

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

**Minutes of Trustee Meeting
August 21, 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 (left at 1813 hours, returned 1852 hours), and Administrative Assistant Jenna Reavy (left at 1813 hours, returned 1852 hours).

Guests were Fire Marshal Carl Voda (left at 1813 hours, returned at 1852 hours) and Lieutenant Matt Banaszek (arrived at 1745 hours, left at 1813 hours). Also in attendance were Jamie Wilkey (left at 1745 hours), Anthony Gedvilas (left at 1745 hours), and Hunter Raupach (left at 1745 hours) representing Lauterbach & Amen.

APPROVAL OF AGENDA

A motion was made by Trustee Carstens, seconded by Trustee Pertell, to approve the agenda with the audit presentation from Lauterbach & Amen moved after public comments.

5 AYES MOTION CARRIED

PUBLIC COMMENTS

None.

AUDIT PRESENTATION

The annual audit was completed by Lauterbach & Amen. Representative Jamie Wilkey presented the financial reports for the annual audit for fiscal year ending 04/30/2024. She reported that it was a clean audit process, stating an unmodified opinion. Ms. Wilkey provided an overview of the reports and additional pages. The funding level of IMRF is 82.85% (up from 74.76% last year) and the Pension is 71.74% (up from 67.12% last year)

President Perkins asked if there were any concerns regarding the audit. Ms. Wilkey said there were no concerns. Trustee Carstens noted that the fund balance has been increasing each year since the last four years. Chief Dina attributed it to increased call volume, increased ambulance billing rates, grants received, Truth in Taxation process for the levy, and managing the finances with a close eye.

This is the first year the District will submit for an award through the Government Finance Officers Association (GFOA). The award is called the Certificate of Achievement for Excellence in Financial Reporting Program (COA). Ms. Wilkey said it is the highest form of recognition for excellence in state/local government in the area of governmental accounting and financial reporting. The annual audit has additional sections and information that is required by GFOA. Ms. Wilkey answered several questions about the information included in the report. Lauterbach & Amen will submit the audit to GFOA. It will take 6-8 months before we will hear back about the award.

Representative Anthony Gedvilas presented the actuary report for the annual audit for fiscal year ending 04/30/2024. Mr. Gedvilas noted that the Pension Fund is on track to be 100% funded by 2040.

APPROVAL OF MINUTES

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

5 AYES MOTION CARRIED

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

5 AYES MOTION CARRIED

A motion was made by Trustee Thompson, seconded by Trustee Pertell, to approve the regular minutes of the special meeting on August 5, 2024.

5 AYES MOTION CARRIED

A motion was made by Trustee Pertell, seconded by Trustee Thompson, to approve the closed session minutes of the special meeting on August 5, 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 \$7,433,279.38 and an ending cash balance of \$7,316,970.30 as recorded in the July 2024 financial reports.

Chief Dina noted the July ambulance revenues were \$136,367.53. The Fire Recovery revenue was \$3,202.66. The Fire Bureau revenue was \$3,657.70.

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

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

President Perkins inquired about the balance in the Foreign Fire Fund. Lieutenant Banaszek commented that the Board underwent some changes and more research is being done on proposals before they are approved. He noted some recent purchases that were made.

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 – AYE
MOTION CARRIED

APPROVAL OF BILLS

None.

OTHER FINANCE

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to approve the annual audit for fiscal year ending 04/30/2024.

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

A motion was made by Trustee Pertell, seconded by Trustee Carstens, to receive the Warrenville Firefighter Pension Board annual audit for fiscal year ending 04/30/2024.

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

A letter was received from the Warrenville Firefighter Pension Board requesting that \$627,519 be levied for Pension Funds.

A motion was made by Trustee Carstens, seconded by Trustee Thompson, to include \$627,519 in the Levy request.

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

Financial Analyst Nadeau presented information about transferring money between bank accounts in order to earn more interest. Money can be transferred daily to and from The Illinois Funds account without any fees or minimums. She noted that the District will receive about \$1.5-2 million in September for property tax revenue that is not included in the recommendation. The Board of Trustees discussed the recommendations and associated risk.

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to move \$5 million from the Fifth Third Checking and Money Market accounts to The Illinois Funds account.

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

CLOSED SESSION

At 1813 hours, a motion was made by Trustee Carstens, seconded by Trustee Pertell, 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

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

Closed session ended at 1851 hours.

FIRE CHIEF'S REPORT

Chief Dina reported there were 172 calls for service in the month of July 2024, which included 106 EMS calls and 66 fire and rescue calls.

Chief Dina said July was a very busy month for calls, with numerous significant incidents. There were two structure fires in Warrenville, including a significant fire at the Illinois Youth Center.

There were mutual aid calls including a structure fire in Batavia, a structure fire in Naperville, and a hazmat incident at Argonne National Laboratory.

The District participated in the Fourth of July parade. Due to heavy call volume, the participation was spread throughout the parade route.

The District held one of its best attended water fights in the past five years. There were teams from Lisle-Woodridge, Sandwich, Wheeling, Aurora Township, one participant from Naperville, and four Warrenville teams. 1st place Sandwich Fire District, 2nd place Aurora Township Fire District, and 3rd place Warrenville Fire District.

Crews provided first aid services to the Warrenville Park District with one bike medic, one ambulance staffed with one paramedic and one EMT, and one finish line EMT. From an injury and illness perspective, the event was uneventful.

The Warrenville Police, in conjunction with the Illinois State Police, held a Criminal Interdiction Course in the training room and utilized one bay of the apparatus floor.

Thanks to the outstanding efforts of Captain Bill Zabler and Financial Analyst Amber Nadeau, the District received notice that it will receive \$11,051.94 from the Office of the Illinois State Fire Marshal training reimbursement program.

Administrative Assistant Jenna Reavy wrote and submitted a grant for \$23,586 to purchase a digital fire extinguisher training device. It will take three to four months to determine if the District receives the grant.

The front ramp is completed with the exception of some caulking along the fire station, striping, and pressure washing.

Work began on the Batavia Road resurfacing project, which required the District to modify its responses.

IDPH inspections were conducted on the non-transport vehicles and all passed inspections.

Engine 13 was utilized at the Naperville Training Tower to assist with the Firemanship Conference being sponsored by the Aurora Fire Department.

The Warrenville Fire Prevention Bureau inspected a private fireworks display at Arrowhead Golf Club.

The District hosted and provided Heart Saver First Aid and CPR/AED classes to staff members from Chesterbrook Academy, a day care center in Naperville.

Admin staff had a meeting with the City regarding Capital Cost Reimbursement for a new ladder truck purchase.

Chief Dina met with Humani HR about the recruitment, retention, and exit interview process.

Two new full-time hires and five paid-on-call employees will begin one week of orientation.

The US Census Bureau wrapped up their operations. In total, they utilized the fire station for 20 days for training and as a base of operation.

TRUSTEES

Trustee Perkins said she was contacted by Karl Langhammer, who is a current Trustee for the Carol Stream Fire Protection District. Mr. Langhammer is running to be on the state pension board. President Perkins said she signed his petition and encouraged people to vote for him.

Trustee Perkins reminded the Board about the Fire Service conference in Peoria in September.

FIREFIGHTERS' APPRECIATION

None.

ATTORNEY

None.

LOGISTICS

Assistant Chief Levy presented the Logistics Report.

TRAINING

Assistant Chief Levy presented the Training Report. There were 766 training hours completed.

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 said there are two new career firefighter/paramedics that started last month. They are Rory Tosto and Jeff Dore. There are two vacancies remaining.

There was a test held this past Saturday. There were four people that showed up to take the test. All four passed but none of them is a paramedic. The Board of Fire Commissioners want to switch testing companies for the next test.

UNFINISHED BUSINESS

Chief Dina continues to work with the City of Warrenville for the capital cost reimbursement. The percentage of reimbursement will need to be revisited every two years with the City. The City of Warrenville has estimated a disbursement of about \$124,000 to the District covering the past two years. Chief Dina is finalizing the agreement with the City.

There was a discussion about when to order the replacement quint/truck. Chief Dina said the apparatus committee has started working on the specifications for the vehicle. The Board of Trustees directed Chief Dina to move forward with the specs with a goal to place the order in 2-3 months regardless of what the City of Warrenville does for the reimbursement.

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

Trustee Pertell thanked Administrative Assistant Reavy for updating the District's website.

NEW BUSINESS

Financial Analyst Nadeau said the Consolidated Election will be held on April 1, 2025. Information was sent to be published in the City of Warrenville Hometown Happenings advertising important dates for the candidates. A notice has also been posted outside the fire station and on the District's website.

Candidate packets are available at the Fire Station, between the hours of 8:30 a.m. and 4:00 p.m. (weekdays). By statute, nomination petitions may not be circulated prior to August 20, 2024. Nominating petitions and related documentation will be accepted at the Station between the hours of 8:30 a.m. and 4:00 p.m. on weekdays between November 12-18, 2024. Candidates completing the required paperwork will be placed on the ballot at the April 1, 2025 Consolidated Election.

There are two terms to be filled on the Board of Trustees, one for two years and another for six years. The Secretary of the Board of Trustees is the Election Official, but the Board can appoint an election official for day to day operations.

A motion was made by Trustee Carstens, seconded by Trustee Pertell, to appoint Fire Chief Andy Dina as an election official for daily operations for the consolidated Election to be held April 1, 2025.

5 AYES MOTION CARRIED

ADJOURNMENT

At 1945 hours, a motion was made by Trustee Thompson, seconded by Trustee Carstens, to adjourn the meeting.

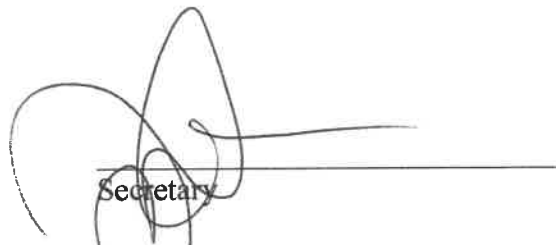
5 AYES MOTION CARRIED

Present at the end of 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 present at the end of the meeting was Fire Marshal Carl Voda.

The meeting adjourned at 1945 hours.


President


Secretary