

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

**Minutes of Trustee Meeting  
August 20, 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, Fire Chief Andy Dina, Assistant Chief Joe Levy, Assistant Chief Kevin O'Hare, Financial Analyst Amber Nadeau (left at 1736 hours, returned at 1754 hours, left at 1802 hours, returned at 1804 hours), and Administrative Assistant Jenna Reavy (left at 1736 hours, returned at 1754 hours).

Guests present for the meeting were Lieutenant Matt Banaszek (left at 1736 hours, returned at 1754 hours, left at 1833 hours, returned at 1837 hours, left at 1900 hours, returned at 1905 hours) and Lieutenant Mike Vaughn (left at 1736 hours). Also in attendance were Jamie Wilkey (left at 1725 hours) and Anthony Gedvilas (left at 1725 hours) representing Lauterbach & Amen.

**APPROVAL OF AGENDA**

A motion was made by Trustee Carstens, seconded by Trustee Karl, 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 04/30/2025. It was a clean audit process, with an unmodified opinion. Ms. Wilkey praised staff for their preparedness and hard work. Ms. Wilkey provided an overview of the reports and additional pages. The funding level of IMRF is 83.11% (up from 82.85% last year) and the Pension is 73.66% (up from 71.74% last year).

This is the second year the District will submit for an award through the Government Finance Officers Association (GFOA). The award is the Certificate of Achievement for Excellence in Financial Reporting Program (COA). The annual audit has additional sections and information that is required by GFOA. Ms. Wilkey said that only a handful of fire protection districts have received this award, so it is a tremendous achievement and a testament to staff's hard work.

Representative Anthony Gedvilas presented the actuary report for the annual audit for fiscal year ending 04/30/2025. Mr. Gedvilas noted that the Pension Fund is on track to be 100% funded by 2040. He commended the Board of Trustees for being diligent and following the recommended contributions. The next recommended contribution is \$738,194, which increased by 17.64% from the previous contribution. He added that the average funding level throughout the state is about 55%-60%, so the district is well ahead of that.

**OTHER FINANCE**

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to approve the annual audit for fiscal year ending 04/30/2025.

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

**APPROVAL OF MINUTES**

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

5 AYES          MOTION CARRIED

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to approve the closed session minutes of the regular meeting on July 16, 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 \$6,571,171.18 and an ending cash balance of \$6,089,086.42 as recorded in the July 2025 financial reports.

Chief Dina noted the July ambulance revenues were \$122,909.34. The Fire Recovery revenue was \$1,834.62. There was not any Fire Bureau revenue collected in July.

Chief Dina said the District has received 47% of the total budgeted revenues in the first three months of the fiscal year. It is about the same position as this time last year.

July had one of the highest months for expenses, which was mainly due to three payrolls and a nearly \$200,000 payment to GEMT.

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**

Chief Dina said he recently found out that almost all of the District’s computers need to be replaced because Windows 10 will no longer be supported and the computers are not compatible with the Windows 11 upgrade. Chief Dina plans to present an emergency request to the Board soon.

Chief Dina noted that the apparatus floor refinishing project has been put out to bid and has also been published in the newspaper. So far, four companies have received bid packets. The bids are due between August 25th and September 12th. The project will be completed by November 1st.

**OTHER FINANCE**

The Board of Trustees received the Warrenville Firefighter Pension Board annual audit for fiscal year ending 04/30/2025.

A letter was received from the Warrenville Firefighter Pension Board requesting that \$738,194 be levied for Pension Funds. This will be discussed further at the next regular meeting.

**CLOSED SESSION**

At 1736 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

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

Closed session ended at 1752 hours.

After a short break, the meeting resumed at 1754 hours.

**FIRE CHIEF'S REPORT**

Chief Dina reported there were 197 calls for service in the month of July 2025, which included 138 EMS calls and 59 fire and rescue calls.

Chief Dina noted that he was informed the traffic signal receiver control device was not working at the intersection of Butterfield Rd and Batavia Rd. It was tested but found not to be broken. It will be tested further to make sure.

Chief Dina said the Google migration is in motion. Everyone will receive a temporary email password later tonight. The transition should take place over the next couple days.

Chief Dina reminded the Board about a webinar the District co-presented on that provided information about consolidating funds for a fire district. He recently spoke with auditor Jamie Wilkey, who said numerous people have watched the webinar and there are several fire protection districts that are transitioning to consolidated funds this year. Appreciation was given to Financial Analyst Nadeau and Chief Dina for their participation in the webinar.

Chief Dina noted there are a handful of employees that are coming off probation, so the District will have a swearing-in ceremony for them soon.

Chief Dina said there were two notable incidents in Warrenville for a fully involved detached garage fire and a lightning strike fire in a building that was found to be extinguished.

Chief Dina said there were a few mutual aid calls, including one in St. Charles for a water rescue incident, one in Naperville for a water rescue incident, and another one in Naperville for a residential structure fire.

Chief Officers performed a walkthrough of the Illinois Youth Center to check on the progress of the rebuild. The State being the AHJ is making progress on the facility and is adding automatic sprinklers to the entire administration building.

Warrenville Fire chapter of Project Fire Buddies held a fundraiser at Rock Bottom Brewery.

Chief Dina attended Fermilab Basic Needs Assessment review for three days. This is the first time an outside fire chief was brought in to participate in this Department of Energy exercise.

Administrative staff along with our training coordinator met with the Office of the State Fire Marshal to review our 2024 training reimbursement grant.

Chief Dina attended the DU-COMM Executive Board meeting as President Perkins' proxy.

Chief Officers held a series of three meetings with operational personnel to provide an update on the direction of the department.

Chief Dina and Assistant Chief O'Hare met with State Representative Hirschauer to discuss possibly creating a Cadet program for the Illinois Youth Center residents once it re-opens.

Warrenville Fire personnel supported several needs for the Warrenville Fourth of July activities including EMS First Aid, parade participation, fireworks inspection and standby, Firecracker 5K EMS standby, and the American flag raising during the National Anthem.

The District held an extremely successful water fight competition on July 4th with several outside departments attending. A Warrenville Fire team won First Place.

Lieutenant Mia Ingram and Firefighter/Paramedic Eddie Clark accompanied six Fire Cadets for four days and three nights at the Illinois Fire Service Institute in Champaign for the Explorer/Cadet weekend. They brought home the water fight competition First Place trophy.

Work is nearly completed on the District's new recruitment video. The final version should be completed by late August, early September.

Assistant Chief Levy is making great progress on the Google Workspace switchover with a projected go live date of September 1.

Lexipol Policy program is moving forward with the on-boarding session scheduled for 08/07.

The First Arriving Dashboard is up and running. First Arriving Dashboard is an information sharing dashboard to help personnel stay informed, improve situational awareness, and streamline communications within the fire station.

The District is offering its firefighters the option to receive an EsoGuard Esophageal Cancer pre-test at the fire station in September. It is voluntary and no cost to the employee or District.

#### **TRUSTEES**

Trustee Clemens said she is unable to attend the next regular meeting due to a work commitment.

#### **FIREFIGHTERS' APPRECIATION**

None.

#### **ATTORNEY**

None.

#### **LOGISTICS**

Assistant Chief Levy presented the Logistics Report. He said to additional contractors have been contacted, but no estimates have been received yet.

#### **TRAINING**

Assistant Chief Levy presented the Training Report.

#### **EMS**

Assistant Chief Levy presented the EMS report for June and July.

**APPARATUS**

Assistant Chief Levy presented the Apparatus Report. Chief Dina informed the Board about the outstanding work that mechanic Ted Ellison recently completed on the vehicles. Chief Dina will look into some sort of gift or swag that can be given to him in appreciation.

**FIRE BUREAU**

Assistant Chief O’Hare presented the Fire Bureau Report.

**PERSONNEL**

Chief Dina said that Administrative Assistant Reavy will be starting the IFSAP Executive Support Program soon, which meets on Wednesdays for 13 weeks.

**UNFINISHED BUSINESS**

Assistant Chief O’Hare provided a handout regarding the strategic plan project. He answered questions and took suggestions from the Board regarding the handouts. President Perkins suggested reviewing one goal each month to discuss the highlights of the goal.

Chief Dina provided an update regarding the Lexipol project. He meets weekly with Lexipol to learn how to use the system. The policies have been uploaded and are being reviewed. Policy revisions will start being sent out in the next three months or so.

President Perkins provided an update regarding a Master Plan 2036 for the District. She created a shared document for the Board of Trustees to notate ideas.

**NEW BUSINESS**

Chief Dina provided information about the GEMT cost report rate history. This year there was a large capital purchase that would normally increase the cost report by nearly 59%. However, that high of an increase would prompt the report to get kicked back. Chief Dina is recommending the District include the regular capital with no vehicles, resulting in a 5.92% increase to \$3,221.00. As a reminder, the ambulance billing rate ordinance states that the fee will increase on January 1st by whichever is greatest between the Medicare reimbursement rate, GEMT cost report rate, or 3%. The Medicare reimbursement rate increase will be available in November. The GEMT cost report is due by the end of September. It is possible the Medicare reimbursement rate increase could be higher than the GEMT cost report rate.

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to approve the rate of \$3,221 for the GEMT cost report.

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

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. Some metal items can be taken to the scrap yard. If items posted on GovDeals do not sell by 09/15/2025, the District will donate or dispose of the remaining items.

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to approve the surplus list for sale and disposal as presented.

5 AYES      MOTION CARRIED

It was noted that the latest statement for the Illinois Funds account was provided to the Board of Trustees. There was nearly \$17,000 in interest earned in July.

**ADJOURNMENT**

At 1910 hours, a motion was made by Trustee Thompson, seconded by Trustee Karl, to adjourn the meeting.

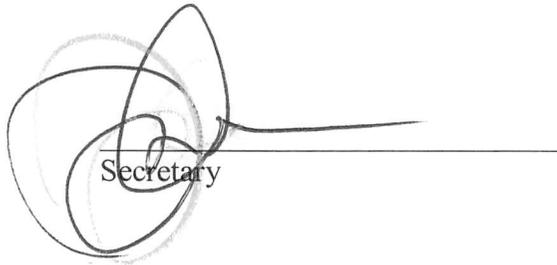
5 AYES      MOTION CARRIED

Present at the end of the meeting were President Kate Perkins, Secretary Jeff Carstens, Treasurer Al Thompson, Trustee Mike Karl, Trustee Natalie Clemens, 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 Lieutenant Matt Banaszek.

The meeting adjourned at 1910 hours.

  
President

  
Secretary