

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

**Minutes of Trustee Meeting  
March 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 Mike Karl, Fire Chief Andy Dina, Assistant Chief Joe Levy (left at 1817 hours, returned at 1851 hours), Assistant Chief Kevin O'Hare (left at 1817 hours, returned at 1851 hours), Financial Analyst Amber Nadeau (left at 1817 hours, returned at 1851 hours), and Administrative Assistant Jenna Reavy (left at 1817 hours, returned at 1851 hours).

Guests were Captain Jeff Fiene (left at 1811 hours), Sheri Potter (left at 1817 hours, returned at 1851 hours), Jeff Meyer representing Fire Service Inc. (left at 1722 hours), and Mitch Backes representing Assured Partners (left at 1752 hours).

Trustee Al Thompson was absent from the meeting.

**APPROVAL OF AGENDA**

A motion was made by Trustee Perkins, seconded by Trustee Pertell, to approve the agenda with the ambulance discussion and insurance renewal presentation moved before public comments.

4 AYES      1 ABSENT      MOTION CARRIED

**APPROVAL OF BILLS**

Jeff Meyer from Fire Service Inc. provided information about the ambulance that the District has on order from September 2022. The ambulance will be delivered by the end of the calendar year. Cost increases have occurred from the manufacturers that will get passed down to the District. The estimated cost as of this meeting is \$353,000, which is about \$20,000 more than the original quote. The Board of Trustees approved \$350,000 for the purchase at the August 2022 meeting. Mr. Meyer said he is still finalizing the cost, but wanted to update the Board. It will take about another month to confirm the pricing. The Board of Trustees will wait to approve an increase at a future meeting.

**NEW BUSINESS**

Mitch Backes from Assured Partners presented the insurance renewals. Mr. Backes provided an overview of the insurance policies and answered questions from the Board. He said the rates in the industry are going up, but the District’s rates have remained steady. Coverage options for the Accident policy were provided to increase the weekly payout and add a cancer benefit rider. Mr. Backes noted the workers compensation insurance rates went down and there was an increase in projected payrolls, however the total annual premium went down.

A motion was made by Trustee Carstens, seconded by Trustee Pertell, to approve the insurance renewals for property and casualty, crime and cyber liability, accident policy with a \$600 per week benefit and cancer rider, and workers compensation insurance not to exceed \$226,000.

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

**PUBLIC COMMENTS**

None.

**APPROVAL OF MINUTES**

A motion was made by Trustee Pertell, seconded by Trustee Carstens, to approve the regular minutes of the regular meeting on February 19, 2025 with a small change to list the amount for the VEBA annual contribution.

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 February 19, 2025.

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 \$5,488,072.22 and an ending cash balance of \$5,286,789.81 as recorded in the February 2025 financial reports.

Chief Dina noted the February ambulance revenues were \$74,073.49. The Fire Recovery revenue was \$1,177.60. The Fire Bureau revenue was \$7,217.90.

Chief Dina said this was the lowest February revenue since 2022.

Chief Dina said there is upcoming revenue of \$63,400 for state replacement tax in March.

Chief Dina said there are upcoming bills consisting of \$13,000 for IT annual subscriptions, \$118,267 for the remaining cost of the new ladder truck modifications, \$16,000 for Admin offices furniture, \$4,950 for Admin offices painting, \$9,276.50 for Admin offices carpet, \$8,775 for IFCA assessment center for Assistant Chief position, \$6,500 for the Appreciation Dinner, and \$15,000 for Ford ambulance repairs.

Chief Dina provided information to the Board regarding the County tax distributions for the Pension. The Pension amount levied for the “Fire Pension Exempt” line was paid to the District instead of being sent directly to the Pension Fund. This happened for last fiscal year and the current fiscal year. The County is aware of the issue and said it will be corrected starting with the distributions in May/June.

A motion was made by Trustee Pertell, seconded by Trustee Carstens, to pay \$42,236 to the Pension Fund for the County tax distributions for tax years 2022 and 2023.

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

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 – ABSENT  
MOTION CARRIED

**APPROVAL OF BILLS**

None.

**OTHER FINANCE**

The Board of Trustees reviewed the draft FY25-26 budget ordinance, capital plan, and associated budget documents. The Board of Trustees discussed the budget approval process. A special meeting will be scheduled for Wednesday, April 23rd at 5pm for the public hearing and budget approval.

**CLOSED SESSION**

At 1817 hours, a motion was made by Trustee Pertell, 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).

4 AYES            1 ABSENT    MOTION CARRIED

Everyone except the Board of Trustees and Chief Dina left during the closed session. Closed session ended at 1848 hours.

A brief recess took place at 1848 hours. The meeting reconvened at 1851 hours.

**FIRE CHIEF'S REPORT**

Chief Dina reported there were 153 calls for service in the month of February 2025, which included 99 EMS calls and 54 fire and rescue calls.

Chief Dina reported there were some significant incidents in February 2025. There were two small structure fires in Warrenville. There were also two mutual aid calls to Naperville for two Box Alarm structure fires.

Chief Dina, A/C Levy, and Financial Analyst Nadeau met with Assured Partners regarding the insurance renewals.

Chief Dina and A/C Levy attended Mayor Brummel’s final State of the City Address.

Chief Dina attended the Warrenville Library Strategic Plan meeting.

A/C O’Hare and Captain Zabler attended the CUSD 200 table top exercise at Wheaton Warrenville South High School.

Chief Dina met with the homeowner of the training house on Wiesbrook Road to conduct a walkthrough of the facility to ensure its safety prior to training evolutions taking place.

Chief Dina and A/C Levy met with Illinois Public Risk Fund (IPRF) representatives for the purpose of loss control and injury prevention.

Chief Dina met with the Forest Preserve District of DuPage County to discuss Wildland Urban Interface (WUI) training for our firefighters.

Chief Dina and A/C Levy judged the annual St. Irene’s Chili Cook Off.

Chief Dina met with the Chief of Wheaton and the Wheaton City Attorney to discuss the jurisdictional issues at the DuPage Forest Preserve District.

The Illinois Fire Apparatus Mechanics Association (IFAMA) utilized our training room for training and state certification testing.

A/C Clark was presented his Fire Chief's award this morning since he missed the Appreciation Dinner.

A/C O'Hare wrote his first grant and was awarded \$300 from Walmart for public education supplies for the Open House event.

### **TRUSTEES**

President Perkins asked Chief Dina to provide a write-up for his performance review. The Board of Trustees will have a special meeting to discuss the evaluation.

### **FIREFIGHTERS' APPRECIATION**

Administrative Assistant Reavy said the Appreciation Dinner went well. A survey was sent out to get feedback. The results will be provided at the next Trustee meeting.

### **ATTORNEY**

None.

### **LOGISTICS**

Assistant Chief Levy presented the Logistics Report.

### **TRAINING**

Assistant Chief Levy presented the Training Report. February had 967 training hours.

### **EMS**

Assistant Chief Levy presented the EMS Report.

### **APPARATUS**

Assistant Chief Levy presented the Apparatus Report.

### **FIRE BUREAU**

Assistant Chief O'Hare presented the Fire Bureau Report.

### **PERSONNEL**

Chief Dina said the District is hiring off the new list now. The first person passed and staff is waiting for a call back from the second person. There are three people on the list. Chief Dina said the Board of Fire Commissioners are scheduling another test soon.

### **UNFINISHED BUSINESS**

Chief Dina said Assistant Chief O'Hare is taking over the strategic plan project.

### **NEW BUSINESS**

President Perkins said the Board will review the Annual Report for the next meeting.

Chief Dina provided a list of surplus items from around the station. Some items can be put on GovDeals for sale, but other items will be disposed.

A motion was made by Trustee Carstens, seconded by Trustee Pertell, to approve the surplus list for sale and disposal as Chief Dina finds appropriate.

4 AYES      1 ABSENT      MOTION CARRIED

**ADJOURNMENT**

At 1917 hours, a motion was made by Trustee Carstens, seconded by Trustee Karl, to adjourn the meeting.

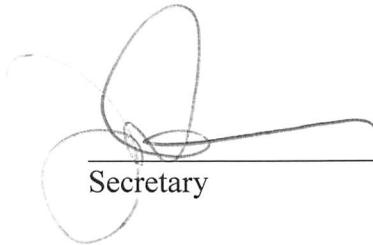
4 AYES      1 ABSENT      MOTION CARRIED

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

The guest present at the end of the meeting was Sheri Potter.

The meeting adjourned at 1917 hours.

  
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President

  
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Secretary