

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

**Minutes of Trustee Meeting  
February 19, 2025**

**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 (left at 1805 hours, returned at 1857 hours), Assistant Chief Jamie Clark (left at 1735 hours), Assistant Chief Joe Levy (left at 1735 hours, returned at 1857 hours), Assistant Chief Kevin O'Hare (left at 1735 hours), Financial Analyst Amber Nadeau (left at 1735 hours, returned at 1857 hours), and Administrative Assistant Jenna Reavy (left at 1728 hours, returned at 1857 hours).

Guests were Fire Marshal Carl Voda (left at 1728 hours, returned at 1857 hours), Denise Kloska (left at 1707 hours), and Beth Fairbanks (left at 1728 hours).

**APPROVAL OF AGENDA**

A motion was made by Trustee Carstens, seconded by Trustee Thompson, to approve the agenda with the Warrenville Firefighters' Auxiliary update moved before public comments.

5 AYES      MOTION CARRIED

**NEW BUSINESS**

The President of the Warrenville Firefighters' Auxiliary, Denise Kloska, provided an update to the Board including recent activities and upcoming events. Their big annual fundraiser is being moved to September 6th this year at the VFW. Beth Fairbanks said they are also working on putting together a cookbook with recipes from the fire station, which they plan to sell as a fundraiser. The Board of Trustees thanked them for all their hard work.

**PUBLIC COMMENTS**

None.

**APPROVAL OF MINUTES**

A motion was made by Trustee Pertell, seconded by Trustee Thompson, to approve the regular minutes and closed session minutes of the regular meeting on January 15, 2025, as well as the regular minutes and closed session minutes of the special meeting on January 27, 2025.

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 \$5,771,913.04 and an ending cash balance of \$5,488,072.22 as recorded in the January 2025 financial reports.

Chief Dina noted the January ambulance revenues were \$71,847.64. The Fire Recovery revenue was \$513.28. The Fire Bureau revenue was \$51.10.

Chief Dina pointed out that the District has exceeded the budgeted revenues by \$38,225.99.

The annual VEBA contribution of \$42,891.63 was paid in January.

The IT firewall is nearing the end of support. There is a one-time fee of \$13,800 to install the new firewall and replace the wi-fi devices. This would be done through the current IT services contract with Ntiva.

Chief Dina said the physical server has been having issues and makes constant loud noises. It may need to get serviced and/or replaced soon. He is working with Ntiva on a scope of work.

A motion was made by Trustee Pertell, seconded by Trustee Karl, 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 presented quotes for replacement carpet in the conference room and three offices on the Admin side of the building.

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to approve the carpet replacement quote from Exploring Flooring for the amount not to exceed \$10,000.

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

Chief Dina presented quotes for replacement office furniture for four workstations on the Admin side of the building. The current desks were donated many years ago from a business in town and are mismatched and falling apart. Two quotes have been received plus there is a third one in the works. The quote from Interiors for Business is short one workstation, but staff estimate it would be about \$4,000 more when added to the quote. The quote from Kentwood Office Furniture needs to have a couple items slightly adjusted, but that should not change the price significantly.

A motion was made by Trustee Thompson, seconded by Trustee Pertell, to approve the purchase of replacement office furniture for the amount not to exceed \$24,999.

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

**OTHER FINANCE**

None.

**CLOSED SESSION**

At 1728 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

Administrative Assistant Reavy and guests left during the closed session.  
Closed session ended at 1822 hours.

A brief recess took place at 1822 hours for the swearing-in ceremony. The meeting reconvened at 1857 hours.

**FIRE CHIEF'S REPORT**

Chief Dina reported there were 162 calls for service in the month of January 2025, which included 107 EMS calls and 55 fire and rescue calls.

Chief Dina reported there was one significant incident in January 2025, which was for an activated fire alarm that was due to a mostly extinguished fire in one of the units.

The District solicited nominations for the 2024 Firefighter of the Year. Chief Dina received five nominations for two separate firefighters.

Staff held an Annual Report staff meeting. The report is coming along nicely and will highlight some new areas this year which will be a great improvement from the previous years. The annual report is a vital document that summarizes our year, provides valuable insights, and promotes continuous improvement.

Chief Dina hosted a virtual tour of the 2004 E-One Cyclone Pumper for the Atalissa Iowa Fire Department. They decided to purchase the engine for \$37,000.00. This sale is an important step towards building an efficient and effective fleet of emergency vehicles, ensuring the department is well-equipped to serve the community.

Staff have been in communication with Little Friends to see if we can utilize some of their adult program learners for some light office tasks such as shredding. There is an upcoming meeting on February 13 with their Director of Adult Day Services and Chief Operating Officer.

Tower 11, the 1998 E-One Tower Ladder was purchased by a private owner. The truck was purchased for \$42,000.00.

Chief attended a quarterly meeting with the City of Warrenville Community Development office to discuss the current IGA between the City and Fire District as well as upcoming developments and personnel changes.

The District completed the assessment center and Board of Trustees interview process for the new Assistant Chief of Support Services position. One of the candidates, Kevin O'Hare, has accepted the position and is excited to begin full time employment the week of February 17.

The Bristol-Kendall Fire Protection District visited our station to explore our Pierce engine, as they were impressed by the cab layout with the EMS compartment.

Warrenville Fire provided station coverage for 6 hours at Naperville Station 4 while Engine 4 attended the funeral of Division Chief Doug Erwin.

Admin staff implemented biweekly staff meetings to keep up-to-date on the many projects such as new hires, annual report, support services, budget, etc.

AC Levy submitted the State of Illinois Fire Station Rehabilitation and Construction Grant in hopes of obtaining funding for the apparatus floor repair and restoration.

AC Levy attended a Securing the Cities exercise in Wheeling at the MABAS readiness center. He gained valuable insights on the process as well as identifying issues that need attention.

Chief Dina attended the Warrenville Public Library's Strategic Plan meeting.

Captain Zabler and Assistant Chief O'Hare attended the table top exercise at Wheaton Warrenville South High School for a simulated hazardous materials vehicle accident at Herrick and Butterfield Road.

Admin staff is working with NIMEC to see if the utility rates can be lowered for the District. NIMEC is a purchasing group of over 170+ municipal and non-profit organizations that help lower member's utility supply costs.

**TRUSTEES**

Trustee Carstens commented that the NIAFPD conference at the end of January was great.

Trustee Perkins said she is still working on scheduling a tour of the Winfield Fire Station.

Trustee Perkins visited former Trustee Randy Price, who is in the hospital battling cancer. She encouraged others to visit him as well.

**FIREFIGHTERS' APPRECIATION**

Administrative Assistant Reavy said the RSVP link went out last week via email. She also reached out to Arrowhead to get pricing for next year's event. It would be about \$8,000-\$10,000 more than the current cost for meals and drinks. Trustee Thompson said he would help research other locations and pricing.

**ATTORNEY**

None.

**LOGISTICS**

Assistant Chief Levy presented the Logistics Report.

**TRAINING**

Assistant Chief Levy presented the Training Report. January had 1,076 training hours.

**EMS**

Assistant Chief Levy presented the EMS Report.

**APPARATUS**

Assistant Chief Levy presented the Apparatus Report. The new ladder truck should come sometime in March.

**FIRE BUREAU**

Fire Marshal Voda presented the Fire Bureau Report.

**PERSONNEL**

A motion was made by Trustee Carstens, seconded by Trustee Thompson, to approve the recommended pay increases for non-bargaining unit personnel as proposed effective May 1, 2025 with an adjustment to the Financial Analyst and Assistant Chief of Support Services as provided to Chief Dina.

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 employment contract for Assistant Chief Kevin O'Hare with the annual salary of \$120,000.

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

**UNFINISHED BUSINESS**

Chief Dina provided an update regarding the capital cost reimbursement with the City of Warrenville. He pointed out the proposed term sheet listed under new business. He said this appears to be the final agreement after lots of back and forth with the City. It covers TIF 3 and TIF 4. The District will be responsible for keeping track of the data. The initial payout is \$115,000 with two true-up payments available before six months before the expiration of the first TIF in 2036.

A motion was made by Trustee Karl, seconded by Trustee Pertell, to approve the City of Warrenville term sheet regarding the provision of TIF funds for the purchase of a ladder truck.

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

There was nothing to report about the strategic plan project.

Assistant Chief Levy presented information about refurbishing the Braun ambulance. The newest ambulance the District owns is a F550. The future ambulance would be the same but with a gasoline option instead of diesel. Both manufacturers said the side door on the current ambulance cannot be converted from a sliding door to a swing door. The Board of Trustees thanked Assistant Chief Levy for his hard work on this project.

Financial Analyst Nadeau held individual meetings with the Board of Trustees to review the draft financial model extended out to ten years with a conservative approach for revenue and expenses. The Board of Trustees deferred the draft long-term financial model presentation to a future meeting if needed.

**NEW BUSINESS**

Financial Analyst Nadeau researched information about a third-party supplier for electric and gas utilities. Price estimates were collected from the Northern Illinois Municipal Electric Collaborative (NIMEC). There is not a price savings to switch suppliers for the Nicor gas account. The District's current rate for electric utility is lower than what NIMEC can offer.

However, the ComEd electricity rate is increasing in June. NIMEC is going out to bid on March 4th to obtain new rates. Staff recommended having Chief Dina sign the contract with NIMEC if their rate is better than the increased ComEd rate.

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to authorize Chief Dina to make the decision and sign a contract with NIMEC on March 4th if their rate is better than the increased ComEd rate for electricity.

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

**ADJOURNMENT**

At 1940 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.

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

The meeting adjourned at 1940 hours.

  
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President

  
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Secretary