjourn the meeting.

3 AYES 1 ABSENT MOTION CARRIED

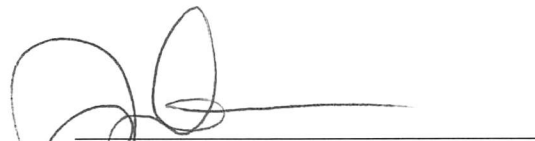
Present at the end of the meeting were President Kate Perkins, Treasurer Denise Pertell, Secretary Jeff Carstens, Fire Chief Andy Dina, Assistant Chief Joe Levy, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Reavy.

Guests present at the end of the meeting were Fire Marshal Voda and Mike Karl.

The meeting adjourned at 1926 hours.



President



Secretary