

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

**Minutes of Trustee Meeting
April 16, 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, Secretary Jeff Carstens, Treasurer Al Thompson, Trustee Mike Karl, Fire Chief Andy Dina (left at 1831 hours), Assistant Chief Joe Levy (left at 1831 hours), Assistant Chief Kevin O'Hare (left at 1831 hours), Financial Analyst Amber Nadeau (left at 1702 hours, returned at 1724 hours, left at 1831 hours), and Administrative Assistant Jenna Reavy (left at 1702 hours, returned at 1724 hours, left at 1831 hours).

Former Trustee Denise Pertell resigned prior to this meeting.

The guests were Debra Swinden (left at 1702 hours, returned at 1724 hours, left at 1831 hours) and Attorney Shawn Flaherty representing Ottosen DiNolfo Hasenbalg & Castaldo, Ltd. (left at 1731 hours).

APPROVAL OF AGENDA

A motion was made by Trustee Carstens, seconded by Trustee Thompson, to approve the agenda with the closed session and attorney report moved after public comments.

4 AYES MOTION CARRIED

PUBLIC COMMENTS

None.

CLOSED SESSION

At 1702 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).

4 AYES MOTION CARRIED

Financial Analyst Nadeau, Administrative Assistant Reavy, and Debra Swinden left for the closed session.

Closed session ended at 1723 hours.

ATTORNEY

Attorney Flaherty provided information about House bills that have been passed to the Senate for review, which included #2336, #1938, #1827, #2102, and #2490. He also notified the Board of Trustees that MABAS is not reimbursing any funds right now due to the federal funding cuts.

APPROVAL OF MINUTES

A motion was made by Trustee Thompson, seconded by Trustee Karl, to approve the regular minutes of the regular meeting on March 19, 2025.

4 AYES MOTION CARRIED

A motion was made by Trustee Thompson, seconded by Trustee Karl, to approve the closed session minutes of the regular meeting on March 19, 2025.

4 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 \$5,286,789.81 and an ending cash balance of \$5,082,437.19 as recorded in the March 2025 financial reports.

Chief Dina noted the March ambulance revenues were \$169,773.11. The Fire Recovery revenue was \$2,190.40. The Fire Bureau revenue was \$5,422.80.

Chief Dina said there are upcoming bills consisting of \$118,000 for the remaining cost of the new ladder truck modifications and \$8,000 for some work being done on the IT server.

Chief Dina said federal grant funding is paused, including AFG, SAFER, MABAS, and more.

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

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

APPROVAL OF BILLS

There was a discussion about the purchase cost for the new ambulance that will arrive later this year. At the August 17, 2022 meeting, the Board of Trustees originally approved the ambulance purchase not to exceed \$350,000. Assistant Chief Levy said vendor costs have increased since then and the updated amount is up to \$356,648. There are a couple more pieces of hardware needed that aren’t included in the price. A contingency was discussed to have a buffer for the remaining cost increases.

A motion was made by Trustee Carstens, seconded by Trustee Karl, to approve the purchase of a new ambulance not to exceed \$370,000.

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

Assistant Chief Levy provided a quote for SCBA cylinders. This would replace cylinders for the training packs.

A motion was made by Trustee Carstens, seconded by Trustee Karl, to approve the purchase of SCBA cylinders from MES not to exceed \$7,500.

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

OTHER FINANCE

The Board of Trustees discussed the budget approval process. A special meeting is scheduled for Wednesday, April 23rd at 5pm for the public hearing and budget approval. There will be some adjustments since the previous draft, which includes decreasing the property tax revenue per the County, increasing cell phones, increasing dues and memberships, increasing IT software, increasing accounting services, and increasing building maintenance.

The Board of Trustees reviewed the engagement letter renewal for Sikich accounting services.

A motion was made by Trustee Thompson, seconded by Trustee Karl, to approve the engagement letter with Sikich and directed the Fire Chief to sign the document.

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

TRUSTEES

A motion was made by President Perkins, seconded by Trustee Carstens, to nominate Al Thompson for Trustee Treasurer Pro Tempore.

4 AYES MOTION CARRIED

FIRE CHIEF'S REPORT

Chief Dina reported there were 169 calls for service in the month of March 2025, which included 119 EMS calls and 50 fire and rescue calls.

Chief Dina reported there was one significant incident in March 2025, which was a vehicle accident with fire involvement in Warrenville.

With heavy hearts, we said goodbye and laid to rest Randy Price, a retired paid-on-call firefighter and dedicated Trustee of the Warrenville Fire Protection District. A Warrenville resident and friend to many, Randy's service to the community will forever be remembered.

Chief Dina, A/C Levy, and A/C O'Hare attended a virtual EV (Electric Vehicle) Readiness training program.

Crews participated in a radio drill with MABAS Division 16 to "stress test" our communications when responding to critical incidents that span several dispatch agencies. The March drill involved a simulated water rescue on Fermilab's property.

Several members of the Fire Protection District took part in the annual Polar Plunge, successfully raising over \$5,000 for Special Olympics Illinois.

Warrenville Fire received the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting. Thank you to Financial Analyst Nadeau on achieving this milestone.

We were thrilled to have the new ladder truck with us for several days, allowing us to complete three full days of eight-hour training sessions. Although we had to return it temporarily for additional improvements, we eagerly anticipate its permanent arrival on or around April 11.

Enhancements to the administration side of the building have been completed, featuring new office carpeting, fresh paint, and updated furniture. We are happy with the results and how everything came together.

The District's IT Company, NTIVA, successfully completed the firewall update, ensuring a seamless process with no complications.

Warrenville Fire received a Walmart Grant in the amount of \$300 for open house public education supplies. Thank you to A/C Kevin O'Hare for his work on securing this funding.

Chief Dina provided a handout showcasing the car seat check events that are performed in partnership with Northwestern Medicine.

TRUSTEES

President Perkins noted that she was nominated to the DuComm Board of Directors. She will be one of four representatives for fire agencies.

FIREFIGHTERS' APPRECIATION

Administrative Assistant Reavy provided the Appreciation Dinner survey results.

LOGISTICS

Assistant Chief Levy presented the Logistics Report.

TRAINING

Assistant Chief Levy presented the Training Report. March had 1,048 training hours.

EMS

Assistant Chief Levy presented the EMS Report.

APPARATUS

Assistant Chief Levy presented the Apparatus Report. The Apparatus Assessment Report is being updated since two vehicles have been sold and the new ladder truck has arrived.

FIRE BUREAU

Assistant Chief O'Hare presented the Fire Bureau Report. He thanked the Board of Trustees for the opportunity to work for the District and appreciated their patience while he evolves in his position. He discussed various items listed on the report. President Perkins requested a presentation about GIS at a future board meeting.

PERSONNEL

Chief Dina said the District is hiring off the list from the National Testing Network. There are three candidates on the list and two have passed. Staff are working through the hiring process with the third candidate. The Warrenville Police Department have agreed to do background checks for the District at no cost, which will save the District some money.

The Board of Fire Commissioners are exploring the idea of changing the hiring eligibility to allow paramedic students and/or fire academy students.

UNFINISHED BUSINESS

Assistant Chief O'Hare presented information regarding the strategic plan project. He is currently working on enhancing transparency and communication. He is researching video dashboards rather than email to better communicate on certain items. He is researching cloud-based document storage. Staff have just started a Goals and Objectives tracking sheet that corresponds to strategic plan items. The preliminary draft shows the District is currently working on 40 out of 50 strategic plan items. Staff will be fine-tuning the tracking sheet over the next few months. Assistant Chief O'Hare said he is also working on developing a Standard of Cover, which is a part of the CPSE Accreditation. Assistant Chief O'Hare is also leading the ISO re-certification process, which has a site visit scheduled for the end of May.

The 2024 Annual Report for the Warrenville Fire Protection District was presented. The Board of Trustees provided suggestions for the report. Assistant Chief Levy and Administrative Assistant Reavy will work on updates to the report.

NEW BUSINESS

A motion was made by Trustee Thompson, seconded by President Perkins, to appoint Natalie Clemens to fill the vacant Trustee position for the remainder of the term.

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

CLOSED SESSION

At 1831 hours, a motion was made by President Perkins, seconded by Trustee Thompson, to go into closed session to discuss personnel matters in accordance with 5 ILCS 120/2(c)(1).

4 AYES MOTION CARRIED

Everyone except the Board of Trustees left for the closed session.

Closed session ended at 1939 hours.

ADJOURNMENT

At 1939 hours, a motion was made by Trustee Carstens, seconded by Trustee Thompson, to adjourn the meeting.

4 AYES MOTION CARRIED

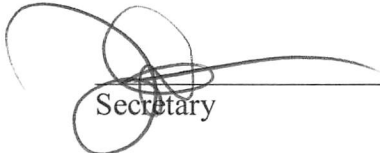
Present at the end of the meeting were President Kate Perkins, Secretary Jeff Carstens, Treasurer Al Thompson, and Trustee Mike Karl.

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

The meeting adjourned at 1939 hours.



President



Secretary