

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

**Minutes of Trustee Meeting**  
**December 17, 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 (left at 1802 hours, returned at 1812 hours), Assistant Chief Jamie Clark (left at 1802 hours, returned at 1812 hours), Assistant Chief Joe Levy (left at 1802 hours, returned at 1812 hours), Assistant Chief Kevin O’Hare (left at 1802 hours, returned at 1812 hours), and Financial Analyst Amber Nadeau (left at 1802 hours, returned at 1812 hours).

The guests present were Captain Jeff Fiene (left at 1715 hours, returned at 1843 hours), Captain Nic Tosto (left at 1715 hours), Lieutenant Mike Vaughn (left at 1715 hours), Firefighter/Paramedic Austin Wiedmyer (left at 1715 hours), AFFI District 4 Vice President Scott Cavenaile (left at 1715 hours), and Attorney Shawn Flaherty representing Ottosen DiNolfo Hasenbalg & Castaldo, Ltd. (left at 1754 hours).

**APPROVAL OF AGENDA**

A motion was made by President Perkins, seconded by Trustee Carstens, to approve the agenda with the Local #5036 union grievance moved to after public comments, followed by closed session.

5 AYES      MOTION CARRIED

**PUBLIC COMMENTS**

None.

**PERSONNEL**

There was a discussion with the Union about a Step 3 grievance. President Perkins asked for the history of the grievance. On September 22, 2025, a letter was given to Captain Tosto that he cannot be on District property while on workers’ comp leave. Captain Fiene expressed that Captain Tosto is a citizen and has rights to be on public property. The Board of Trustees asked various questions to Captain Tosto and the Union. The Board of Trustees will respond with a letter of determination.

**CLOSED SESSION**

At 1715 hours, a motion was made by President Perkins, 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).

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

The guests, except for Attorney Flaherty, left for closed session.

Closed session ended at 1811 hours.

### **APPROVAL OF MINUTES**

A motion was made by Trustee Carstens, seconded by Trustee Thompson, to approve the regular minutes of the regular meeting on November 19, 2025 and December 4, 2025.

5 AYES          MOTION CARRIED

An audit of the special meeting on December 4, 2025 revealed that the first minute of the closed session recording is missing.

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to approve the closed session minutes of the regular meeting on November 18, 2025 and the special meeting on December 4, 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 \$7,531,010.03 and an ending cash balance of \$7,347,909.36 as recorded in the November 2025 financial reports. Chief Dina reviewed the historical trends of the cash balance.

Chief Dina noted the November ambulance revenues were \$134,013.85. The Fire Recovery revenue was \$2,810.00. The Fire Bureau revenue was \$1,690.00.

Chief Dina pointed out upcoming purchases. The new ambulance will need to be paid for soon, which will be discussed later in the meeting. Staff are planning to put out a bid for IT Services in January. In December, there was an expense of \$59,650.30 for the apparatus floor refinishing, \$88,779.69 for GEMT, and \$18,785.08 (\$6,000 of that paid by Foreign Fire) for WUI training, instructors, food, and overtime.

A motion was made by Trustee Thompson, seconded by Trustee Karl, 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**

Assistant Chief Levy provided a quote from F.H. Paschen for hose tower repairs. Staff reached out to three different vendors, but only one responded. It was recently found that F.H. Paschen is a member of the Illinois JOC Program, which could provide an avenue to get repairs done without going through a bid process. The optional quote for painting that was included would not be needed at this time. The work would likely be completed in the spring when the weather is nicer.

A motion was made by Trustee Thompson, seconded by Trustee Clemens, to approve the quote from F.H. Paschen for hose tower repairs in the amount of \$55,800, pending verification that the vendor is a member of the Illinois JOC Program.

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

Assistant Chief Levy provided an updated purchase price for the new ambulance that should be ready in February. The Board of Trustees approved the total cost up to \$370,000 at the 04/16/2025 meeting. There are a few more items such as the radio and other equipment mounting that will be invoiced later. It is up to the Board of Trustees whether the District should pay cash or lease the ambulance. President Perkins requested Financial Analyst Nadeau's input, and she recommended paying cash to avoid interest charges.

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to approve the purchase of the new ambulance with cash using the Capital Fund.

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

**OTHER FINANCE**

There was a discussion about a revised contract with Paramedic Billing Services, Inc. (PBS) for ambulance billing services. The revised contract would lower the commission fees from 4.5% to 3.75%. The Board of Trustees commented about various parts in the contract. Assistant Chief Levy will work with PBS to incorporate the language changes requested by the Board of Trustees.

A motion was made by President Perkins, seconded by Trustee Thompson, to approve the revised contract with Paramedic Billing Services, Inc. for ambulance billing services, authorizing Assistant Chief Levy to sign the contract.

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

**FIRE CHIEF'S REPORT**

Chief Dina reported there were 167 calls for service in the month of November 2025, which included 121 EMS calls and 46 fire and rescue calls. As of December 10th, the District is already busier than last year.

There were no significant incidents in Warrenville in November. There were no significant mutual aid or specialty team calls in November.

Quarterly meetings were held over three days, focusing on leadership, finance, special events, special operations, and record management. The first quarter 2026 meeting will expand to include all District members, as well as elected and appointed officials.

Personnel staffed a table at the Warrenville Park District Healthy Heroes Kids Fair on November 1st.

NTIVA was on-site for a total of four days to install all the new Windows 11 compatible computers.

Several current and former Fire District members attended visitation and walk through services for former Firefighter/EMT Brian Victorine.

The District sponsored and co-hosted a three-day Wildland Urban Interface (WUI) training with the DuPage Forest Preserve District. The training, held at the fire station and St. James Farm, resulted in nearly 30 of WFPD members achieving S-130 and S-190 certification.

District personnel participated in the Warrenville Veterans Day breakfast and ceremony.

Senior Staff along with Union Executive Board members continue with contract negotiations.

Chief Dina and Assistant Chief O'Hare attended the Outreach Christmas Breakfast at the Chicago Golf Club in Wheaton.

The Warrenville Firefighter's Auxiliary decorated a tree for the Holly Days event at the park district. This year's theme was a water rescue, featuring a replica of our boat and rubber ducky ornaments.

The apparatus floor refinishing project was completed.

The District has transitioned to a leasing system for oxygen replacement. A company now handles the drop-off of full cylinders and the pick-up of empty ones, eliminating the need for WFPD personnel to refill bottles. This change not only results in cost savings but also establishes a much safer operation for managing the oxygen supply.

Firefighter/Paramedic Jeff Dore presented a Home Fire Safety program at the Warrenville Public Library.

### **TRUSTEES**

Trustee Clemens expressed gratitude to Chief Dina for his service to the District.

President Perkins thanked Chief Dina for his time and hard work to the District.

### **FIREFIGHTERS' APPRECIATION**

A meeting is scheduled with Courtyard Banquets to finalize the contract.

### **ATTORNEY**

None.

**LOGISTICS**

Assistant Chief Levy presented the Logistics Report.

**TRAINING**

Assistant Chief Levy presented the Training Report. November had 773 training hours.

**EMS**

Assistant Chief Levy presented the EMS Report.

**APPARATUS**

Assistant Chief Levy presented the Apparatus Report. He provided an update on the Tower 11 repairs.

**FIRE BUREAU**

Assistant Chief O’Hare presented the Fire Bureau Report. He answered questions from the Board.

**PERSONNEL**

The Board of Trustees will issue a letter of determination to the Union regarding the Step 3 grievance.

There was a discussion about providing additional pay to the Acting Fire Chief. An addendum to the Assistant Chief employment contract for Assistant Chief Levy was provided. Although a motion was approved during the special meeting on December 4, 2025, formal ratification of the action is required.

A motion was made by Trustee Carstens, seconded by Trustee Thompson, to approve an Employment Contract Addendum for Assistant Chief Joe Levy to include an additional \$1,000 per month while performing the duties of Fire Chief.

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

**UNFINISHED BUSINESS**

Assistant Chief O’Hare provided a handout regarding the strategic plan project. He reviewed Goal 6 – Staffing.

Assistant Chief Levy provided an update regarding the Lexipol project. The weekly meetings are continuing. The draft policies were sent to the Board of Trustees to review and provide comments by February 1st.

President Perkins provided an update regarding the Master Plan 2036 for the District. She created a PDF document for review. She suggested hiring a consultant to assist with the project and proposed including \$25,000 in the upcoming draft budget.

There were six candidates that applied for the vacancy on the Board of Fire Commissioners. The interviews have been completed. The Board of Trustees appoints the position.

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to appoint Kathy Broadwell for a 3-year term to the Board of Fire Commissioners.

5 AYES      MOTION CARRIED

The vacancy for the Fire Chief position will be discussed at the regular meeting in January.

**NEW BUSINESS**

Financial Analyst Nadeau reported that a few line items have exceeded their original budget allocations, noting that a budget amendment will likely be required for the current fiscal year.

Chief Dina said the full-time Firefighter/Paramedic hiring list consists of nineteen candidates. There are two candidates currently being processed.

**ADJOURNMENT**

At 1902 hours, a motion was made by Trustee Carstens, seconded by Trustee Thompson, 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 Jamie Clark, Assistant Chief Joe Levy, Assistant Chief Kevin O’Hare, and Financial Analyst Amber Nadeau.

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

The meeting adjourned at 1902 hours.

  
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President

  
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Secretary