

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

**Minutes of Trustee Meeting
September 18, 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, Trustee Al Thompson, Trustee Mike Karl (arrived at 1702 hours), Fire Chief Andy Dina, Assistant Chief Joe Levy, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Reavy (left at 1731 hours, returned at 1746 hours).

Guests were Fire Marshal Carl Voda (left at 1731 hours, returned at 1746 hours).

APPROVAL OF AGENDA

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

4 AYES 1 ABSENT MOTION CARRIED

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

A motion was made by Trustee Pertell, seconded by Trustee Carstens, to approve the regular minutes of the regular meeting on August 21, 2024.

4 AYES 1 ABSENT MOTION CARRIED

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to approve the closed session minutes of the regular meeting on August 21, 2024.

4 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 \$7,316,970.30 and an ending cash balance of \$7,063,470.79 as recorded in the August 2024 financial reports.

Chief Dina noted the August ambulance revenues were \$93,526.62. The Fire Recovery revenue was \$966.00. The Fire Bureau revenue was \$4,446.30.

Chief Dina noted the financial model is updated, but wants to wait to review it after adding the new Chief position if needed.

A motion was made by Trustee Pertell, seconded by Trustee Thompson, to accept the monthly accounting reports as presented.

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

APPROVAL OF BILLS

A quote for handyman services was reviewed by the Board of Trustees. Chief Dina and Assistant Chief Levy answered questions pertaining to the scope of work. The services will be paid via check, so the District will not pay a credit card processing fee.

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to approve the quote for handyman services from Mr. Handyman for \$6,128.09.

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

Chief Dina presented a sole source quote to repair and resurface the apparatus floor. Chief Dina explained that the old vehicle exhaust vents in the floor will be filled in and resurfaced over so it will be a smooth floor throughout the bays.

A motion was made by Trustee Thompson, seconded by Trustee Pertell, to approve the quote for repairs and resurfacing from Matrix Coating Solutions not to exceed \$55,000.

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

OTHER FINANCE

Financial Analyst Nadeau presented a loan rate sheet summarizing financing options and quotes for the new E-ONE HP100 Platform apparatus. The Board of Trustees directed Chief Dina to meet with Financial Analyst Nadeau and the accountant to review the options and make a recommendation. There was a discussion about when the vendor will require the payment and how long it will take to acquire a loan if needed. A special meeting might be needed if the vendor needs payment before the next regular meeting.

CLOSED SESSION

At 1731 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).

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

Administrative Assistant Reavy and guests left for closed session.

Closed session ended at 1744 hours.

FIRE CHIEF'S REPORT

Chief Dina reported there were 176 calls for service in the month of August 2024, which included 116 EMS calls and 60 fire and rescue calls.

Chief Dina reported there was one structure fire in Warrenville and one incident of heavy smoke in a Warrenville apartment.

Warrenville crews provided mutual aid to Naperville for a structure fire and Carol Stream with a SWAT medic to assist with a search warrant incident.

The District provided first aid and Command Staff personnel at the Warrenville Park District Summer Daze event. The event was well attended, and crews only treated minor scrapes and bruises over the two-day period.

Chief Dina attended the Warrenville Taxing District Leadership meeting at City Hall.

Crews participated in the Warrenville Police Department National Night Out event at Cerny Park with the ladder truck was on display and handed out Warrenville Fire swag.

There were two new full-time firefighter/paramedics that started working shift, which brings the staffing up to 16. This leaves two vacancies.

Chief Dina, Lieutenant LaForge, and Gold Shift attended the last day of Warrenville Park District's Summer Camp. It was called a "Cool Down" because crews hooked up the engine to a hydrant and flowed a deck gun on the campers to celebrate their last day.

Chief Dina was honored with the proclamation from the DuPage County Emergency Telephone System Board (ETSB) for his over 3 years of service to the Police Advisory Committee and Fire Focus Group.

Chief Dina, Assistant Chief Clark, Lieutenant Ingram, Lieutenant Banaszek, and FF/PM Clark attended the Heroes and Helicopter event in Naperville.

The District held an orientation and written examination for the position of firefighter/paramedic. Four people attended and four passed the test. However, none of them are paramedics.

Chief Dina attended nightly meetings with MABAS and other fire and security agencies with updates on the DNC operations and outcomes.

Captain Zabler, along with the MABAS Division 16 Technical Rescue Team, deployed to Chicago in support of the Democratic National Convention (DNC). Division 16 was one of only a handful of MABAS Divisions to deploy in that capacity.

The District held a parent/cadet meeting in the conference room. At this meeting, Captain Zabler went over the role the cadets play in the organization and what the expectations of them will be.

A series of Autism awareness trainings began with the first being hosted at the Warrenville Park District, the second at City Hall, and the third session was held in the McNatt Training room at the Fire District.

Chief Dina and Financial Analyst Nadeau participated in a webinar along Lauterbach & Amen on the subject of fund consolidation.

The Warrenville Firefighters Auxiliary sponsored a Kane County Cougars baseball outing as part of their fundraising efforts. The Warrenville Fire Protection District Firefighter of the Year, Captain Bill Zabler, threw out the first pitch.

The apparatus committee spent over eight hours combing through ladder truck specifications in hopes of securing a stock vehicle that is coming off the production line in October or November.

Assistant Chief Levy submitted the Illinois American Water grant in hopes of receiving \$1,000 for the purchase of public education supplies.

TRUSTEES

Trustee Pertell commented that the Illinois Fire Service Combined conference went well.

FIREFIGHTERS' APPRECIATION

None.

ATTORNEY

None.

LOGISTICS

Assistant Chief Levy presented the Logistics Report. He noted that the dishwasher on the duty crew side will need to be replaced very soon.

TRAINING

Assistant Chief Levy presented the Training Report. There were 1,021 training hours completed in August.

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.

PERSONNEL

Chief Dina proposed creating a new full-time position for Assistant Chief of Support Services. The position would oversee the Fire Prevention Bureau, Public Education programs, provide backup coverage for Chief Dina and Assistant Chief Levy, and more. Chief Dina provided a draft job description to the Board of Trustees for review. He said there would also be some changes to the Fire Marshal job description and that the Fire Marshal will become a part-time position. The Board of Trustees discussed various parts of the job descriptions and made recommendations for changes. Chief Dina will revise the job descriptions for approval at a future meeting.

UNFINISHED BUSINESS

There was nothing to report about the capital cost reimbursement with the City of Warrenville.

There was nothing to report about the strategic plan project.

NEW BUSINESS

Chief Dina said the Foreign Fire Board recently purchased new exercise equipment to replace the old equipment. He proposed selling the old exercise equipment on GovDeals. There is also an old water cooler machine that is no longer used and can be sold on GovDeals.

A motion was made by Trustee Pertell, seconded by Trustee Carstens, to approve the surplus disposal and/or sale of a water cooler machine and various exercise equipment on GovDeals.

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

Chief Dina said with the purchase of the new E-ONE truck, the District can proceed with selling surplus apparatus. There is a 2004 E-ONE engine (E13) that can be sold. This would reduce the overall fleet by one engine. There is also a 1998 E-ONE ladder truck that can be sold. The District would hold onto the ladder truck until the new truck is in service. Chief Dina will work to get the best price for each.

A motion was made by Trustee Pertell, seconded by Trustee Carstens, to approve the sale of the 2004 E-ONE engine.

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

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to approve the sale of the 1998 E-ONE ladder truck.

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

ADJOURNMENT

At 1823 hours, a motion was made by Trustee Carstens, seconded by Trustee Thompson, to adjourn the meeting.

5 AYES MOTION CARRIED

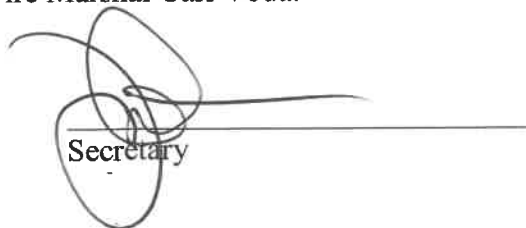
Present at the end were President Kate Perkins, Treasurer Denise Pertell, Secretary Jeff Carstens, Trustee Al Thompson, Trustee Mike Karl, Fire Chief Andy Dina, Assistant Chief Joe Levy, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Reavy.

Guests present at the end of the meeting were Fire Marshal Carl Voda.

The meeting adjourned at 1823 hours.



President



Secretary