

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

**Minutes of Trustee Meeting
July 17, 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 Mike Karl, Fire Chief Andy Dina, Assistant Chief Jamie Clark (left at 1828 hours, returned at 1831 hours), Assistant Chief Joe Levy (left at 1825 hours, returned at 1917 hours), Financial Analyst Amber Nadeau (left 1706 hours, returned 1757 hours), and Administrative Assistant Jenna Reavy (left 1706 hours, returned 1757 hours). Absent was Trustee Al Thompson.

The following guests were present at the start of the meeting and left at 1706 hours:

FF/EMT Aaron Carstens, FF/EMT Nadia Slates, FF/EMT Joseph Bovio, FF/EMT Austin Slocum, FF/EMT Andrew Janiec, FF/PM Rory Tosto, FF/PM Kevin Sheahan, FF/PM Drew Miller, FF/PM Eddie Clark, Captain Nic Tosto, Lieutenant Mia Ingram, Lieutenant Matt Banaszek, Ella Banaszek, David Karl, Jessica Karl, Alysa Niederbrach, Chris Thacker, and Hailey Sciacotta.

The remainder of the guests were Attorney Stephen DiNolfo representing Ottosen DiNolfo Hasenbalg & Castaldo Ltd. (left at 1749 hours), Fire Commissioner Tim Gornik (arrived 1811 hours, left 1817 hours), Paisley Gornik (arrived 1811 hours, left 1817 hours), Beth Fairbanks (arrived 1700 hours, left 1706 hours, returned 1811 hours, left 1819 hours) and Denise Kloska (arrived 1700 hours, left 1706 hours, returned 1811 hours, left 1819 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 elections and appointments: closed session and the Warrenville Firefighters' Auxiliary update.

4 AYES 1 ABSENT MOTION CARRIED

PUBLIC COMMENTS

None.

ELECTIONS AND APPOINTMENTS

President Perkins conducted the Oath of Office swearing-in of Trustee Michael Karl.

A motion was made by Trustee Carstens, seconded by Trustee Karl, to nominate Kate Perkins for Trustee President.

4 AYES 1 ABSENT MOTION CARRIED

A motion was made by Trustee Carstens, seconded by Trustee Karl, to nominate Denise Pertell for Trustee Treasurer.

4 AYES 1 ABSENT MOTION CARRIED

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

4 AYES 1 ABSENT MOTION CARRIED

CLOSED SESSION

At 1706 hours, a motion was made by Trustee Carstens, seconded by Trustee Pertell, to go into closed session for the semiannual review of closed session minutes, personnel matters, and collective negotiating matters in accordance with 5 ILCS 120/2(c)(21), 5 ILCS 120/2(c)(1) and 5 ILCS 120/2(c)(2).

4 AYES 1 ABSENT MOTION CARRIED

Financial Analyst Nadeau, Administrative Assistant Reavy, and guests left for closed session.

Closed session ended at 1809 hours.

ELECTIONS AND APPOINTMENTS

President Perkins conducted the Oath of Office swearing-in of Fire Commissioner Tim Gornik.

NEW BUSINESS

The President of the Warrenville Firefighters' Auxiliary, Denise Kloska, provided an update to the Board including recent activities and upcoming events.

APPROVAL OF MINUTES

A motion was made by Trustee Carstens, seconded by Trustee Pertell, to approve the regular minutes of the regular meeting on June 18, 2024.

4 AYES 1 ABSENT MOTION CARRIED

A motion was made by Trustee Carstens, seconded by Trustee Pertell, to approve the closed session minutes of the regular meeting on June 18, 2024.

4 AYES 1 ABSENT MOTION CARRIED

A motion was made by Trustee Carstens, seconded by Trustee Pertell, to approve the regular minutes of the special meetings on June 19, 2024 and July 1, 2024.

4 AYES 1 ABSENT MOTION CARRIED

A motion was made by Trustee Carstens, seconded by Trustee Karl, to approve the closed session minutes of the special meetings on June 19, 2024 and July 1, 2024.

4 AYES 1 ABSENT MOTION CARRIED

After reviewing the closed session minutes in closed session at this meeting, a motion was made by President Perkins, seconded by Trustee Carstens, to open the closed session minutes of the following meetings: 02/20/2019, 05/15/2019, 02/19/2020, 04/20/2022, 02/15/2023, 06/21/2023, 08/16/2023, 03/26/2024, 04/04/2024, 05/15/2024, 06/19/2024 at 1801 hours, 06/19/2024 at 1855 hours, and 07/01/2024.

4 AYES 1 ABSENT MOTION CARRIED

A motion was made by Trustee Pertell, seconded by Trustee Carstens, to approve the destruction of all closed session recordings from December 2022 and prior.

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 \$5,913,017.59 and an ending cash balance of \$7,433,279.38 as recorded in the June 2024 financial reports.

Financial Analyst Nadeau suggested the Board consider moving money from the Fifth Third Bank Money Market to The Illinois Funds Investment account to earn more interest. President Perkins asked Financial Analyst Nadeau to provide a recommendation at the next meeting.

Chief Dina noted the June ambulance revenues were \$42,546.56. The Fire Recovery revenue was \$2,444.37. The Fire Bureau revenue was \$4,391.50.

Chief Dina said there will be a bill coming from the City of Warrenville for the apron work.

Chief Dina said the financial model will be updated after the annual audit is completed.

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

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

APPROVAL OF BILLS

None.

OTHER FINANCE

None.

FIRE CHIEF'S REPORT

Chief Dina reported there were 193 calls for service in the month of May 2024, which included 124 EMS calls and 69 fire and rescue calls.

Chief Dina gave an overview of the structure fire at the Youth Center that occurred this week.

Chief Dina reported there was one significant incident for June 2024 for a semi-truck vs. car accident in Warrenville. There were no mutual aid calls.

The duty crew attended a Fun Fair held at Trinity Lutheran Church.

The Warrenville Firefighters' Auxiliary held their annual fundraiser at Markito's.

Staff completed CPR training for the Warrenville Police Department

Ground and aerial ladder testing was completed for all ground ladders and Tower 11 aerial ladder in our fleet in compliance with NFPA 1932 and NFPA 1914. All passed.

Work continues on the Batavia Road project. Both sides of the front apron ramp have been poured and look good. Next phase of the project is to remove and replace Batavia Road which is scheduled to begin July 15 and take up two weeks.

Lauterbach and Amen conducted the on-site fieldwork for the annual audit for the Fire District.

The Fire Commissioners interviewed three applicants to fill the four vacancies. Two of them have been hired and will start on July 29th.

Staff continue to meet with Little Friends regarding the Autism Safe Community.

Several members attended electric vehicle extinguisher training in Naperville. Chief Dina discussed equipment that the District might decide to purchase in the future.

Chief Dina attended and provided introductions to guests and dignitaries at the Metropolitan Fire Chiefs Home Day event in River Grove Illinois.

TRUSTEES

Trustee Pertell requested that the trustee information section of the website get updated.

Trustee Carstens suggested the District purchase fire blankets for stove fires that can be given away to the public.

FIREFIGHTERS' APPRECIATION

None.

ATTORNEY

None.

LOGISTICS

Chief Dina presented the Logistics Report.

TRAINING

Chief Dina presented the Training Report. There were 814 training hours completed in June.

EMS

Chief Dina presented the EMS Report.

APPARATUS

Chief Dina presented the Apparatus Report. The new ambulance will be received in 2025.

FIRE BUREAU

Chief Dina presented the Fire Bureau Report.

PERSONNEL

Chief Dina said there are two new career firefighter/paramedics that will start on July 29th. After that, there will be two vacancies remaining. The application deadline closes on July 22nd. The test is scheduled for August 17th. Only three applications have been received so far.

UNFINISHED BUSINESS

Chief Dina continues to work with the City of Warrenville for the capital cost reimbursement.

Trustee Carstens said his research shows that TIF District 3 takes \$50,000 away from the Fire District each year that it exists, while TIF District 4 takes \$300,000 each year that it exists.

The Board of Trustees discussed how to move forward with this item. They plan to discuss this more at the next meeting and possibly take action on the truck purchase.

Chief Dina informed the Board that the HR company has not been able to get responses from previous employees. Chief Dina provided them with additional names and all of the contact information. Only one person has responded. Chief Dina will reach out to the past members to encourage them to respond to the HR company.

Chief Dina provided an update on the District's strategic plan project. There has not been a meeting yet to assign leaders and tasks.

NEW BUSINESS

Chief Dina presented the Capital Plan. He noted it is mostly vehicles. Chief Dina discussed a long-term strategy of what vehicles will be needed and could be retired in the future.

The apparatus floor is scheduled for next year. However, Chief Dina would like to get the floor done this year with the savings from the front apron work. Chief Dina is working on a quote for the floor from a vendor under the Sourcewell Purchasing Contract.

Chief Dina said the SCBA will need to be replaced at some point. It would be done all at once rather than spread out over multiple years. The new SCBA are lighter and have additional safety features.

There is \$40,000 designated for three years to replace the cardiac monitors. There was \$30,000 spent last year for the IT server replacement.

The replacement of the grass truck and water rescue truck are coming up. Chief Dina said it might be possible to just replace the skid unit on the grass truck. The water rescue truck is over 30 years old and repair parts have to be custom made for it.

The Board of Trustees referred to a three-step process for vehicle purchases that is outlined in Chief Dina's goals for this year. Chief Dina said he would provide the information according to the process.

ADJOURNMENT


At 1935 hours, a motion was made by Trustee Carstens, seconded by Trustee Pertell, to adjourn the meeting.

4 AYES 1 ABSENT MOTION CARRIED

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

There were no guests present at the end of the meeting.

The meeting adjourned at 1935 hours.



President



Secretary