

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

Minutes of Trustee Meeting
May 21, 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, Trustee Natalie Clemens (via zoom), Assistant Chief Joe Levy, Assistant Chief Jamie Clark, Assistant Chief Kevin O'Hare, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Reavy. Chief Andy Dina was absent for the meeting.

The guests were Captain Jeff Fiene and Brian LeFevre from Sikich (left at 1720 hours).

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to allow Trustee Clemens to attend and participate remotely via zoom due to employment purposes.

4 AYES 1 ABSTAIN MOTION CARRIED

APPROVAL OF AGENDA

A motion was made by President Perkins, seconded by Trustee Thompson, to approve the agenda with the Sikich presentation moved after Elections and Appointments.

5 AYES MOTION CARRIED

PUBLIC COMMENTS

None.

ELECTIONS AND APPOINTMENTS

President Perkins conducted the Oath of Office swearing-in of Trustee Jeff Carstens.

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

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

5 AYES MOTION CARRIED

A motion was made by Trustee Carstens, seconded by Trustee Karl, to nominate Al Thompson for Trustee Treasurer.

5 AYES MOTION CARRIED

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

5 AYES MOTION CARRIED

FINANCIAL REPORTS

Brian LeFevre from Sikich presented the fiscal year end reports for 04/30/2025. He reviewed a couple financial reports including the Summary of Cash and Revenue and Expenses Compared to Budget. The ending balance in the Corporate Fund was \$2,346,150.57 and the Capital Fund was \$2,147,375.28. He noted the District is in line with the Fund Balance policy.

Mr. LeFevre said the revenues received were over \$508,000 higher than expected. For expenses, personal services were about \$620,000 less than budgeted, contractual services were about \$62,000 less than budgeted, and commodities were about \$9,000 less than budgeted. The overall net revenue over expenses was almost \$260,000. He also spoke about the Liability Fund and Workers Compensation Fund balances.

Mr. LeFevre commented that the analysis and purchase of the new ladder truck without a loan was a significant achievement for the District. President Perkins praised the administrative staff for their hard work, especially Financial Analyst Nadeau for doing the analysis.

Mr. LeFevre said the audit work has started for the fiscal year that just ended. The District will once again be filing for the Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting award. The auditor will complete fieldwork at the end of June. The final audit report is expected to be ready for the Board of Trustees meeting in August.

APPROVAL OF MINUTES

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to approve the regular minutes of the regular meeting on April 16, 2025.

4 AYES 1 ABSTAIN MOTION CARRIED

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to approve the closed session minutes of the regular meeting on April 16, 2025.

4 AYES 1 ABSTAIN MOTION CARRIED

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to approve the regular minutes of the special meeting on April 23, 2025.

5 AYES MOTION CARRIED

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to approve the closed session minutes of the special meeting on April 23, 2025.

5 AYES MOTION CARRIED

FINANCIAL REPORTS

Assistant Chief Levy 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 \$5,082,437.19 and an ending cash balance of \$4,715,177.53 as recorded in the April 2025 financial reports.

Assistant Chief Levy noted the April ambulance revenues were \$155,729.15, however, \$16,059 of it will be corrected to Grant Revenue. The Fire Recovery revenue was \$2,598.24. The Fire Bureau revenue was \$2,101.00.

There were some notable expenses including the new ladder truck modifications for \$109,000, liability insurance for \$38,000, IT server migration for \$8,000, office furniture for \$6,000, office carpet for \$9,000, SCBA annual testing \$4,000, WRT gear and annual maintenance for \$10,000, and asbestos abatement for \$3,600.

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

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

APPROVAL OF BILLS

There was a discussion about the purchase of the Lexipol policy system. Assistant Chief Levy said it is expected to take two or three years to complete all of the policies. Admin staff will work with Lexipol to create a project schedule and delivery dates.

Financial Analyst Nadeau noted the quote includes a 10% discount since the District is an IPRF member. The District also received a grant from IPRF for \$21,711, which can be used towards the cost of the Lexipol.

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to approve the purchase of the Lexipol policy system not to exceed \$32,000 and directed Chief Dina to sign the agreement.

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

OTHER FINANCE

Assistant Chief Levy said there will be a bill for fire gear, with three sets covered by a grant.

CLOSED SESSION

None.

FIRE CHIEF'S REPORT

Assistant Chief Levy reported there were 146 calls for service in the month of April 2025, which included 104 EMS calls and 42 fire and rescue calls.

Assistant Chief Levy reported there were two significant incidents in April 2025, which were two chimney fires in Warrenville.

Assistant Chief Levy said there were two mutual aid calls to Naperville for an abandoned car in the water and a body recovery search.

A/C Levy and A/C O'Hare attended the legislative conference in Springfield. They met with legislators, staffers, and networked with peers at a lunch and learn event.

A/C Levy met with College of DuPage to work on details of an internship program for our Cadets. There is a follow-up meeting on May 13th.

A/C O'Hare is preparing for the ISO visit on May 27th. The last ISO visit was in 2018/2019.

Fire Administration attended the Metropolitan Fire Chiefs Administrative Professionals luncheon with Financial Analyst Nadeau and Administrative Assistant Reavy.

Fire Administration attended a retirement luncheon for long-time billing representative Carol Vicich from Paramedic Billing Services.

Fire Chief Dina drove the Easter Bunny to the VFW Easter Egg Hunt on April 19th on the District's new ladder truck.

A/C Levy and A/C O'Hare attended two separate events at the Romeoville Fire Academy to support our newest POC employee Luis Gonzalez. The first event was Chiefs Day and the second event was the graduation.

The District's IT company, NTIVA, is struggling to complete the server migration due to issues with the record management system and the accounting software.

Chief Dina and Financial Analyst Nadeau attended the audit kickoff meeting with Lauterbach and Amen. The audit should be completed for the August BOT meeting.

Several Warrenville FPD members attended Wildland Urban Interface and Intermix training in Schiller Park with the Cook County Forest Preserve District and the Schiller Park Fire Department.

Financial Analyst Nadeau and Administrative Assistant Reavy attended the Illinois Fire Service Administrative Professionals conference in Galena, Illinois.

The District joined the National Fallen Firefighters Foundation in honoring America's fallen fire heroes by lighting the fire station red from April 27th through May 5th.

TRUSTEES

None.

FIREFIGHTERS' APPRECIATION

None.

ATTORNEY

None.

LOGISTICS

Captain Fiene presented the Logistics Report.

TRAINING

Assistant Chief Levy presented the Training Report. April had 921 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

The recognition ceremony took place at the end of the meeting.

UNFINISHED BUSINESS

There were no updates regarding the strategic plan project.

NEW BUSINESS

The Board received the 2024 Apparatus Assessment Report. It will be put on the website.

President Perkins said the term for Fire Commissioner, Ryan McIntyre, is coming to an end. The position is appointed by the Board of Trustees.

A motion was made by President Perkins, seconded by Trustee Carstens, to appoint Ryan McIntyre for another term to the Board of Fire Commissioners.

5 AYES MOTION CARRIED

ADJOURNMENT

At 1806 hours, a motion was made by Trustee Carstens, seconded by Trustee Thompson, to adjourn the meeting following the recognition ceremony, which started at 1830 hours and ended at 1845 hours.

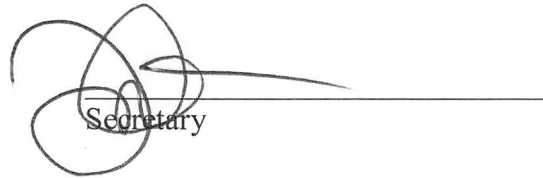
5 AYES MOTION CARRIED

Present at the end of the meeting were President Kate Perkins, Secretary Jeff Carstens, Treasurer Al Thompson, Trustee Mike Karl, Assistant Chief Joe Levy, Assistant Chief Jamie Clark, Assistant Chief Kevin O'Hare, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Reavy.

The guest present at the end of the meeting was Captain Jeff Fiene.

The meeting adjourned at 1845 hours.


President


Secretary