

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

**Minutes of Trustee Meeting
December 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, Fire Chief Andy Dina, Assistant Chief Joe Levy, and Financial Analyst Amber Nadeau (left at 1726 hours, returned at 1750 hours).

Guests were Captain Bill Zabler (arrived at 1703 hours, left at 1726 hours, returned at 1750 hours), Lieutenant Bryan LaForge (left at 1715 hours), Jeannie Dina (left at 1726 hours, returned at 1750 hours), Fire Chief Paul Segalla from Long Grove Fire Protection District (arrived at 1811 hours), and Illinois State Representative Janet Yang Rohr and Chief of Staff Donna Wandke (both left at 1715 hours).

APPROVAL OF AGENDA

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

5 AYES MOTION CARRIED

PUBLIC COMMENTS

None.

PRESENTATION

Illinois State Representative Janet Yang Rohr presented House Resolution HR0949 recognizing Fire Chief Andy Dina as the Fire Chief of the Year. She spoke about the work Chief Dina has done to make sure firefighters in Illinois are safer with the tools and equipment needed to serve the community. Chief Dina has also done great work with cancer prevention in the fire service and also with the Illinois Youth Correctional Facility.

Chief Dina spoke about the support received by IL State Rep Janet Yang Rohr. Some of the projects she has helped with include a letter of support for a grant and attending community events.

Lieutenant LaForge gave a brief presentation to show how the BullsEye fire extinguisher training kit works. The kit was purchased through a grant. A big thank you to Administrative Assistant Reavy for submitting the grant.

APPROVAL OF MINUTES

A motion was made by Trustee Pertell, seconded by Trustee Carstens, to approve the regular minutes of the regular meeting on November 20, 2024.

5 AYES MOTION CARRIED

Financial Analyst Nadeau pointed out that after an internal review of Board of Trustees meeting minutes, it was discovered that the September 18, 2024 closed session minutes were not formally approved at a following meeting.

A motion was made by Trustee Pertell, seconded by Trustee Carstens, to approve the closed session minutes of the regular meetings on September 18, 2024 and November 20, 2024.

5 AYES MOTION CARRIED

President Perkins said she recently completed OMA training and came across a paragraph that said closed session minutes should not be removed from the public body’s main office. There was a discussion about the treatment of closed session minutes, including how to handle the closed session minutes for the semiannual review. One suggestion was to see if there is a secure electronic folder for the closed session minutes that only the Trustees could access. Chief Dina will contact the attorney for their recommendations.

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 \$8,407,433.27 and an ending cash balance of \$5,981,851.60 as recorded in the November 2024 financial reports.

Chief Dina said the new ladder truck was purchased for \$2,176,437.00 with a wire transfer.

Chief Dina noted the November ambulance revenues were \$107,788.69. The Fire Recovery revenue was \$2,584.00. The Fire Bureau revenue was \$7,706.10.

The extrication equipment for \$19,300 was purchased from Dinges Fire Equipment.

The BullsEye fire extinguisher training kit was purchased through a grant.

Trustee Carstens asked about the pension fund contribution. Financial Analyst Nadeau said the contribution is staggered and occurs when the District receives taxes from the County.

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

None.

OTHER FINANCE

Chief Dina said the feds recommended a rate cut, so the bank interest rates might drop.

CLOSED SESSION

At 1726 hours, a motion was made by Trustee Thompson, 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).

5 AYES MOTION CARRIED

Financial Analyst Nadeau and guests left during the closed session.
Closed session ended at 1748 hours.

FIRE CHIEF'S REPORT

Chief Dina reported there were 163 calls for service in the month of November 2024, which included 104 EMS calls and 59 fire and rescue calls.

Chief Dina reported there were two significant incidents for November 2024. One was a residential cooking fire and the other was a brush fire that was located over 1,000 feet off the roadway. There were no mutual aid calls.

Chief Dina attended a promotional ceremony for the new Addison Fire Chief Brock Herion.

Chief Dina emceed his last regular meeting as president for the Metropolitan Fire Chiefs Association of Illinois.

The District received the fire extinguisher training simulator as part of the Firehouse Subs Public Safety Foundations grant.

Chief Dina posted Engine 13 (2004) and Tower 11 for sale on Garage.com. As of 12/12, there are two interested parties have looked at the engine. There has been no interest in Tower 11. Both prices have been reduced by \$40,000 since originally being posted for sale.

The Fire Commissioners help a regular meeting. All is going well with the new testing company National Testing Network (NTN). As of today, there are five applicants with two of them holding all necessary qualifications.

Veterans Day began with breakfast at the Park District with the shift and on duty veteran Miles Volpe. Breakfast was followed by attending the Veterans Memorial to honor veterans.

Seven personnel traveled to Florida to conduct a final inspection on the new ladder truck. The apparatus committee did a lot of work and asked E-One to make a few changes. The new ladder truck will be in Indiana the evening of 12/12. The committee will travel to Indiana on 12/20 to conduct a follow-up inspection.

The District decorated a tree for the Holly Days event with the theme “Keep the Wreath Red”.

Assistant Chief Levy met with Northwestern Medicine about providing car seat checks in the fire station. The first one in December was successful. This program will run twice a month through April 2026. Northwestern Medicine employees will perform the car seat checks. The ballot list for the Board of Trustees election were sent to the County.

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.

The final loan payment was made for the Pierce engine.

Chief Dina reminded everyone about the Food Fight event the District is participating in to collect food donations for the Immanuel Food Pantry.

TRUSTEES

President Perkins reminded the Board of Trustees about the NIAFPD conference in January/February. If anyone wants to sign up, please contact Jenna or Amber to help.

President Perkins requested to include a review of the financial analysis on the agenda for the January meeting.

There was a discussion about the process to select the Support Services Chief. President Perkins asked for the Board of Trustees to review all of the resumes and select candidates for interviews. Chief Dina said he has been using the Illinois Fire Chiefs process and already submitted for five candidates to receive interviews. After the assessment center is finished, the list of candidates will go to the Board of Trustees for review.

Trustee Carstens said he was unable to find the low-cost vendor for the fire blankets.

FIREFIGHTERS' APPRECIATION

None.

ATTORNEY

None.

LOGISTICS

Assistant Chief Levy presented the Logistics Report.

TRAINING

Captain Zabler presented the Training Report. November had 894 training hours.

EMS

Assistant Chief Levy presented the EMS Report.

APPARATUS

Assistant Chief Levy presented the Apparatus Report. He said it will take 6-8 months to receive the new ambulance.

FIRE BUREAU

Assistant Chief Levy presented the Fire Bureau Report.

PERSONNEL

Chief Dina discussed having Financial Analyst Nadeau upgraded to full-time status.

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to approve upgrading Financial Analyst Amber Nadeau to full-time status as of January 1, 2024 with a pay rate of \$36.06 per hour, one floater day, \$150 per month insurance stipend, and other benefits in line with District policies.

5 AYES MOTION CARRIED

The recognition 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 City of Warrentville did not take out any language. The process for a true-up was put together. The initial payment of \$115,000 is based on two years of data. There will be another true-up in 5-7 years. The final true-up will take place at the end. Staff will have to manually track the calls in the TIF districts during the reimbursement period.

There was nothing to report about the strategic plan project.

NEW BUSINESS

None.

ADJOURNMENT

At 1827 hours, a motion was made by Trustee Thompson, seconded by Trustee Carstens, to adjourn the meeting following the recognition ceremony, which started at 1830 hours and ended at 1930 hours.

5 AYES MOTION CARRIED

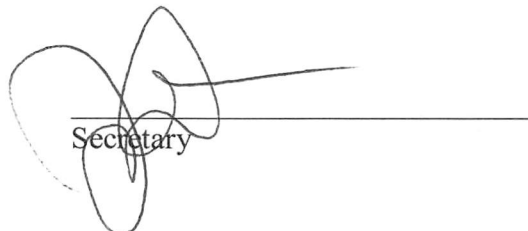
Present at the end were President Kate Perkins, Treasurer Denise Pertell, Secretary Jeff Carstens, Trustee Al Thompson, Trustee Mike Karl, Fire Chief Andy Dina, Assistant Chief Joe Levy, and Financial Analyst Amber Nadeau.

Guests present at the end were Captain Bill Zabler and Jeannie Dina.

The meeting adjourned at 1930 hours.



President



Secretary