

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

**Minutes of Trustee Meeting
November 20, 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, Fire Chief Andy Dina, Assistant Chief Joe Levy, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Reavy.

Guests were Fire Marshal Carl Voda (left at 1714 hours, returned at 1722 hours) and Captain Nic Tosto (arrived at 1802 hours).

APPROVAL OF AGENDA

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

5 AYES MOTION CARRIED

PUBLIC COMMENTS

None.

PUBLIC HEARING FOR ORDINANCE 24-03, AMENDED BUDGET AND APPROPRIATION FOR FY24-25

At 1701 hours, a motion was made by Trustee Carstens, seconded by Trustee Thompson, to start the public hearing for Ordinance 24-03, AMENDED BUDGET AND APPROPRIATION FOR FY24-25.

5 AYES MOTION CARRIED

Chief Dina said the budget is being amended to account for the purchase of a new ladder truck out of the current fiscal year that was not expected. The E-One ladder truck is a demo unit from Fire Service Inc. for a purchase price of \$2,176,437. There are some additional costs for modifications that need to be made to the vehicle, which will make the total cost about \$2.3 million. There was also an adjustment to postpone the brush truck replacement for \$150,000 to a future year. The net effect to the budget increases the Capital Fund by \$2,150,000.

There were no comments from the public.

At 1702 hours, a motion was made by Trustee Thompson, seconded by Trustee Carstens, to end the public hearing for Ordinance 24-03, AMENDED BUDGET AND APPROPRIATION FOR FY24-25.

5 AYES MOTION CARRIED

APPROVAL OF MINUTES

A motion was made by Trustee Carstens, seconded by Trustee Thompson, to approve the regular minutes of the regular meeting on October 16, 2024 with two minor typo corrections.

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 October 16, 2024.

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 \$8,546,901.88 and an ending cash balance of \$8,407,433.27 as recorded in the October 2024 financial reports.

Chief Dina noted the October ambulance revenues were \$122,699.46. The Fire Recovery revenue was \$2,074.19. The Fire Bureau revenue was \$525.00. Chief Dina added that the Public Education revenue was \$1,435.00 for CPR classes.

Chief Dina said there will be a wire transfer to pay for the new ladder truck.

The invoice to the City of Warrenville for the front apron replacement has been paid.

A motion was made by Trustee Carstens, 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

Chief Dina said there is a set of AMKUS hydraulic tools that are outdated and should be replaced. He provided a quote for a new set totaling \$26,500 and another quote for a “like new” used set for \$19,300. The used set comes with the warranty and are clean and ready.

A motion was made by Trustee Carstens, seconded by Trustee Thompson, to approve the purchase of extrication tools from Dinges Fire Company for \$19,300.

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

OTHER FINANCE

A motion was made by Trustee Carstens, seconded by Trustee Pertell, to approve Ordinance 24-03, AMENDED BUDGET AND APPROPRIATION FOR FY24-25.

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

CLOSED SESSION

At 1714 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 1721 hours.

FIRE CHIEF'S REPORT

Chief Dina reported there were 175 calls for service in the month of October 2024, which included 110 EMS calls and 65 fire and rescue calls.

Warrenville crews provided mutual aid to Batavia for a structure fire. There was also a SWAT Medic callout to Woodridge for a high-risk warrant.

Engine 12 attended a public education event at St. James Farm for the DuPage Forest Preserve District Adaptive Recreation Adventure Day.

The Chiefs and Training Officer met with the Illinois Office of the Station Fire Marshal's Fire Certification Specialist to explore ways that the OSFM could support our organization.

The District was awarded a grant for the amount of \$23,586.24 from Firehouse Subs Public Safety Foundation for the purchase of a Bullseye Fire Extinguisher Training Package. A special thank you to Administrative Assistant Reavy for writing the grant for these funds.

Chief Dina and Assistant Chief Levy met with the Illinois Fire Chief's Association Director of Assessment and Consulting to develop the recruitment and hiring package for the new Assistant Chief of Support Services position.

Medic 12 provided ambulance standby coverage at the DuPage Forest Preserve District Annual Fall Festival.

Staff met with the health, vision, dental, and life insurance brokerage company One Digital to discuss annual renewals and open enrollment.

Staff met with the owners of Courtyard Banquets to discuss and sign the contract for the 2025 Employee Recognition dinner.

The District was awarded a grant for the amount of \$1,000 from Illinois American Water for public education supplies and equipment. A special thank you to Assistant Chief Levy for writing the grant for these funds.

The Firefighters Union Local 5036 presented a check in the amount of \$1,544 to Northwestern Medicine Cancer Center as part of their fundraising efforts as well as a dollar match through the sales of pink t-shirts. This was spearheaded by FF/PM James Reavy.

Chief Dina dropped off the Tax Levy Ordinance to the DuPage County Clerk's office and received a stamped receipt of delivery.

The duty crew on Engine 11 and Medic 11 attended Trinity Lutheran Church and St. Irene's Church to show support and hand out candy for Truck or Treat.

The Warrenville Dive Team members participated in a dive drill at Blackwell's Silver Lake that included carving pumpkins underwater.

Warrenville Fire hosted the DuPage County Metropolitan Emergency Response and Investigate Team (MERIT) for Tactical Combat Casualty Care training.

Several operational, administrative, elected, and appointed officials attended the 100 Club of DuPage Valor Awards Dinner. The District continues the tradition of supporting the 100 Club of DuPage and its mission to support public safety personnel through DuPage County. The District also attends to support those public safety personnel who receive awards for performing above and beyond the call of duty.

Chief Dina and Assistant Chief Levy set up the Día de los Muertos (Day of the Dead) Ofrenda (offering) table at the Warrenville Public Library. It will be set up through November 24th.

Financial Analyst Amber Nadeau has been selected to receive the 2024 Illinois Fire Service Administrative Professional of the Year award from the Illinois Fire Chiefs Association.

TRUSTEES

Trustee Pertell thanked crews for attending the Trinity Lutheran Church Trunk or Treat event.

Trustee Carstens commented that he would like the District to provide fire blankets to the community. Trustee Thompson suggested getting a corporate sponsor to fund it. Chief Dina said the \$1,000 grant from Illinois American Water could be used for this. Chief Dina will take care of ordering fire blankets.

Financial Analyst Nadeau provided a flyer to the Board of Trustees with information about trustee training opportunities through the Illinois Association of Fire Protection Districts.

FIREFIGHTERS' APPRECIATION

None.

ATTORNEY

None.

LOGISTICS

Assistant Chief Levy presented the Logistics Report. Chief Dina said the Sourcewell purchasing contract fell through for refinishing the station bay floor. The attorney said the District can put a bid in the newspaper. Chief Dina is waiting until Spring when the weather is warmer to put out a bid notice since the vehicles will need to be put outside for several days.

TRAINING

Assistant Chief Levy presented the Training Report. October had 994 training hours. Trustee Thompson asked about the training maze in the attic. He was concerned about the extra weight that could cause a safety concern. Chief Dina explained the training maze is being reorganized and will not have extra weight added.

EMS

Assistant Chief Levy presented the EMS Report.

APPARATUS

Assistant Chief Levy presented the Apparatus Report. Financial Analyst Nadeau noted that the last payment for the Pierce engine was made on November 1st. Trustee Carstens asked if the 2004 E-ONE engine is a good candidate for refurbishment to help save some money down the road. Chief Dina will talk with the District mechanic and report back.

FIRE BUREAU

Fire Marshal Voda presented the Fire Bureau Report.

PERSONNEL

The swearing-in ceremony took place at the end of the meeting.

UNFINISHED BUSINESS

Chief Dina provided an update about the capital cost reimbursement with the City of Warrentville. The District received an offer from the City of Warrentville. Chief Dina said there is a line item he wants removed. He will continue to work on negotiations.

There was nothing to report about the strategic plan project.

NEW BUSINESS

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to approve Resolution 24-01, TRUSTEE MEETING SCHEDULE FOR 2025 as presented.

5 AYES MOTION CARRIED

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to approve Resolution 24-02, HOLIDAY SCHEDULE FOR 2025 as presented.

5 AYES MOTION CARRIED

The Board of Trustees reviewed the 3-year engagement letter for audit services with Lauterbach & Amen that covers the fiscal years April 30, 2025 through April 30, 2027.

A motion was made by Trustee Carstens, seconded by Trustee Karl, to approve the engagement letter with Lauterbach & Amen.

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

Chief Dina presented an ordinance to amend the EMS billing rates. He said the ordinance will put the fees in line with the GEMT cost report and Medicare rate without going lower. The rates will increase a minimum of 3% each year.

A motion was made by Trustee Carstens, seconded by Trustee Thompson, to approve Ordinance 24-04, AMENDING THE EMS BILLING RATES.

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

Chief Dina presented an ordinance to amend permitting trustees to attend board meetings by remote participation. Illinois OMA law changed to add “unexpected childcare” to one of the reasons to remotely attend per Public Act 103-0311. There was a discussion about changing or removing Section 9 from Exhibit A so staff, consultants, and attorneys can join the meeting remotely without being limited to the four reasons noted in the ordinance.

A motion was made by Trustee Perkins, seconded by Trustee Carstens, to approve Ordinance 24-05, AMENDING PERMITTING TRUSTEES TO ATTEND BOARD MEETINGS BY REMOTE PARTICIPATION with Section 9 of Exhibit A and any reference to non-trustees removed.

5 AYES MOTION CARRIED

ADJOURNMENT

At 1822 hours, a motion was made by Trustee Carstens, seconded by Trustee Thompson, to adjourn the meeting following the swearing-in ceremony, which started at 1830 hours and ended at 1900 hours.

5 AYES MOTION CARRIED

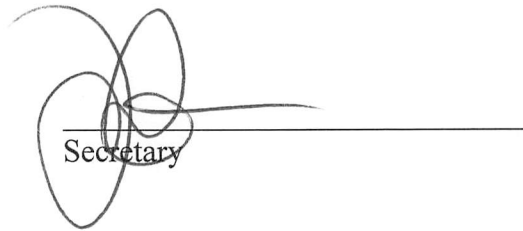
Present at the end were President Kate Perkins, Treasurer Denise Pertell, Secretary Jeff Carstens, Trustee Al Thompson, Trustee Mike Karl, Fire Chief Andy Dina, Assistant Chief Joe Levy, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Reavy.

Guests present at the end were Fire Marshal Carl Voda and Captain Nic Tosto.

The meeting adjourned at 1900 hours.



President



Secretary