

WARRENVILLE FIRE PROTECTION DISTRICT  
AGENDA FOR TRUSTEE BOARD MEETING  
January 21, 2026  
5:00 PM  
3S472 Batavia Road, Warrenville, IL 60555

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPROVE AGENDA**
- 5. PUBLIC COMMENTS**
- 6. ROUTINE BUSINESS**
  - a) Approval of Minutes
    1. Regular meeting 12/17/2025
    2. Approve the release of closed session minutes from semiannual review
    3. Approve the destruction of all closed session recordings from June 2024 and prior
  - b) Financial Reports
  - c) Approval of Bills
    1. Discussion and possible action on power cot replacement
  - d) Other Finance
  - e) Closed Session
    1. 5 ILCS 120/2(c)(1) – Personnel
    2. 5 ILCS 120/2(c)(2) – Collective negotiating matters
    3. 5 ILCS 120/2(c)(21) – Semiannual review of closed session minutes
- 7. COMMUNICATIONS**
  - a) Fire Chief's Report
  - b) Trustees
  - c) Firefighters' Appreciation
  - d) Attorney
  - e) Logistics Report
  - f) Training Report
  - g) EMS Report
  - h) Apparatus Report
  - i) Fire Bureau Report
  - j) Personnel
- 8. UNFINISHED BUSINESS**
  - a) Status update on WFPD strategic plan project
  - b) Status update on Lexipol Policy Management Software program
    1. Discussion and possible action on draft policies
  - c) Status update on WFPD Master Plan 2036
- 9. NEW BUSINESS**
  - a) Approve appointment of OMA officer
  - b) Approve appointment of FOIA officer
  - c) Discussion and possible action on assessment center proposals for Fire Chief vacancy recruitment
- 10. ADJOURN**

**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 Du Page 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.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary

**Warrenville Fire Protection District**  
**Cash Activity**  
**December 2025**

Beginning Cash Balance		7,347,909.36
Revenues:		
Receipts from the Monthly Receipts report	170,713.21	
PAYA Write Off	-	
Interest Income IL Funds account	18,616.83	
Interest Income 5/3 Money Market account	1,328.03	
Personal Property Replacement Tax Direct Deposit	5,566.42	
Foreign Fire Revenue	-	
Total Revenues		196,224.49
Expenses:		
Vendor checks from the Check Register report	(164,922.83)	
Payroll disbursements and fees from the Precision payroll reports	(394,376.35)	
Auto Disbursements	(93,932.43)	
Foreign Fire Disbursements	17,376.50	
Foreign Fire Disbursements Paid on 5/3 Credit Card and reimbursed to District	(17,376.50)	
Hinsdale Lockbox Fee	-	
Credit Card Processing Fee	(182.39)	
Amnulance Billing Fee	-	
Total Expenses		<u>(653,414.00)</u>
Ending Cash Balance		<u><u>6,890,719.85</u></u>
Bank Account Balances at month end:		
* Fifth-Third Checking		461,755.41
Fifth-Third Money Market (1.71%)		776,253.30
The Illinois Funds Investments (4.02%)		5,574,762.55
Fifth-Third Lockbox Checking		-
Hinsdale Bank and Trust Co Lockbox		104.00
Fifth Third Foreign Fire Tax		77,844.59
		<u><u>6,890,719.85</u></u>

\* Note: The Fifth-Third Checking account balance displayed represents the general ledger balance not the bank balance. There are reconciling items such as outstanding checks and deposits in transit at month end.

Warrenville Fire Protection District  
 Summary of Cash  
 December 31, 2025

ASSETS

Corporate Fund

Fifth-Third Checking Pooled	\$	(1,369,122.13)	
Hinsdale Lockbox Checking		104.00	
The Illinois Funds Investments		5,574,762.55	
Total Corporate Fund			4,205,744.42

Audit Fund

Fifth-Third Checking Pooled		4,037.03	
Total Audit Fund			4,037.03

Liability Insurance Fund

Fifth-Third Checking Pooled		35,695.48	
Total Liability Insurance Fund			35,695.48

Workers Compensation Fund

Fifth-Third Checking Pooled		234,797.18	
Total Workers Compensation Fund			234,797.18

Foreign Fire Fund

Fifth-Third Foreign Fire Tax		77,844.59	
Total Foreign Fire Fund			77,844.59

Capital Projects Fund

Fifth-Third Pooled Checking		1,556,347.85	
Fifth-Third Money Market		776,253.30	
Total Capital Projects Fund			2,332,601.15

Total Cash	\$	6,890,719.85	

**Warrenville Fire Protection District**  
**Account Reconciliation**  
**As of Dec 31, 2025**  
**01-00-1000-00 - Fifth-Third Pooled Checking**  
**Bank Statement Date: December 31, 2025**

Filter Criteria includes: Report is printed in Detail Format.

Beginning GL Balance			560,048.10
Add: Cash Receipts			37,832.79
Less: Cash Disbursements			(258,855.26)
Add (Less) Other			<u>122,729.78</u>
Ending GL Balance			<u>461,755.41</u>
Ending Bank Balance			477,774.37
Add back deposits in transit			
Total deposits in transit			
(Less) outstanding checks			
	Apr 10, 2025	11505	(68.00)
	Aug 19, 2025	11620	(350.00)
	Dec 18, 2025	11692	(40.00)
	Dec 18, 2025	11693	(1,969.68)
	Dec 18, 2025	11694	(626.53)
	Dec 30, 2025	11695	(65.54)
	Dec 30, 2025	11696	(363.65)
	Dec 30, 2025	11697	(1,968.00)
	Dec 30, 2025	11698	<u>(2,465.50)</u>
Total outstanding checks			(7,916.90)
Add (Less) Other			
	Dec 31, 2025	Payroll Regul	<u>(8,102.06)</u>
Total other			(8,102.06)
Unreconciled difference			<u>0.00</u>
Ending GL Balance			<u><u>461,755.41</u></u>

## Warrenville Fire Protection District Monthly Receipts For the Period From Dec 1, 2025 to Dec 31, 2025

Filter Criteria includes: Report order is by Check Date. Report is printed in Detail Format.

Date	Account ID	Transactio	Line Description	Debit Amnt	Credit Am
12/4/25	10-00-4310-00 01-00-1000-00	12042025	Amb Billing Fund 10 - PBS reim for fees charged Amb Deposits Fund 10	44.78	44.78
12/5/25	10-00-4000-00 30-00-4000-00 40-00-4000-00 50-00-4000-00 10-00-4050-00 01-00-1000-00	12052025	Property Tax-Corporate Property Tax-Audit Property Tax-Liability Insur Property Tax-Work Comp Property Tax - Corp Emer&Rescu DuPage County Treasurer	35,783.73	29,505.31 97.59 292.78 1,489.90 4,398.15
12/5/25	10-00-4310-00 10-00-1030-00	12052025-1	Amb Billing Fund 10 Amb Deposits Fund 10	752.09	752.09
12/8/25	10-00-1290-00 01-00-1000-00	FJ3A3V2NA	Invoice: FP25-32 First Security Systems, Inc.	735.00	735.00
12/8/25	10-00-1290-00 01-00-1000-00	FUTRYU8	Invoice: FP25-34 First Security Systems, Inc.	625.00	625.00
12/8/25	10-00-4310-00 10-00-1030-00	12082025	Amb Billing Fund 10 Amb Deposits Fund 10	120.01	120.01
12/9/25	10-00-4000-00 30-00-4000-00 40-00-4000-00 50-00-4000-00 10-00-4050-00 01-00-1000-00	12092025	Property Tax-Corporate Property Tax-Audit Property Tax-Liability Insur Property Tax-Work Comp Property Tax - Corp Emer&Rescu DuPage County Treasurer	60.60	49.97 0.16 0.50 2.52 7.45
12/23/2	10-00-4350-00 01-00-1000-00	71649	Fire Recovery - Corp Fire Recovery USA LLC	583.68	583.68
12/31/2	10-00-4310-00 10-00-1031-00	12312025-1	Amb Billing Fund 10 Amb Deposits Fund 10	132,008.32	132,008.32
				<b>170,713.21</b>	<b>170,713.21</b>

**Warrenville Fire Protection District**  
**Aged Receivables**  
**As of Dec 31, 2025**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by ID. Report is printed in Summary Format.

<b>Customer Bill To Contact</b>	<b>0-30</b>	<b>31-60</b>	<b>61-90</b>	<b>Over 90 days</b>	<b>Amount Due</b>
Fox Valley Fire & Safety Co., Inc.			220.00		220.00
			<b>220.00</b>		<b>220.00</b>

**Warrenville Fire Protection District**  
**FMB-Plan Review Cash Receipts**  
**December 2025**

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<b>Date Paid</b>	<b>Invoice Number</b>	<b>Customer Name</b>	<b>Amount Paid</b>
12/8/2026	FP25-32	First Security Systems, Inc	735.00
12/8/2026	FP25-34	First Security Systems, Inc	625.00
		Total FMB cash received	<u>1,360.00</u>
		Fees charged on payments not received	<u>-</u>
		Total current month revenue in account 10-00-4250-20	<u><u>1,360.00</u></u>

**Warrenville Fire Protection District**  
**Check Register**  
**For the Period From Dec 1, 2025 to Dec 31, 2025**

Filter Criteria includes: 1) Check Numbers from 10000 to 13000. Report order is by Check Number.

Payee	Check	Amount	Account ID	Account Description
Colley Elevator Co.	11683	276.00	10-00-2000-00 01-00-1000-00	Accounts Payable Fifth-Third Pooled Checking
Image Trend, LLC	11684	1,750.00	10-00-2000-00 01-00-1000-00	Accounts Payable Fifth-Third Pooled Checking
Konica Minolta Premier Fina	11685	284.38	10-00-2000-00 01-00-1000-00	Accounts Payable Fifth-Third Pooled Checking
Paramedic Billing Services,	11686	3,797.56	10-00-2000-00 01-00-1000-00	Accounts Payable Fifth-Third Pooled Checking
Sikich, LLP - Accounting	11687	2,313.00	10-00-2000-00 01-00-1000-00	Accounts Payable Fifth-Third Pooled Checking
DuPage County Fire Chief's	11688	105.00	10-00-2000-00 01-00-1000-00	Accounts Payable Fifth-Third Pooled Checking
IL Health & Family - Emerg.	11689	88,779.69	10-00-2000-00 01-00-1000-00	Accounts Payable Fifth-Third Pooled Checking
Matrix Coating Solutions, In	11690	59,650.30	10-00-2000-00 01-00-1000-00	Accounts Payable Fifth-Third Pooled Checking
Clark, Edward	11691	468.00	10-00-2000-00 01-00-1000-00	Accounts Payable Fifth-Third Pooled Checking
Koelper, Dave	11692	40.00	10-00-2000-00 01-00-1000-00	Accounts Payable Fifth-Third Pooled Checking
Ntiva, Inc.	11693	1,969.68	10-00-2000-00 01-00-1000-00	Accounts Payable Fifth-Third Pooled Checking
Paramedic Billing Services,	11694	626.53	10-00-2000-00 01-00-1000-00	Accounts Payable Fifth-Third Pooled Checking
Ace Hardware - Warrenville	11695	65.54	10-00-2000-00 10-00-2000-00 01-00-1000-00	Accounts Payable Accounts Payable Fifth-Third Pooled Checking
Konica Minolta Premier Fina	11696	363.65	10-00-2000-00 01-00-1000-00	Accounts Payable Fifth-Third Pooled Checking
The Locker Shop	11697	1,968.00	10-00-2000-00 10-00-2000-00 10-00-2000-00 10-00-2000-00 10-00-2000-00 10-00-2000-00 10-00-2000-00 10-00-2000-00 10-00-2000-00 01-00-1000-00	Accounts Payable Accounts Payable Accounts Payable Accounts Payable Accounts Payable Accounts Payable Accounts Payable Accounts Payable Accounts Payable Fifth-Third Pooled Checking
Sikich, LLP - Accounting	11698	2,465.50	10-00-2000-00 01-00-1000-00	Accounts Payable Fifth-Third Pooled Checking
<b>Total</b>		<b>164,922.83</b>		

**Warrenville Fire Protection District**  
**ACH Check Register**  
**For the Period From Dec 1, 2025 to Dec 31, 2025**

Filter Criteria includes: 1) Check Numbers from 170 to 999. Report order is by Check Number.

<b>Payee</b>	<b>Check</b>	<b>Amount</b>	<b>Account ID</b>	<b>Account Description</b>
Aflac	837	1,422.30	10-00-2000-00 01-00-1000-00	Accounts Payable Fifth-Third Pooled Checking
Blue Cross Blue Shield of Ill	838	33,203.40	10-00-2000-00 01-00-1000-00	Accounts Payable Fifth-Third Pooled Checking
Blue Cross Blue Shield of Ill	839	836.96	10-00-2000-00 01-00-1000-00	Accounts Payable Fifth-Third Pooled Checking
Guardian Dental Plan	840	1,338.77	10-00-2000-00 01-00-1000-00	Accounts Payable Fifth-Third Pooled Checking
IMRF - IL Municipal Retirem	841	956.24	10-00-2000-00 01-00-1000-00	Accounts Payable Fifth-Third Pooled Checking
Illinois Public Risk Fund	842	15,051.00	10-00-2000-00 01-00-1000-00	Accounts Payable Fifth-Third Pooled Checking
Fifth Third Bank - Procurem	843	41,123.76	10-00-2000-00 01-00-1000-00	Accounts Payable Fifth-Third Pooled Checking
	<b>Total</b>	<b>93,932.43</b>		

**Warrenville Fire Protection District**  
**Purchase Journal**  
**For the Period From Dec 1, 2025 to Dec 31, 2025**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Vendor Name. Repo

Name	Date	Account ID	Account Description	Line Description	Debit	Credit
Ace Hardware - Warrenville	12/19/25	10-01-6500-00	Maintenance Buildings-Stat 1	Electrical supplies	41.27	
Ace Hardware - Warrenville	12/19/25	10-00-2000-00	Accounts Payable	Ace Hardware - Warrenville		41.27
Ace Hardware - Warrenville	12/22/25	10-01-6710-00	Fire Prevention Bureau	Hardware supplies	24.27	
Ace Hardware - Warrenville	12/22/25	10-00-2000-00	Accounts Payable	Ace Hardware - Warrenville		24.27
Aflac	12/1/25	10-00-2160-00	Insurance - Aflac Payable	Accident insurance for November	1,422.30	
Aflac	12/1/25	10-00-2000-00	Accounts Payable	Aflac		1,422.30
Blue Cross Blue Shield of Illinois	12/1/25	10-01-5200-00	Insurance-Health	Health insurance for December	33,203.40	
Blue Cross Blue Shield of Illinois	12/1/25	10-00-2000-00	Accounts Payable	Blue Cross Blue Shield of Illinois		33,203.40
Blue Cross Blue Shield of Illinois	12/1/25	10-01-5200-05	Insurance-Vision	Vision insurance for December	260.43	
Blue Cross Blue Shield of Illinois	12/1/25	10-01-5200-20	Insurance-Life	Life insurance for December	576.53	
Blue Cross Blue Shield of Illinois	12/1/25	10-00-2000-00	Accounts Payable	Blue Cross Blue Shield of Illinois		836.96
Clark, Edward	12/1/25	10-01-6700-48	Career Training	Reim for Instructor 1 course	468.00	
Clark, Edward	12/1/25	10-00-2000-00	Accounts Payable	Clark, Edward		468.00
Colley Elevator Co.	12/1/25	10-01-6500-00	Maintenance Buildings-Stat 1	Quarterly elevator service for 12/01-02/28	276.00	
Colley Elevator Co.	12/1/25	10-00-2000-00	Accounts Payable	Colley Elevator Co.		276.00
DuPage County Fire Chief's Associati	12/1/25	10-01-6010-00	Dues	Annual membership for 3 chiefs	105.00	
DuPage County Fire Chief's Associati	12/1/25	10-00-2000-00	Accounts Payable	DuPage County Fire Chief's Association		105.00
Guardian Dental Plan	12/1/25	10-01-5200-10	Insurance-Dental	Dental insurance for December	1,338.77	
Guardian Dental Plan	12/1/25	10-00-2000-00	Accounts Payable	Guardian Dental Plan		1,338.77
IL Health & Family - Emerg. Transpor	12/1/25	10-01-6060-00	GEMT 50% Payment Expense	GEMT payment for 07/01/25-09/30/25	88,779.69	
IL Health & Family - Emerg. Transpor	12/1/25	10-00-2000-00	Accounts Payable	IL Health & Family - Emerg. Transport		88,779.69
Illinois Public Risk Fund	12/1/25	50-00-5400-00	Worker's Compensation Expense	Workers comp insurance for December	15,051.00	
Illinois Public Risk Fund	12/1/25	10-00-2000-00	Accounts Payable	Illinois Public Risk Fund		15,051.00
Image Trend, LLC	12/1/25	55-01-5150-00	Foreign Fire Tax	CAD integration fee for Foreign Fire	1,750.00	
Image Trend, LLC	12/1/25	10-00-2000-00	Accounts Payable	Image Trend, LLC		1,750.00
IMRF - IL Municipal Retirement Fund	12/1/25	10-00-2163-00	IMRF Payable - Employee	Employee pension contributions for November	416.16	
IMRF - IL Municipal Retirement Fund	12/1/25	10-01-5200-27	IMRF District Contribution	Employer pension contributions for November	540.08	
IMRF - IL Municipal Retirement Fund	12/1/25	10-00-2000-00	Accounts Payable	IMRF - IL Municipal Retirement Fund		956.24
Koelper, Dave	12/15/25	10-01-6700-05	Training-Certification Classes	Reim for EMS license renewal	40.00	
Koelper, Dave	12/15/25	10-00-2000-00	Accounts Payable	Koelper, Dave		40.00
Konica Minolta Premier Finance	12/1/25	10-01-7100-00	Office Supplies	Copier lease and usage for 11/12-12/12	284.38	
Konica Minolta Premier Finance	12/1/25	10-00-2000-00	Accounts Payable	Konica Minolta Premier Finance		284.38
Konica Minolta Premier Finance	12/19/25	10-01-7100-00	Office Supplies	Copier lease and usage for 12/12-01/12	363.65	
Konica Minolta Premier Finance	12/19/25	10-00-2000-00	Accounts Payable	Konica Minolta Premier Finance		363.65
Matrix Coating Solutions, Inc	12/9/25	60-01-8010-00	Capital Outlay - Building	Apparatus floor refinishing	59,650.30	
Matrix Coating Solutions, Inc	12/9/25	10-00-2000-00	Accounts Payable	Matrix Coating Solutions, Inc		59,650.30

**Warrenville Fire Protection District**  
**Purchase Journal**  
**For the Period From Dec 1, 2025 to Dec 31, 2025**

Filter Criteria includes: 1) Includes Drop Shipments. Report order is by Vendor Name. Repo

<b>Name</b>	<b>Date</b>	<b>Account ID</b>	<b>Account Description</b>	<b>Line Description</b>	<b>Debit</b>	<b>Credit</b>
Ntiva, Inc.	12/17/25	10-01-6600-10	IT Support Services	IT support services for December	1,969.68	
Ntiva, Inc.	12/17/25	10-00-2000-00	Accounts Payable	Ntiva, Inc.		1,969.68
Paramedic Billing Services, Inc.	12/1/25	10-00-4310-00	Ambulance Service Fees	Ambulance revenue sent directly to vendor		2,633.12
Paramedic Billing Services, Inc.	12/1/25	10-01-6115-00	Ambulance Billing Fees	Billing fee for October ambulance revenue	6,430.68	
Paramedic Billing Services, Inc.	12/1/25	10-00-2000-00	Accounts Payable	Paramedic Billing Services, Inc.		3,797.56
Paramedic Billing Services, Inc.	12/1/25	10-00-4310-00	Ambulance Service Fees	Ambulance revenue sent directly to vendor		5,506.79
Paramedic Billing Services, Inc.	12/1/25	10-01-6115-00	Ambulance Billing Fees	Billing fee for November ambulance revenue	6,133.32	
Paramedic Billing Services, Inc.	12/1/25	10-00-2000-00	Accounts Payable	Paramedic Billing Services, Inc.		626.53
Sikich, LLP - Accounting	12/1/25	10-01-6000-00	Accounting-Sikich	Accounting services for October	2,313.00	
Sikich, LLP - Accounting	12/1/25	10-00-2000-00	Accounts Payable	Sikich, LLP - Accounting		2,313.00
Sikich, LLP - Accounting	12/23/25	10-01-6000-00	Accounting-Sikich	Accounting services for November	2,465.50	
Sikich, LLP - Accounting	12/23/25	10-00-2000-00	Accounts Payable	Sikich, LLP - Accounting		2,465.50
The Locker Shop	12/19/25	10-01-7220-00	Uniforms-Employees	Uniform for Scholl	312.00	
The Locker Shop	12/19/25	10-00-2000-00	Accounts Payable	The Locker Shop		312.00
The Locker Shop	12/19/25	10-01-7220-00	Uniforms-Employees	Uniform for Pascente	312.00	
The Locker Shop	12/19/25	10-00-2000-00	Accounts Payable	The Locker Shop		312.00
The Locker Shop	12/19/25	10-01-7220-00	Uniforms-Employees	Uniform for Ruswick	312.00	
The Locker Shop	12/19/25	10-00-2000-00	Accounts Payable	The Locker Shop		312.00
The Locker Shop	12/19/25	10-01-7220-00	Uniforms-Employees	Uniform for Vaughn	64.00	
The Locker Shop	12/19/25	10-00-2000-00	Accounts Payable	The Locker Shop		64.00
The Locker Shop	12/19/25	10-01-7220-00	Uniforms-Employees	Uniform for Miner	108.00	
The Locker Shop	12/19/25	10-00-2000-00	Accounts Payable	The Locker Shop		108.00
The Locker Shop	12/19/25	10-01-7220-00	Uniforms-Employees	Uniform for Banaszek	74.00	
The Locker Shop	12/19/25	10-00-2000-00	Accounts Payable	The Locker Shop		74.00
The Locker Shop	12/19/25	10-01-7220-00	Uniforms-Employees	Uniform for E. Clark	442.00	
The Locker Shop	12/19/25	10-00-2000-00	Accounts Payable	The Locker Shop		442.00
The Locker Shop	12/19/25	10-01-7220-00	Uniforms-Employees	Uniform shirts for Trustee Karl	185.00	
The Locker Shop	12/19/25	10-00-2000-00	Accounts Payable	The Locker Shop		185.00
The Locker Shop	12/19/25	10-01-7220-00	Uniforms-Employees	Uniform for Fiene	159.00	
The Locker Shop	12/19/25	10-00-2000-00	Accounts Payable	The Locker Shop		159.00
					<b>225,871.41</b>	<b>225,871.41</b>

**Warrenville Fire Protection District**  
**Purchase Journal - Fifth Third Pro Card**  
**For the Period From Dec 1, 2025 to Dec 31, 2025**

Filter Criteria includes: 1) Vendor IDs: Fifth Third Pro Card; 2) In

<b>Name</b>	<b>Date</b>	<b>Account ID</b>	<b>Account Description</b>	<b>Line Description</b>	<b>Amount</b>
Fifth Third Bank - Pro	12/1/25	10-01-7200-00	Firefighters Pers Prot Equip	Witmer Public Safety - Firefighting gloves	188.28
		10-01-7300-00	Medical Supplies	Bound Tree Medical - Microdot supplies	530.46
		10-01-7300-00	Medical Supplies	Bound Tree Medical - Oxygen regulator fittings	254.97
		10-01-7100-00	Office Supplies	USPS - Postage	15.35
		10-01-7100-00	Office Supplies	FedEx - Postage	32.54
		10-01-7100-00	Office Supplies	Costco - Coffee for station	274.62
		10-01-7300-00	Medical Supplies	Bound Tree Medical - Oxygen cylinder wrenches	76.92
		10-01-7100-00	Office Supplies	USPS - Postage	22.35
		10-01-7100-00	Office Supplies	USPS - Postage	11.90
		10-01-7300-00	Medical Supplies	Bound Tree Medical - Medical supplies	283.44
		10-01-7100-00	Office Supplies	Amazon - Coffee filters	16.15
		10-01-7100-00	Office Supplies	USPS - Postage	11.90
		10-01-6520-05	Maint App - 1993 Ford (V12)	Interstate Power Systems - Repair parts for V12	937.42
		10-01-6770-00	Client Relations Expense	Rock Bottom - Food for WUI training instructors	163.26
		10-01-6745-00	Public Education	American Heart Association - CPR course for O'Hare	37.00
		10-01-6770-00	Client Relations Expense	Tribute Store - Sympathy flowers for Victorine family	112.91
		10-01-6730-00	Testing and Promotion	The Blue Line - Firefighter testing recruitment posting	348.00
		10-01-7100-00	Office Supplies	USPS - Postage	18.20
		10-01-6770-00	Client Relations Expense	Jimmy Johns - Food for WUI training	167.96
		10-01-6770-00	Client Relations Expense	Jimmy Johns - Food for WUI training	167.96
		10-01-6770-00	Client Relations Expense	Einstein Bros - Food for IFSAP ESP class	43.99
		10-01-6770-00	Client Relations Expense	Dunkin Donuts - Coffee for IFSAP ESP class	57.05
		10-01-6770-00	Client Relations Expense	Rosatis Pizza - Food for WUI training	225.94
		10-01-6770-00	Client Relations Expense	Rosatis Pizza - Food for WUI training	35.79
		10-01-6500-00	Maintenance Buildings-Stat 1	Menards - Mattress bags	39.96
		10-01-6770-00	Client Relations Expense	Rosatis Pizza - Food for WUI training	61.91
		10-01-6530-00	Small Tools	Russo - Chainsaw repairs	404.98
		10-01-7220-90	Uniforms-Other	Amazon - Dress uniform gloves and badge bands	79.95
		10-01-6810-00	Telephone-Land Line	AT&T - Internet service for 10/07-11/06	502.94
		10-01-6810-00	Telephone-Land Line	AT&T - Station phone service for 10/07-11/06	802.08
		10-01-6600-05	IT Computer Software	Google - Email hosting fee for November	1,309.00
		10-01-6500-00	Maintenance Buildings-Stat 1	Quench - Admin and station water coolers annual contract	1,584.00
		10-01-6500-00	Maintenance Buildings-Stat 1	Roto Rooter - Pump sewer drain for bay floor	779.00

**Warrenville Fire Protection District**  
**Purchase Journal - Fifth Third Pro Card**  
**For the Period From Dec 1, 2025 to Dec 31, 2025**

Filter Criteria includes: 1) Vendor IDs: Fifth Third Pro Card; 2) In

<b>Name</b>	<b>Date</b>	<b>Account ID</b>	<b>Account Description</b>	<b>Line Description</b>	<b>Amount</b>
		55-01-5150-00	Foreign Fire Tax	Screen Vision - Theater recruitment ad annual fee for Foreign Fire	9,100.00
		10-01-7010-00	Operating Supplies	Family Pride - Laundry service lease for November	50.00
		10-01-6840-00	Cable	Comcast - Cable TV service for 10/15-11/14	80.35
		10-01-6520-08	Maint App - 2012 M0215 (M12)	Kammes Auto Repair - M12 state test	45.00
		10-01-7300-00	Medical Supplies	Stryker Medical - Restraints	61.20
		10-01-7300-00	Medical Supplies	Linde Gas - Oxygen cylinder rentals	61.90
		10-01-7010-00	Operating Supplies	NAPA Auto Parts - Diesel exhaust fluid	90.93
		10-01-7220-00	Uniforms-Employees	Air One Equipment - Uniform item for Wiedmyer	119.00
		10-01-6770-00	Client Relations Expense	Potbelly - Food for IFSAP ESP class	293.60
		10-01-6830-00	Alarm Expense	Alarm Detection Systems - Quarterly service for Dec-Feb	887.19
		10-01-7110-00	Cleaning Supplies	Warehouse Direct - Janitorial supplies	465.12
		10-01-6150-00	SCBA Maintenance and Parts	MES - SCBA repairs	263.59
		10-01-6040-00	Legal	Ottosen - Legal services for October	2,311.50
		10-01-7100-00	Office Supplies	Amazon - Markers	33.21
		10-01-7100-00	Office Supplies	Amazon - Copy paper	46.99
		10-01-6600-00	IT Hardware	Chicago Communications - Sierra router repairs	275.00
		10-01-6600-05	IT Computer Software	Sage - Financial software annual renewal	1,817.01
		10-01-6700-15	Training-Building Mat/Props	City Auto Wreckers - Junk cars for training	200.00
		10-01-7220-00	Uniforms-Employees	Air One Equipment - Uniform items for Wiedmyer	334.00
		10-01-6810-10	Telephone-Cell Phones	Tmobile - Mobile phones for 09/21-10/20	539.63
		10-01-6810-10	Telephone-Cell Phones	AT&T - Flip phones for 10/26-11/25	6.28
		10-01-7100-00	Office Supplies	Little Friends - Shredding services for October	37.50
		10-01-7300-00	Medical Supplies	Cintas - First aid box supplies refill	129.37
		10-01-6810-10	Telephone-Cell Phones	AT&T - FirstNet mobile phone for 09/26-10/25	148.52
		10-01-7100-00	Office Supplies	Amazon - Donation collection boxes	142.35
		10-01-6600-05	IT Computer Software	Splashtop - Remote desktop annual software for 2 people	198.00
		10-01-6810-10	Telephone-Cell Phones	Verizon - Wireless router service for 10/07-11/06	287.01
		10-01-7300-00	Medical Supplies	Linde Gas - Oxygen cylinder rentals	346.43
		10-01-6730-00	Testing and Promotion	BioScan Tek - Background check	92.00
		10-01-6500-00	Maintenance Buildings-Stat 1	Trench Supply - Sample grates for apparatus floor	194.00
		10-01-6800-00	Utilities-Electric	ComEd - Electricity services for 10/16-11/14	974.60
		10-01-6520-03	Maint App - 2009 E5026 (E13)	Interstate Power Systems - Repairs for E12	11,894.30
		10-00-2000-00	Accounts Payable	Fifth Third Bank - Procurement Card	-41,123.76

Warrenville Fire Protection District  
Revenues and Expenses  
Compared with Budget  
For the Eight Months Ending December 31, 2025

	Current Month Actual	Year to Date Actual	Annual Budget	Remaining Balance	Percent Available	
<u>Corporate Fund</u>						
<u>Revenues</u>						
10-00-4000-00	Property Tax Revenue	\$ 29,555.28	\$ 3,597,311.21	\$ 3,599,700.00	2,388.79	0.07
10-00-4010-00	Property Tax Revenue - Pension	5,161.00	628,330.76	628,657.00	326.24	0.05
10-00-4050-00	PropTax Rev - Emer&Rescue Fund	4,405.60	536,225.44	536,581.00	355.56	0.07
10-00-4100-00	State Replacement Tax Revenue	5,566.42	29,958.92	55,000.00	25,041.08	45.53
10-00-4250-10	FMB-Public Education	0.00	1,272.50	3,000.00	1,727.50	57.58
10-00-4250-20	FMB-Plan Review	1,360.00	12,252.45	20,000.00	7,747.55	38.74
10-00-4300-00	Public Education Donations	0.00	300.00	0.00	(300.00)	0.00
10-00-4310-00	Ambulance Service Fees	141,065.11	1,047,935.75	1,200,000.00	152,064.25	12.67
10-00-4350-00	Fire Recovery	583.68	13,945.47	15,000.00	1,054.53	7.03
10-00-4500-00	Grant Revenue	0.00	33,252.59	45,000.00	11,747.41	26.11
10-00-4600-00	Sale of Assets	0.00	2,970.87	0.00	(2,970.87)	0.00
10-00-4700-00	Other Income	0.00	5,699.22	3,000.00	(2,699.22)	(89.97)
10-00-4800-00	Interest Income	18,616.83	136,693.77	100,000.00	(36,693.77)	(36.69)
	<b>Total Revenues</b>	<b>206,313.92</b>	<b>6,046,148.95</b>	<b>6,205,938.00</b>	<b>159,789.05</b>	<b>2.57</b>
<u>Expenses</u>						
<u>Personal Services</u>						
10-01-5000-00	Payroll-Full Time Firefighters	262,814.34	1,508,924.49	2,350,500.00	841,575.51	35.80
10-01-5005-00	Payroll-Part Time Firefighters	34,564.50	190,980.50	450,000.00	259,019.50	57.56
10-01-5010-00	Payroll-Office & Staff	20,894.05	122,877.81	200,000.00	77,122.19	38.56
10-01-5015-00	Payroll-Part Time Supervisory	2,345.00	18,760.00	28,150.00	9,390.00	33.36
10-01-5020-00	Overtime	21,405.62	85,679.36	100,000.00	14,320.64	14.32
10-01-5022-00	Payroll-Special-Rate	1,059.66	8,025.55	10,000.00	1,974.45	19.74
10-01-5025-00	Payroll-Holiday Pay	38,906.55	44,240.94	60,000.00	15,759.06	26.27
10-01-5030-00	Payroll-Fireman POC	8,734.00	66,594.00	100,000.00	33,406.00	33.41
10-01-5080-00	Trustee Compensation	1,312.50	10,543.75	16,875.00	6,331.25	37.52
10-01-5090-00	Fire Commissioner Compensation	166.66	1,791.60	3,000.00	1,208.40	40.28
10-01-5100-00	Payroll Taxes	9,800.33	55,400.63	118,000.00	62,599.37	53.05
10-01-5200-00	Insurance-Health	27,490.88	231,419.24	385,000.00	153,580.76	39.89
10-01-5200-05	Insurance-Vision	260.43	2,059.12	2,800.00	740.88	26.46
10-01-5200-10	Insurance-Dental	1,338.77	10,555.42	14,500.00	3,944.58	27.20
10-01-5200-20	Insurance-Life	576.53	3,957.81	6,000.00	2,042.19	34.04
10-01-5200-25	VEBA	0.00	69.40	52,000.00	51,930.60	99.87
10-01-5200-26	457 District Contribution	0.00	2,600.00	2,600.00	0.00	0.00
10-01-5200-27	IMRF District Contribution	540.10	4,456.20	7,000.00	2,543.80	36.34
10-01-5300-00	Health & Wellness	0.00	25,780.00	40,000.00	14,220.00	35.55
10-01-5500-00	Pension Contribution	5,161.00	628,330.76	628,657.00	326.24	0.05
	<b>Total Personal Services</b>	<b>437,370.92</b>	<b>3,023,046.58</b>	<b>4,575,082.00</b>	<b>1,552,035.42</b>	<b>33.92</b>

Warrenville Fire Protection District  
Revenues and Expenses  
Compared with Budget  
For the Eight Months Ending December 31, 2025

	Current Month Actual	Year to Date Actual	Annual Budget	Remaining Balance	Percent Available	
<u>Contractual Services</u>						
10-01-6000-00	Accounting-Sikich	4,778.50	29,791.00	50,000.00	20,209.00	40.42
10-01-6010-00	Dues	105.00	4,908.13	9,425.00	4,516.87	47.92
10-01-6020-00	Firefighters Appreciation Fund	0.00	458.75	14,000.00	13,541.25	96.72
10-01-6030-00	General Insurance	0.00	2,065.00	8,308.00	6,243.00	75.14
10-01-6040-00	Legal	2,311.50	29,115.67	38,000.00	8,884.33	23.38
10-01-6045-00	Payroll Service Fee	839.66	3,808.21	5,300.00	1,491.79	28.15
10-01-6060-00	GEMT 50% Payment Expense	88,779.69	331,226.43	205,000.00	(126,226.43)	(61.57)
10-01-6080-00	Other Professional Services	0.00	31,857.21	32,000.00	142.79	0.45
10-01-6110-00	DuComm Dispatch	0.00	62,743.38	83,462.00	20,718.62	24.82
10-01-6115-00	Ambulance Billing Fees	12,564.00	49,488.57	54,000.00	4,511.43	8.35
10-01-6120-00	Haz-Mat Equipment	0.00	4,133.88	5,000.00	866.12	17.32
10-01-6130-00	Dive/Water Rescue	0.00	4,324.48	11,000.00	6,675.52	60.69
10-01-6140-00	Technical Rescue Equipment	0.00	0.00	2,500.00	2,500.00	100.00
10-01-6145-00	TEMS - (SWAT)	0.00	0.00	2,000.00	2,000.00	100.00
10-01-6150-00	SCBA Maintenance and Parts	263.59	11,595.65	20,000.00	8,404.35	42.02
10-01-6160-00	Hose and Appliances	0.00	937.56	6,000.00	5,062.44	84.37
10-01-6170-00	GIS Maintenance	0.00	269.00	1,100.00	831.00	75.55
10-01-6180-00	Credit Card Processing Fees	182.39	728.52	1,000.00	271.48	27.15
10-01-6200-00	Comm/Radio Equipment	0.00	5,607.45	20,000.00	14,392.55	71.96
10-01-6500-00	Maintenance Buildings-Stat 1	2,914.23	22,308.39	45,000.00	22,691.61	50.43
10-01-6510-00	Maintenance-Equipment	0.00	1,963.65	2,000.00	36.35	1.82
10-01-6520-00	Maintenance-Apparatus	0.00	179.33	70,000.00	69,820.67	99.74
10-01-6520-03	Maint App - 2009 E5026 (E13)	11,894.30	21,635.18	0.00	(21,635.18)	0.00
10-01-6520-05	Maint App - 1993 Ford (V12)	937.42	982.42	0.00	(982.42)	0.00
10-01-6520-08	Maint App - 2012 M0215 (M12)	45.00	3,233.80	0.00	(3,233.80)	0.00
10-01-6520-09	Maint App - 2019 Ford (C11)	0.00	2,607.52	0.00	(2,607.52)	0.00
10-01-6520-10	Maint App - 2016 Ford (A11)	0.00	636.75	0.00	(636.75)	0.00
10-01-6520-11	Maint App - 2015 Ford (U11)	0.00	1,344.80	0.00	(1,344.80)	0.00
10-01-6520-12	Maint App - 2005 Ford (G11)	0.00	7,441.16	0.00	(7,441.16)	0.00
10-01-6520-20	Maint App - Antique Van	0.00	684.00	0.00	(684.00)	0.00
10-01-6520-23	Maint App - 2018 M3263 (M11)	0.00	2,330.16	0.00	(2,330.16)	0.00
10-01-6520-24	Maint App - 2020 E1976 (E11)	0.00	4,690.63	0.00	(4,690.63)	0.00
10-01-6520-25	Maint App - 2024 Ladder (T11)	0.00	597.48	0.00	(597.48)	0.00
10-01-6530-00	Small Tools	404.98	2,105.94	4,000.00	1,894.06	47.35
10-01-6600-00	IT Hardware	275.00	1,127.87	12,000.00	10,872.13	90.60
10-01-6600-05	IT Computer Software	3,324.01	28,937.97	40,400.00	11,462.03	28.37
10-01-6600-10	IT Support Services	1,969.68	16,484.47	36,000.00	19,515.53	54.21
10-01-6700-00	Training-Seminars/Lecture	0.00	6,779.34	11,000.00	4,220.66	38.37

Warrenville Fire Protection District  
Revenues and Expenses  
Compared with Budget  
For the Eight Months Ending December 31, 2025

	Current Month Actual	Year to Date Actual	Annual Budget	Remaining Balance	Percent Available
10-01-6700-05	40.00	32,045.98	40,000.00	7,954.02	19.89
10-01-6700-10	0.00	792.07	2,200.00	1,407.93	64.00
10-01-6700-15	200.00	800.00	6,200.00	5,400.00	87.10
10-01-6700-20	0.00	0.00	3,200.00	3,200.00	100.00
10-01-6700-25	0.00	2,992.00	4,500.00	1,508.00	33.51
10-01-6700-40	0.00	1,933.43	5,500.00	3,566.57	64.85
10-01-6700-48	468.00	7,353.00	40,000.00	32,647.00	81.62
10-01-6700-50	0.00	1,428.44	4,800.00	3,371.56	70.24
10-01-6710-00	24.27	567.98	4,000.00	3,432.02	85.80
10-01-6730-00	440.00	1,842.00	30,000.00	28,158.00	93.86
10-01-6745-00	37.00	9,025.35	10,000.00	974.65	9.75
10-01-6750-00	0.00	6,352.30	6,500.00	147.70	2.27
10-01-6770-00	1,330.37	3,784.86	5,000.00	1,215.14	24.30
10-01-6800-00	974.60	10,299.32	13,000.00	2,700.68	20.77
10-01-6800-10	0.00	1,992.77	10,000.00	8,007.23	80.07
10-01-6800-20	0.00	1,578.53	3,000.00	1,421.47	47.38
10-01-6810-00	1,305.02	9,016.54	15,500.00	6,483.46	41.83
10-01-6810-10	981.44	7,011.27	13,150.00	6,138.73	46.68
10-01-6830-00	887.19	3,192.09	4,000.00	807.91	20.20
10-01-6840-00	80.35	511.81	850.00	338.19	39.79
<b>Total Contractual Services</b>	<b>138,357.19</b>	<b>801,649.49</b>	<b>1,009,895.00</b>	<b>208,245.51</b>	<b>20.62</b>

Warrenville Fire Protection District  
Revenues and Expenses  
Compared with Budget  
For the Eight Months Ending December 31, 2025

	Current Month Actual	Year to Date Actual	Annual Budget	Remaining Balance	Percent Available
<u>Commodities</u>					
10-01-7000-00 Motor Fuel	0.00	12,192.96	30,000.00	17,807.04	59.36
10-01-7010-00 Operating Supplies	140.93	1,183.88	2,500.00	1,316.12	52.64
10-01-7100-00 Office Supplies	1,311.09	6,523.58	9,000.00	2,476.42	27.52
10-01-7110-00 Cleaning Supplies	465.12	2,346.49	4,000.00	1,653.51	41.34
10-01-7200-00 Firefighters Pers Prot Equip	188.28	43,472.61	50,000.00	6,527.39	13.05
10-01-7220-00 Uniforms-Employees	2,421.00	11,361.62	32,000.00	20,638.38	64.49
10-01-7220-90 Uniforms-Other	79.95	1,761.00	6,000.00	4,239.00	70.65
10-01-7230-00 Fire & Rescue Equipment	0.00	2,250.00	20,000.00	17,750.00	88.75
10-01-7300-00 Medical Supplies	1,744.69	16,909.17	35,000.00	18,090.83	51.69
	<hr/>	<hr/>	<hr/>	<hr/>	
Total Commodities	6,351.06	98,001.31	188,500.00	90,498.69	48.01
<u>Other</u>					
10-01-9500-60 Transfers to Capital Projects	0.00	265,000.00	265,000.00	0.00	0.00
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Total Other	0.00	265,000.00	265,000.00	0.00	0.00
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Total Expenses	582,079.17	4,187,697.38	6,038,477.00	1,850,779.62	30.65
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Net Revenue over Expenses	\$ (375,765.25)	\$ 1,858,451.57	\$ 167,461.00	(1,690,990.57)	(1,009.78)
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Warrenville Fire Protection District  
Revenues and Expenses  
Compared with Budget  
For the Eight Months Ending December 31, 2025

		Current Month Actual	Year to Date Actual	Annual Budget	Remaining Balance	Percent Available
<u>Audit Fund</u>						
<u>Revenues</u>						
30-00-4000-00	Property Tax Revenue	\$ 97.75	\$ 11,898.48	\$ 11,906.00	7.52	0.06
	Total Revenues	97.75	11,898.48	11,906.00	7.52	0.06
<u>Expenses</u>						
30-00-6005-00	Audit Fees	0.00	11,830.00	11,906.00	76.00	0.64
	Total Personal Services	0.00	11,830.00	11,906.00	76.00	0.64
	Net Revenue over Expenses	\$ 97.75	\$ 68.48	\$ 0.00	(68.48)	0.00
<u>Liability Insurance Fund</u>						
<u>Revenues</u>						
40-00-4000-00	Property Tax Revenue	\$ 293.28	\$ 35,695.48	\$ 35,719.00	23.52	0.07
	Total Revenues	293.28	35,695.48	35,719.00	23.52	0.07
<u>Expenses</u>						
40-00-6035-00	Liability Insurance	0.00	0.00	35,719.00	35,719.00	100.00
	Total Personal Services	0.00	0.00	35,719.00	35,719.00	100.00
	Net Revenue over Expenses	\$ 293.28	\$ 35,695.48	\$ 0.00	(35,695.48)	0.00

Warrenville Fire Protection District  
Revenues and Expenses  
Compared with Budget  
For the Eight Months Ending December 31, 2025

		Current Month Actual	Year to Date Actual	Annual Budget	Remaining Balance	Percent Available
<u>Workers Compensation Fund</u>						
<u>Revenues</u>						
50-00-4000-00	Property Tax Revenue	\$ 1,492.42	\$ 181,650.33	\$ 181,771.00	120.67	0.07
	Total Revenues	<u>1,492.42</u>	<u>181,650.33</u>	<u>181,771.00</u>	<u>120.67</u>	0.07
<u>Expenses</u>						
50-00-5400-00	Worker's Compensation Expense	<u>15,051.00</u>	<u>90,535.00</u>	<u>181,771.00</u>	<u>91,236.00</u>	50.19
	Total Personal Services	<u>15,051.00</u>	<u>90,535.00</u>	<u>181,771.00</u>	<u>91,236.00</u>	50.19
	Net Revenue over Expenses	<u><u>\$ (13,558.58)</u></u>	<u><u>\$ 91,115.33</u></u>	<u><u>\$ 0.00</u></u>	<u><u>(91,115.33)</u></u>	0.00

Warrenville Fire Protection District  
Revenues and Expenses  
Compared with Budget  
For the Eight Months Ending December 31, 2025

		Current Month Actual	Year to Date Actual	Annual Budget	Remaining Balance	Percent Available
<u>Foreign Fire Fund</u>						
<u>Revenues</u>						
55-00-4150-00	Foreign Fire Tax Revenue	\$ 0.00	\$ 51,337.96	\$ 35,000.00	(16,337.96)	(46.68)
	Total Revenues	<u>0.00</u>	<u>51,337.96</u>	<u>35,000.00</u>	<u>(16,337.96)</u>	<u>(46.68)</u>
<u>Expenses</u>						
55-01-5150-00	Foreign Fire Tax	<u>10,850.00</u>	<u>47,458.99</u>	<u>35,000.00</u>	<u>(12,458.99)</u>	<u>(35.60)</u>
	Total Personal Services	<u>10,850.00</u>	<u>47,458.99</u>	<u>35,000.00</u>	<u>(12,458.99)</u>	<u>(35.60)</u>
	Net Revenue over Expenses	<u><u>\$ (10,850.00)</u></u>	<u><u>\$ 3,878.97</u></u>	<u><u>\$ 0.00</u></u>	<u><u>(3,878.97)</u></u>	<u>0.00</u>

Warrenville Fire Protection District  
Revenues and Expenses  
Compared with Budget  
For the Eight Months Ending December 31, 2025

		Current Month Actual	Year to Date Actual	Annual Budget	Remaining Balance	Percent Available
<u>Capital Projects Fund</u>						
<u>Revenues</u>						
60-00-4800-00	Interest Income	\$ 1,328.03	\$ 10,817.83	\$ 15,000.00	4,182.17	27.88
60-00-4900-10	Transfers from Corp Fund	0.00	265,000.00	265,000.00	0.00	0.00
	Total Revenues	<u>1,328.03</u>	<u>275,817.83</u>	<u>280,000.00</u>	<u>4,182.17</u>	1.49
<u>Expenses</u>						
60-01-8010-00	Capital Outlay - Building	59,650.30	59,650.30	70,000.00	10,349.70	14.79
60-01-8015-00	Capital Outlay - Apparatus	0.00	3,059.50	780,000.00	776,940.50	99.61
60-01-8020-00	Capital Outlay - Operating Equ	0.00	27,882.16	0.00	(27,882.16)	0.00
	Total Expenses	<u>59,650.30</u>	<u>90,591.96</u>	<u>850,000.00</u>	<u>759,408.04</u>	89.34
	Net Revenue over Expenses	<u>\$ (58,322.27)</u>	<u>\$ 185,225.87</u>	<u>\$ (570,000.00)</u>	<u>(755,225.87)</u>	132.50

# WARRENVILLE FIRE PROTECTION DISTRICT



3S472 Batavia Rd. Warrenville, IL 60555 | 630-393-1381 | warrenvillefire.com

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## Fire Chief's Report to the Trustees

### Warrenville Fire Protection District

**December 2025**

For the month of December, we responded to 180 calls for service. This is 13 more than the previous month. Emergency Medical Services requests accounted for 123 incidents, with the remaining 57 being fire and rescue related requests. 2025 was the busiest year in the history of the Warrenville Fire Protection District with a total of 2142 calls.

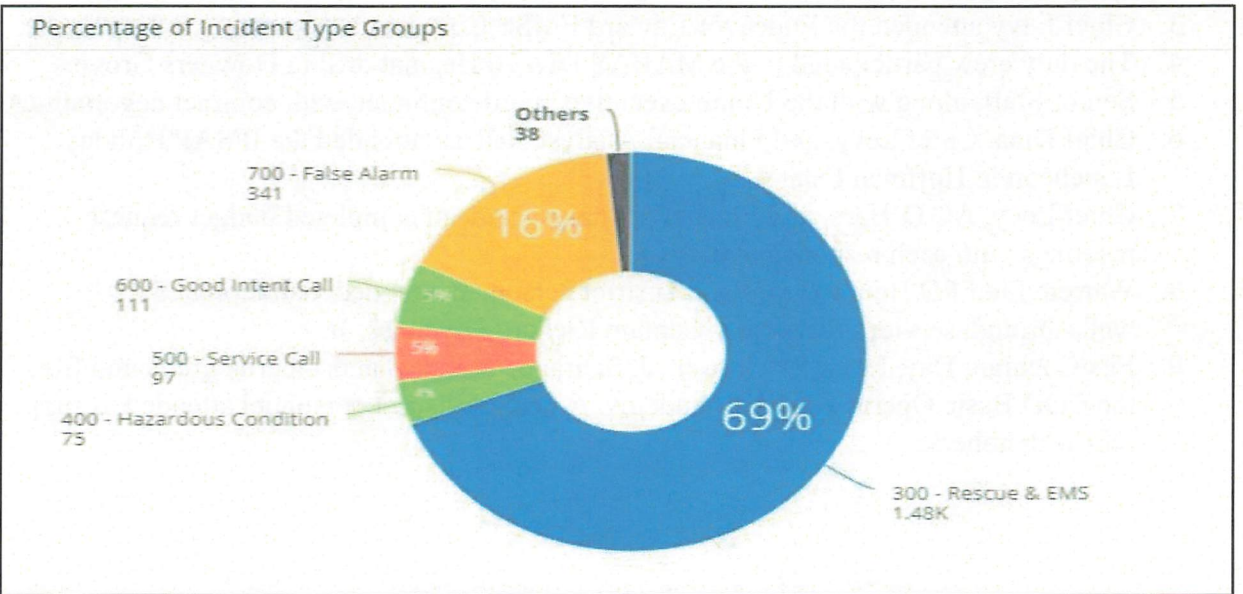
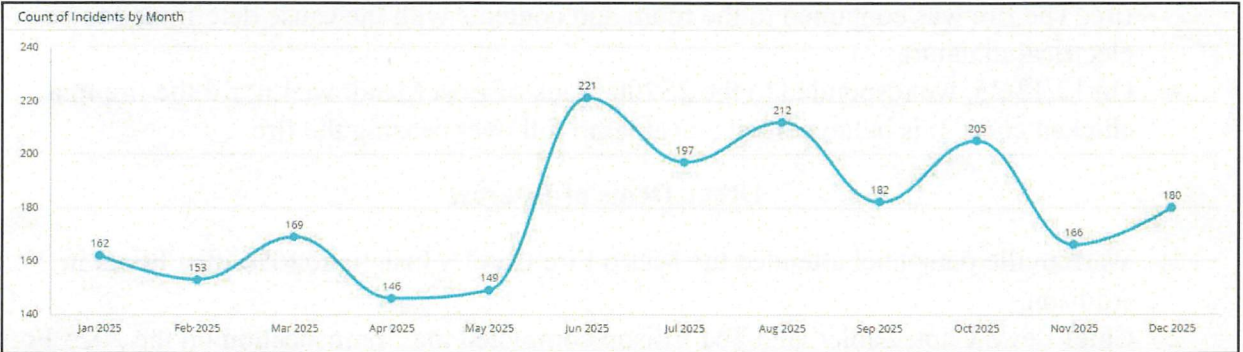
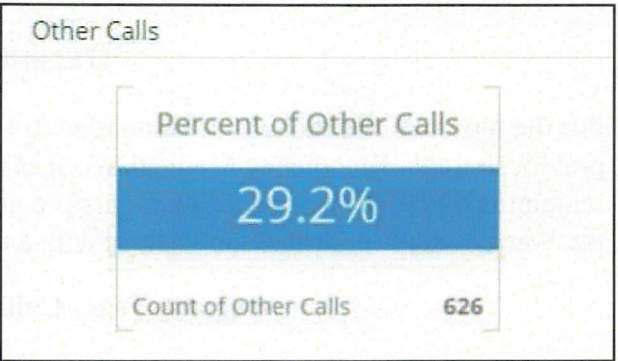
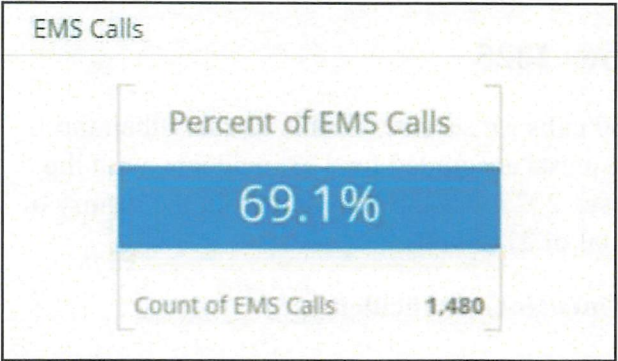
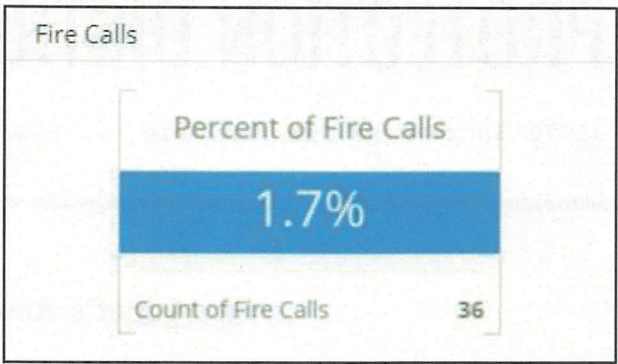
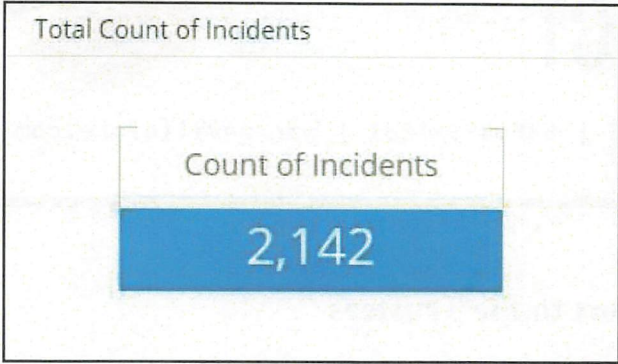
#### Specialty Team Call Outs/Notable Incidents

- On 12/11/25, we responded to the 30W200 block of Bedford Ct. for the reported structure fire. The fire was contained to the room and contents with the cause determined to be electrical in nature.
- On 12/13/25, we responded to the 2S200 block of Lost Meadows Ln. for the fire in a chicken coop. It is believed that a heat lamp fell over causing the fire.

#### Other Items of Interest

1. Warrenville personnel attended the Metro Fire Chief's Installation/Holiday Event in Addison.
2. Chief Levy, Capt. Zabler, and Ted Ellison completed the fire inspection on the 2025 Ford Ambulance in Orlando, FL.
3. Chief Levy attended the Endeavor/Edward EMSS Coordinator's meeting in Naperville.
4. The duty crew participated in the MABAS Div. 16 Hazmat drill in Downers Grove.
5. Senior Staff, along with the Union executive board continued with contract negotiations.
6. Chief Dina, Chief Levy, and Financial Analyst Nadeau attended the IFSAP Holiday Luncheon in Hoffman Estates.
7. Chief Levy, AC O'Hare, and Financial Analyst Nadeau completed budget request meetings with each responsible party.
8. Warrenville FPD Honor Guard and District personnel attended visitation and walk-through services for former Captain Richard Divelbiss, Jr.
9. FFs Cochran, Day, Levy, Salcido, Jr., J. Schrage, Yearsley, and Ziberna graduated from the COD Basic Operations Fire Academy. A host of district personnel attended to support fellow members.

Acting Fire Chief Joseph Levy





# WARRENVILLE FIRE PROTECTION DISTRICT

3S472 Batavia Road \* Warrenville, IL 60555 \* (630) 393-1381 \* FAX (630) 393-4608

## BOARD OF TRUSTEES:

**Kathleen Perkins**  
President

**Alasdair Thompson**  
Trustee - Treasurer

**Jeffrey Carstens**  
Trustee – Secretary

**Michael Karl**  
Trustee

**Natalie Clemens**  
Trustee

**Andrew Dina**  
Fire Chief

## Logistics Report to the Trustees - December 2025 Station Maintenance

- Monitoring
  - Ceiling tiles in day room showing water damage, no apparent leak found, possibly and HVAC duct condensation issue
- Pending Projects:
  - Bathroom vent line cleaning
  - Plumbing: Administration first floor water heater replacement – pending administration approval.
  - Electrical Work: Shore Lines
    - Removal of existing shore lines
    - GFCI resets hard wired to wall
    - Installation of ceiling mounted cord reels
    - Replacing electrical whips & ends
- Awaiting Approval or Estimate:
  - Awaiting funding (F.H. Paschen Estimated Projects)
    - List of repairs previously provided
- On Going Projects
  - Masonry work separated out by F.H. Paschen – awaiting contract & scheduling
- Completed Projects:
  - Exhaust Capture System – hose replacement received
  - Plumbing – two urinals require serviced, floor drain requires serviced



**BOARD OF TRUSTEES:**

**Kathleen Perkins**  
President

**Alastair Thompson**  
Trustee – Treasurer

**Jeffrey Carstens**  
Trustee – Secretary

**Michael Karl**  
Trustee

**Natalie Clemens**  
Trustee

**Joseph Levy**  
Acting Fire Chief

## WARRENVILLE FIRE PROTECTION DISTRICT

3S472 Batavia Road \* Warrenville, IL 60555 \* (630) 393-1381 \* FAX (630) 393-4608

# TRAINING DIVISION REPORT

*“TRAIN LIKE YOUR LIFE DEPENDS ON IT, BECAUSE IT DOES!”*

**SUBMITTED BY: BILL ZABLER, Training Officer**

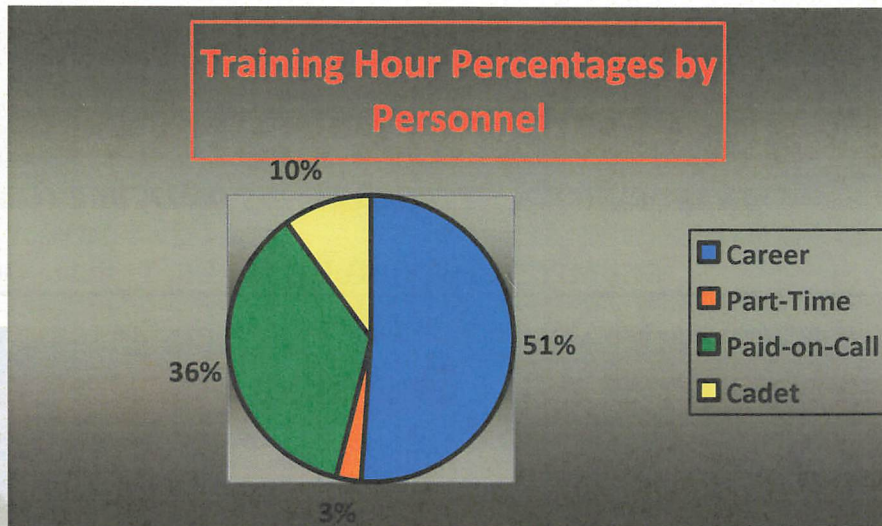
## December 2025

December was a busy of wrapping up all the OSHA/IDOL online mandatory trainings. Additional topics included: SCBA- Fit Testing & Consumption Test, Officer Development- “Conflict Resolutions”, Table-top Exercise- Our Lady of the Angel’s School Fire. MABAS 16 Fire Company training was Hazardous Materials Ops Re-Certification hosted by Downers Grove FD. New employee orientation completed for Adam Papay. MABAS 16 Training Officers met and formulated the 2026 schedule and Warrenville will host a drafting drill during the summer. The Fire Academy candidates graduated on December 18<sup>th</sup>. Chief Dina was the key note speaker for the graduation. The Cadets worked on fire extinguishers and small tools familiarity and location of vehicles. The EMS CE topic had a delayed roll-out from Region 8 and will be assigned in January.

## Notable Events:

- Adam Papay certified Basic Operations Firefighter
- Adam Papay certified Hazardous Materials Operations
- Shane Yearsley certified Basic Operations Firefighter
- Shane Yearsley certified Hazardous Materials Operations
- Shane Yearsley registered for Spring Semester EMT-B Class
- IL OSFM Re-Certification processing for Employees with certification requiring Re-Certification.

# District Training Data:



## Training Hours:

<u>Types of Hours</u>	<u>Quantity</u>	<u>Percentage</u>
Company/Facility	473	54%
SCBA	51	16%
Driver/Operator	14	1%
Hazardous Materials	43	5%
Officer/Instructor/Prevention	96	11%
Special Operations	3	0%
Probationary/Cadet	52	6%
EMS (Con-Ed/General)	147	17%
<b>Total</b>	<b>879</b>	<b>100%</b>

## Monthly Training Leaders:

<b>Career</b>	<i>Austin Wiedmyer</i>	<b>35 hours</b>
<b>Paid-on-Call</b>	<i>Lt. Mia Ingram</i>	<b>40 hours</b>
<b>Part-Time</b>	<i>Drew Miller</i>	<b>18 hours</b>

## Total Training Hours by Month:

<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>Jul</u>	<u>Aug</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Total</u>
1076	967	1048	921	1000	612	934	917	774	877	773	879	<b>10778</b>

# WARRENVILLE FIRE PROTECTION DISTRICT



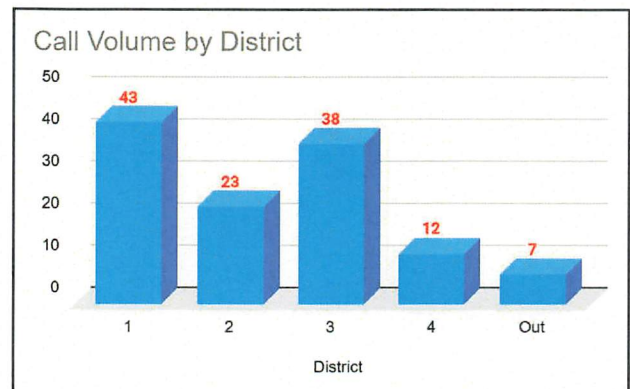
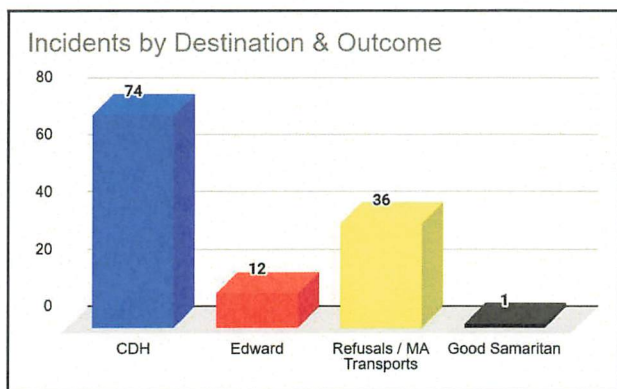
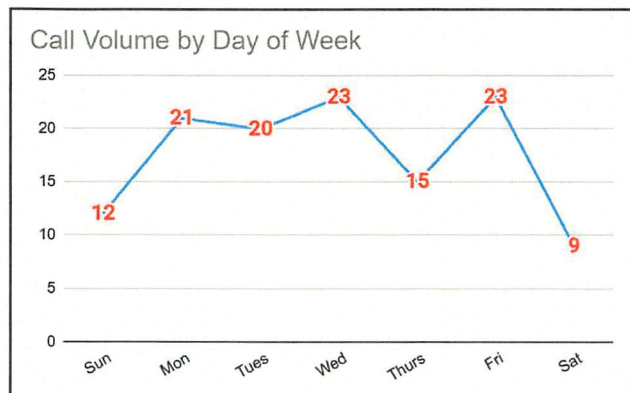
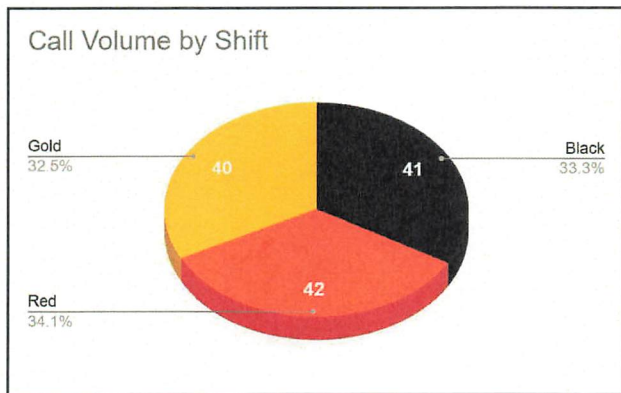
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December 2025

For the month of December, the District ran a total of 123 EMS-related calls. A total of 87 patients were transported, along with 36 that either refused transport or transported by mutual aid ambulance.

December's Continuing Education Topic was Dementia/Alzheimer's & Tranexamin Acid (TXA)

## Field Data



## Incident Totals by Month

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
107	105	120	105	98	153	138	128	137	151	121	123

Acting Fire Chief Joseph Levy

# WARRENVILLE FIRE PROTECTION DISTRICT



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## December Apparatus Report

### *Equipment Maintenance Cost*

Current Month Total	\$ 14,878.82
Fiscal Year-to-Date	\$ 59,912.67
Current Fiscal Year Budget	\$ 70,000.00



Safety Lane	\$ 45.00
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Annual PM and Repairs for power cot	\$ 1,526.10
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Acting Fire Chief Joseph Levy



Safety Lane	\$ 45.00
Annual PM and Repairs for power cot	\$ 1,658.00
Replace Rotors and Brake Pads	\$ 2,695.22
Repair (Rebuild) Transmission	\$ 8,864.60

### Important Updates



Jan. 1st - 16th - Equipment & Graphics  
 Week of Jan. 19th - Anticipated Delivery

## Other Items of Interest

- ❖ 2024 E-One (T11) - Returned to Fire Service Inc. on 10/21
  - Hydraulic cylinder replacement and other punch list items
- ❖ 2012 Dodge Ambulance - Out of Service since Jan. 2nd
  - Transmission issues
- ❖ 2009 E-One (E5026) - Kussmaul Auto-Eject
  - Waiting on parts for replacement
- ❖ 2020 Pierce (E1976) - Kussmaul Auto-Eject
  - Waiting on parts for replacement

# WARRENVILLE FIRE PROTECTION DISTRICT



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## FIRE PREVENTION BUREAU DECEMBER 2025 MONTHLY REPORT

### Fire Prevention News & Updates

#### Meetings

- Interview and hiring of new Fire Inspector Mike Lucas
  - Inspector Lucas brings a high level of experience and professionalism to the Fire Prevention Bureau, with particular expertise in modern life safety codes, public education, and fire investigations.

#### FPB Projects/GIS

- Please see the following update from ISO -

*“Please note that the timeframe for the results to be provided was impacted by the additional time allowed for the pending information that was provided and a processing delay at our end that impacted the completion time. I will look into this and provide you with additional information as soon as possible.*

*We apologize for the inconvenience.”*

- We are currently working on switching our property and inspection platform and records management system from ESO over to Image Trend.
- The City has begun exploring appropriate options to address the buildings on the St. Irene’s property and is currently coordinating with the parish and the post office.

Acting Fire Chief Joseph Levy

## Properties & Construction Projects

### New Construction & Properties

- Tom's Market is being sold to a new grocer (Warrenville Fresh Market)
- 28301 Ferry has been sold to Loyola University Health System
- 7 Brew coming to the old McDonald's site on Diehl
- Performed the first hydro test for the new sprinkler system at the Illinois Youth Center is ongoing, with the facility scheduled to re-open in spring 2026.
- Construction of the Northwestern Medicine Cancer Center addition continues to progress and remains on track for completion in spring 2026. Site visit for pre-planning scheduled for February.
- Construction has started for the Cantera Point Subdivision
- New Silverthorn subdivision proposal at Herick and Warrenville rd. (Galusha Farm) property
  - Thirty-eight (38) single-family homes targeted toward a senior living community.

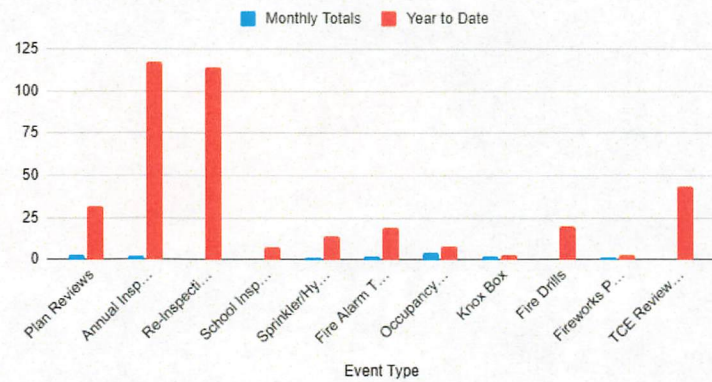
### Refer to Bureau Updates

- Thirteen (13) incidents referred to the Bureau in December.
  - Several of these referrals were due to sprinkler system malfunctions caused by freezing and thawing conditions.
  - Following a City issued fine notification, Country Ridge Apartments addressed all identified deficiencies and achieved compliance with applicable life safety codes. The Fire District and City will continue proactive oversight to identify and address early indicators of life safety code noncompliance.
  - The District continues to maintain a strong working relationship with the City's Building Department to address and resolve both new and ongoing issues.
    - Inspector Lucas has been formally introduced to the building and code enforcement employees at City Hall.
    - Next IGC meeting between the City of Warrenville and the Fire Protection District is scheduled for Jan 28, 2026

## Permits & Inspections

Event Type	Monthly Totals	Year to Date
Plan Reviews	3	32
Annual Inspections	2	117
Re-Inspections	0	114
School Inspections	0	7
Sprinkler/Hydro Test	1	14
Fire Alarm Test	2	19
Occupancy Permit	4	8
Knox Box	2	3
Fire Drills	0	20
Fireworks Permit	1	3
TCE Reviews x10	0	43.9

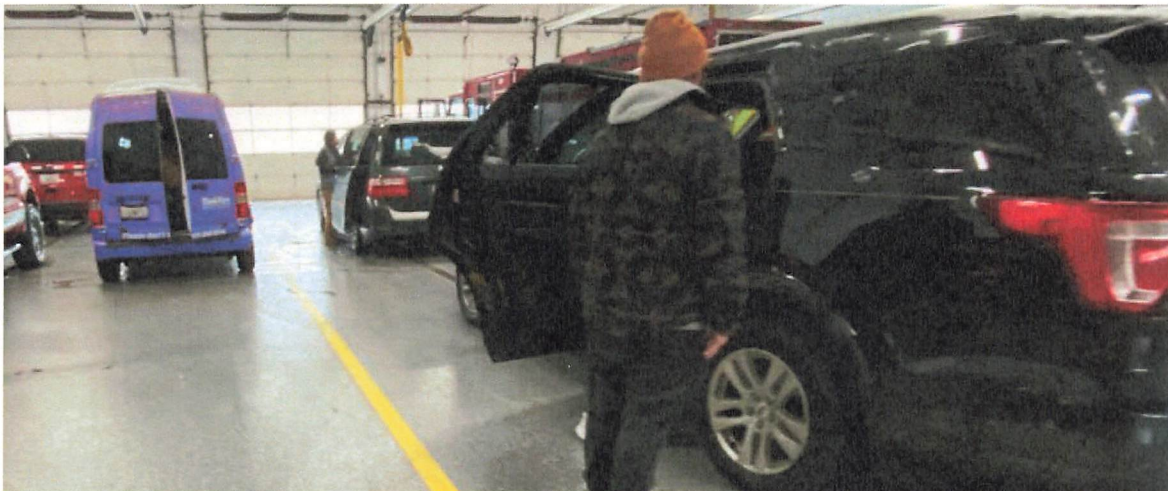
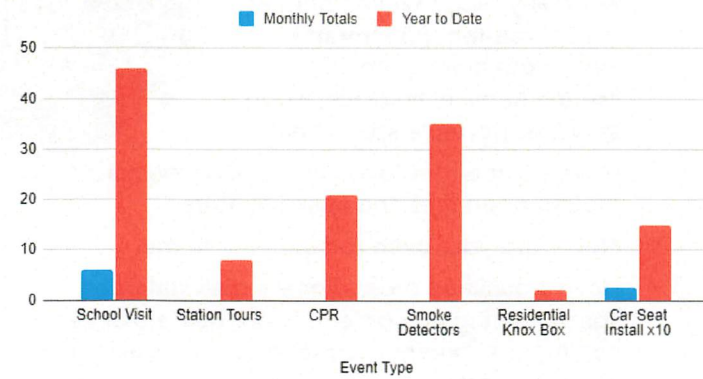
Monthly Totals and Year to Date



## Public Education & Special Events

Event Type	Monthly Totals	Year to Date
School Visit	6	46
Station Tours	0	8
CPR	0	21
Smoke Detectors	0	35
Residential Knox Box	0	2
Car Seat Install x10	2.4	14.9

Monthly Totals and Year to Date



# Heating Safety

There is something about the winter months and curling up with a good book by the fireplace. But did you know that heating equipment is one of the leading causes of home fire deaths? With a few simple safety tips and precautions you can prevent most heating fires from happening.

## BE WARM AND SAFE THIS WINTER!

- Keep anything that can burn at least three-feet (one metre) away from heating equipment, like the furnace, fireplace, wood stove, or portable space heater.
- Have a three-foot (one metre) "kid-free zone" around open fires and space heaters.
- Never use your oven to heat your home.
- Have a qualified professional install stationary space heating equipment, water heaters or central heating equipment according to the local codes and manufacturer's instructions.
- Have heating equipment and chimneys cleaned and inspected every year by a qualified professional.
- Remember to turn portable heaters off when leaving the room or going to bed.
- Always use the right kind of fuel, specified by the manufacturer, for fuel burning space heaters.
- Make sure the fireplace has a sturdy screen to stop sparks from flying into the room. Ashes should be cool before putting them in a metal container. Keep the container a safe distance away from your home.
- Test smoke alarms at least once a month.



## Heating Equipment Smarts

**Install** wood burning stoves following manufacturer's instructions or have a professional do the installation. All fuel-burning equipment should be vented to the outside to avoid carbon monoxide (CO) poisoning.

**Install** and maintain CO alarms to avoid the risk of CO poisoning. If you **smell** gas in your gas heater, do not light the appliance. Leave the home immediately and call your local fire department or gas company.



## FACT

Half of home heating fires are reported during the months of December, January, and February.

## **Strategic Plan Progress Report – Goal #1: Community Relations**

### **Overview**

Goal #1 focuses on strengthening relationships with the community through partnerships, public education, engagement, and risk reduction. Throughout 2025, the District demonstrated a **high level of sustained community involvement**, delivering education programs, supporting local events, fostering partnerships, and implementing meaningful risk reduction initiatives. This goal remains one of the most active areas of the Strategic Plan and reflects the District's long-standing commitment to community service.

### **1.1: Establish Partnerships with Local Community Groups**

- Participation in multiple community events including Healthy Heroes Kids Fair, Touch-A-Truck, Bike Rodeo, Summer Daze, 4th of July Water Fight, and Veterans Day activities.
- Hosted the Northern Illinois Alliance of Fire Protection Districts quarterly meeting.
- Ongoing collaboration with the Warrenville Public Library, including monthly public safety discussions.
- Engagement with local leaders and organizations including the Rotary Club of Wheaton, State Representative Hirschauer, City of Warrenville Community Development, and CUSD 200 partners.

These efforts reinforce trust, visibility, and collaboration with community stakeholders while positioning the District as an accessible and engaged public safety partner.

### **1.2: Develop and Implement Public Education Programs**

- Delivered Junior Safety Academy in partnership with Warrenville Police and Park District (Impact 3).
- Conducted Stop the Bleed and fire extinguisher training for Park District staff and construction crews.
- Provided fire safety literature to Emerald Green residents.

- Participated in Bike & Roll to School programming at Bower Elementary.

Public education initiatives targeted all age groups and risk profiles, helping reduce preventable emergencies and empowering residents with life-saving knowledge.

### **1.3: Organize Annual Events with Stakeholders**

- Successfully hosted the Annual Open House, drawing approximately 700 attendees, with a focused fire-prevention theme addressing lithium-ion battery safety.
- Developed a repeatable Open House planning model, including agendas, site plans, action tracking, and post-event evaluation.
- Supported major community events including Memorial Day, 4th of July, and related ceremonies.

These events provide high-visibility engagement opportunities and allow the District to deliver consistent safety messaging at scale.

### **1.4: Implement Community Risk Reduction Initiatives**

- Submitted a FEMA Fire Prevention & Safety (FP&S) Grant for the EmberSafe wildfire preparedness program.
- Conducted walkthroughs of high-risk or special-use facilities including the Illinois Youth Center rebuild, Northwestern Medicine Cancer Center, and Hyatt Hotel.
- Secured a \$300 Walmart Grant for public education supplies.

Risk reduction efforts directly support life safety, code compliance, and proactive hazard mitigation within the community.

### **1.5: Immediate Training Programs**

- Conducted Annual Report planning and content development meetings.

Post-event evaluations help improve future community engagement and ensure continuous improvement.

### 1.6: Evaluate and Measure the Effectiveness of Community Engagement

- Facilitated an After-Action Review of the Push-In Ceremony

These efforts strengthen our recruitment pipeline and lay the foundation for long-term staffing stability. If awarded, the SAFER grant would provide major support to recruitment and retention initiatives.

### 1.7: Foster a Culture of Community Involvement and Empowerment

- Supported numerous civic and charitable initiatives including National Night Out, Pop-Up Market, Project Fire Buddies, Special Olympics fundraisers, Multicultural Festival, NFFF memorial participation, and Polar Plunge.
- Participated in ceremonial events such as Tower 11 Push-In, Veterans Day, and community funerals.
- Explored partnerships with organizations such as Little Friends to expand inclusive engagement opportunities.

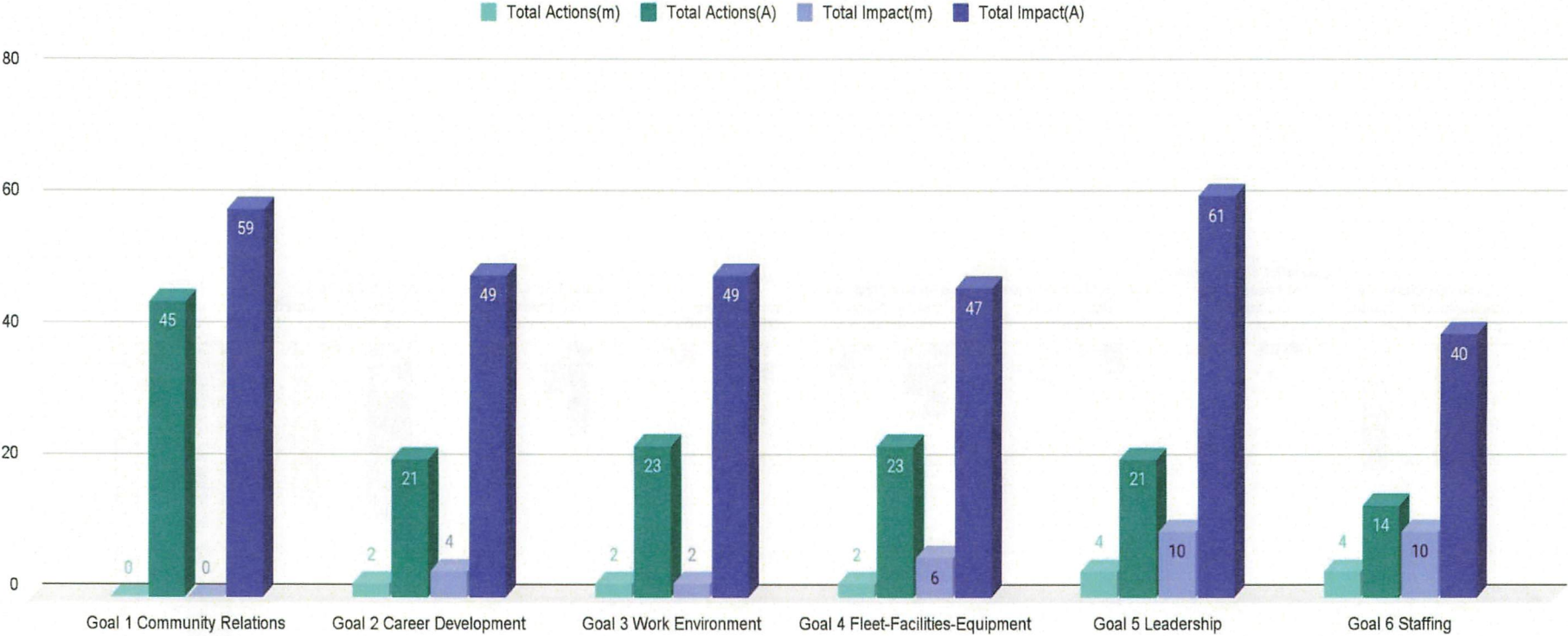
These activities reinforce the District’s role as a trusted, compassionate, and community-centered organization.

### Summary of Progress

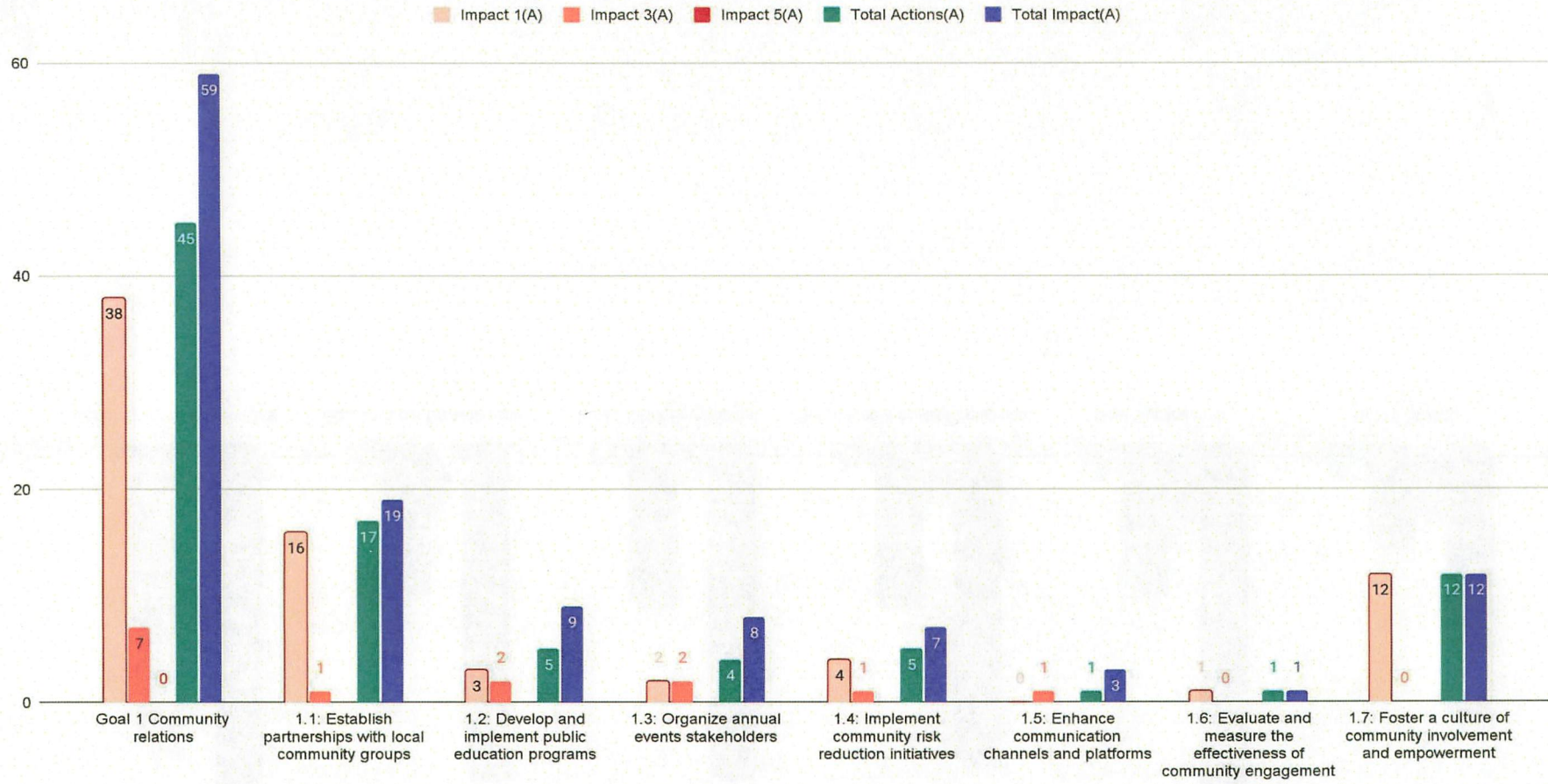
Goal #1 remains a core strength of the Warrentville Fire Protection District. The volume and consistency of community engagement efforts demonstrate a deep commitment to public service. Moving forward, the focus will be on pairing this strong presence with more outcome-based measurement and long-term risk reduction strategies to maximize impact.

Total Actions	Impact 1	Impact 3	Impact 5
45	38	7	0

# Goal Progress Monthly vs Annual



# Goal 1 Community Relations



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WARRENVILLE  
FIRE PROTECTION DISTRICT  
Fire Chief

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Recruitment Package  
Proposal

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November 20, 2025



A Division of the Illinois Fire Chiefs Association



## Executive Recruitment

It is a pleasure to provide you with a proposal to assist your organization in your search for an Assistant Fire Chief. The Illinois Fire Chiefs Association Assessment Services offers professional analysis of each applicant's ability to perform this demanding administrative role, based on highly predictive job-related simulations.

Our program reduces the internal workload on staff review and preparation of a qualified list of Candidates for you to interview. We provide a complete approach to delivering advertisement, resume reviews, Assessment Centers, Candidate review, and final recommendations to you for this critical senior staff position in your operation. We focus our energy on providing an impartial, professional assessment team to make sure our customized approach delivers a cost-effective, complete process of recruitment and review of top-quality candidates. **We are confident that our network and professional outreach creates a distinct advantage over our competition and ensures that your leadership goals are met. We specialize in executive level Assistant Fire Chief Officer selection.** At a time where highly skillful, efficient and functional public safety operations are critical to the success of any local government operation, our process can define the most professional and goal-oriented field of professionals from you to choose from in your staffing needs.



Available services include:

1. **Advertisement Development:** Assist in the construction of a position advertisement. Over the years we have found that the job advertisement is the one instrument that has an overwhelming influence on the quality and number of Candidates applying for the position. Approximate time would be six (6) hours (\$750.00).

**Estimated Fee: \$750.00**

2. Place advertisements, with your approval, in the following:
  - a. **Illinois Fire Chiefs Association Web Site Posting** – We will provide an IFCA membership e-mail distribution statewide (our competition does not have that level of market outreach) of the position advertisement through our Executive Board Area Representative network statewide, as well as posting on our website.

**Cost = \$0.00**

- b. **International Association of Fire Chiefs Daily Dispatch** - Ad placement \$450.00 to run within the Great Lakes Division (Illinois, Wisconsin, Indiana, Minnesota, Iowa, Missouri) and \$750.00 to run the ad nationally. Position advertisements will be published for 6 weeks or until the ads closing date (whichever occurs first). (Administration Fee: \$75.00)

**Great Lakes Daily Dispatch: \$575.00**

**Administration Fee: \$75.00**

- c. **Women in Fire and Emergency Services** –The cost for this service is \$185.00 per month.



Using your established job requirements/desired attributes, our consulting team can evaluate résumés, selecting Candidates to participate in further evaluations. The process of résumé review would establish which evaluation processes you would choose. Our structured evaluation exercises are listed below.

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## Assessment Center Delivery

### Assessment Center

The on-site Assessment Center is a one-day assessment where the candidates are engaged in the following exercises (either individually or as a group).

- a. ***Incident Command Scenario-Tactical Exercise*** – This custom exercise is a computer-generated simulated emergency fire/EMS/Haz- Mat incident in their community that may occur (we use criteria supplied by the department for accuracy and relative realization.) The tactical simulation is developed using photographs of a building or structure within the department's jurisdiction and projected onto a screen with video movement. The Candidate is evaluated on their decisions during this simulated emergency incident related to standard industry practices, department standard operating guidelines, and local policies, procedures, and expectations.
- b. ***Leaderless Group Problem Solving Exercise*** – This exercise is designed for top management positions. The Candidates are required to work together in a group to reach a consensus on a real or fictitious issue or challenge (can be determined by the host agency) with very little information and limited direction. The exercise is used to evaluate the Candidate's ability to establish and work with informal leadership roles while making decisions and solving problems.
- c. ***Fact-Finding & Decision-Making Exercise*** - The exercise is based on a simulated situation requiring the Candidate to conduct a one-on-one interview with an employee (an Assessor) simulated conditions. The Employee Interview Simulation Exercise most often will deal with some disciplinary or deficient performance problems. However, other scenarios, such as interviews with dissatisfied citizens or employees, grievance situations, or almost any different kind of one-on-one situation encountered on the job, are available.
- d. ***Writing Exercise*** (based on either the Leaderless Group Problem Solving Exercise or the Fact-Finding & Decision-Making Exercise). This exercise is given to evaluate the Candidate's written communications skills by requiring them to



take the thoughts and discussions which occurred in the Leaderless Group Exercise and put them in writing to the Organization's Counsel, community leaders or other interested stakeholders in the community. (Candidates will be required to bring their own computers).

- e. **Presentation Exercise** – This exercise requires the Candidates to prepare an outline and then give a verbal presentation before a group (the assessors) simulating a Staff or Organization's Council meeting. The exercise is used to evaluate the Candidates oral communication skills to adequately present, sell, or support/oppose an idea or concept.
- f. **Structured Oral Interview** - The structured interview is designed to assess both attitudinal and background information on the Candidate. The questions can be standard, custom or a mixture of both. The custom questions can be designed in collaboration with you to address specific objectives, subjects or topics that are focused on your organization.

**Fee: \$1,500.00 per candidate**

*Minimum of 4 candidates*

We find it valuable for employer representatives to be present in the morning just before the start of the Assessment Center to meet the Candidates and then to have lunch with the Candidates during the process. This provides a better evaluation of the Candidates during our evaluation period (different environment) and provides you with a view of their social skills and public interaction, critical traits for the best candidate.

We would conduct the Assessment Center in approximately one day using a minimum of (3) Assessors starting at 0800 hours and ending at approximately 1730 hours. The Assessment Team will provide the Organization's leadership team/decision makers with ranked order scores for each candidate, and a discussion with you about the strengths and weaknesses of each candidate immediately after the Assessment Center or next morning. Assessor travel expenses are extra. Assessor lodging and meals would be an additional cost.

The Organization would be responsible for any expenses relating to the Candidates for the Assessment Center process, including meals, travel, and lodging, if necessary. We are open to any alterations and changes you feel necessary in the process outlined above.

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IFCA

# ASSESSMENT CONSULTING SERVICES

PO Box 7 • Skokie Illinois • 60076-0007 • Phone: (847) 966-0732 • Illinoisfirechiefs.org

## Project Fee Estimate Summary

Estimated Project Fee Summary:		
Service	Fee	Sub Total
<b>Advertisement Development</b>	\$750.00	\$750.00
<b>Advertising:</b>		
-Illinois Fire Chiefs Association Web Site Posting	\$0.00	\$0.00
-International Association of Fire Chiefs Daily Dispatch	\$575.00	\$575.00
Administration Fee:	\$75.00	\$75.00
- Women in Fire and Emergency Services	\$185.00	\$185.00
<b>Assessment Center</b>	\$1,500.00 (5 Candidate estimate)	\$7,500.00
<b>Process Estimated Total</b>		<b>\$9,085.00</b>



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**General Terms**

If required, any additional administrative time; meetings (stakeholder interviewing, additional leadership team meetings; written Candidate Performance Reviews/Summary); (Final Report Development, Candidate Letter – Final Correspondence), consulting (responding to candidate grievances, litigation support, expert witness testimony, depositions, statistical analyses, attending special meetings, responding to agency or candidate queries after project deliverables have been provided, etc.) will be billed at our current hourly rate which is \$200 per hour plus any travel required. Requests for copies, scanning, assembly, etc. of paperwork are billed at an administrative cost of \$75.00 per hour. Travel expenses are extra and are charged at a rate of \$50.00/per hour/assessor. Hotel and meals are an additional cost.

Any shipping and handling, printing, and travel-related expenses will be kept to a minimum cost and billed as incurred.

A contact person for this project will be designated by the organization and will be responsible for coordinating activities.

The organization would be responsible for any expenses relating to the Candidates for the Assessment Center process, including meals, travel, and lodging, if necessary. We are open to any alterations and changes you feel necessary in the process above.



IFCA

**ASSESSMENT**  **CONSULTING**  
SERVICES

PO Box 7 • Skokie Illinois • 60076-0007 • Phone: (847) 966-0732 • [Illinoisfirechiefs.org](http://Illinoisfirechiefs.org)

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Our goal is your satisfaction in the process and the result of hiring an Assistant Fire Chief that can provide you with the key professional abilities to meet the needs of today's fire service. The trained professionals that conduct the process do not make your selection and only recommend those Candidates that are fitting for your organization. We would highly recommend a final interview process with selected personnel from the organization for the final position offer to the best Candidate.

Should you have any questions feel free to contact me at any time.

We hope we can provide your organization with a professional and successful search for the position of Assistant Fire Chief.

Sincerely,

*Raymond Kay*

Raymond Kay

**Director**

**Assessment & Consulting Services**

**Illinois Fire Chiefs Association**

**708-603-1342**

**[rkay@illinoisfirechiefs.org](mailto:rkay@illinoisfirechiefs.org)**





**ADVANCED  
SELECTIONS**

# EXECUTIVE RECRUITMENT PACKAGE PROPOSAL

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## WARRENVILLE FIRE PROTECTION DISTRICT



*Respectfully submitted: Dave Glivinski, Managing Partner*  
*Date: January 1, 2026*

# WHY ADVANCED SELECTIONS

At Advanced Selections, LLC, we recognize that successful organizational change starts with the right executive leadership. Our Fire Chief recruitment strategy is designed to identify candidates capable of implementing national standards and best practices with precision, driving meaningful, systematic change. Our consulting foundation focuses on creating a systematic service delivery plan that not only enhances operational efficiency but also ensures the selected Chief Executive is prepared to execute this vision. By identifying key challenges and opportunities, we provide strategic solutions that attract leaders who can optimize performance, ensure compliance, and sustainably improve overall service delivery.

What sets Advanced Selections apart is our deep-rooted expertise and commitment to customized solutions for identifying executive talent. Our team is composed of experienced professionals from diverse public safety backgrounds, including fire service, law enforcement, and emergency management. We recognize that every organization operates within a unique culture, which is why we tailor our recruitment and assessment approach to align with each client's specific strategic goals, ensuring the new Chief is the right fit. Our comprehensive assessments and strategic planning background inform our search criteria, allowing us to find leaders who ensure long-term success.

Our evidence-based methodology, combined with cutting-edge technology, allows us to deliver accurate and actionable insights on candidate suitability. We are committed to securing a Chief who will strengthen morale, cultivate effective management practices, and enhance service-level capabilities. By maintaining a steadfast commitment to excellence, Advanced Selections LLC empowers your organization by recruiting the executive leadership necessary to operate at peak efficiency and meet the evolving demands of your community.



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## CUSTOMIZED TO ORGANIZATIONS NEEDS

Our executive search methodology is Customized to Your Organization's Needs, ensuring the selected Fire Chief is a perfect cultural and strategic fit. We customize our recruitment and assessment process to align precisely with your department's unique culture, operational structure, and long-term goals. Our tailored approach is designed to attract leaders who will enhance efficiency, strengthen morale, and drive sustained improvement. By combining deep fire service expertise with best practices in executive search, we provide a forward-thinking solution that secures the leadership necessary for long-term success.

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## COMMITTED TO LASTING PARTNERSHIPS

We prioritize building lasting partnerships with our clients, working collaboratively to understand their unique challenges and goals. Our commitment extends beyond consulting—we strive to be a trusted, long-term resource, providing ongoing support and strategic guidance to ensure sustained success and continuous improvement.

# ADVANCED SELECTIONS

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## BACKGROUND FOR EXCELLENCE

Advanced Selections, LLC is dedicated to identifying and securing the next generation of visionary executive leadership for the fire service. Our process is themed around "Leading the Future of Fire Service: Innovation, Resiliency, and Community Partnership." We offer tailored solutions designed to enhance operational efficiency and service delivery, ensuring your department is positioned for excellence in a rapidly evolving public safety landscape.

We work closely with departments to evaluate station locations, resource deployment, response times, and overall organizational effectiveness. Beyond physical resources, our commitment extends to leadership development programs, workshops, and educational seminars designed to strengthen executive skills and cultivate a culture of continuous improvement within the department.

With over 150 years of collective fire service expertise, our team brings extensive experience in consulting, executive assessment, and organizational development. We apply industry best practices and proven methodologies to deliver objective, data-driven insights that help departments optimize resources, enhance operational readiness, and improve overall performance. Our approach ensures that the incoming Fire Chief can meet the evolving needs of their communities effectively and efficiently by fostering innovation and resiliency.

At Advanced Selections, we are committed to providing customized, forward-thinking solutions that address both immediate and long-term challenges in the fire service. By combining industry best practices with modern technology, we deliver comprehensive assessments of operations, personnel, and service delivery. Our goal is to build lasting partnerships, supporting the department's mission by securing leadership capable of achieving sustainable improvements in efficiency, organizational effectiveness, and community partnership.



# ADVANCED SELECTIONS

## MEET THE PARTNERS



### **CHIEF JAMES JACKSON (RET), MANAGING PARTNER**

Chief Jackson is a fire service professional with 37 years of experience. He served 30 years with the Downers Grove Fire Department, advancing to Chief and leading the department to an ISO Class 1 rating, after beginning as a volunteer in Frankfort, IL. He also served on the Village of Manhattan Planning Committee and Police & Fire Commission.

In addition to his public service, Chief Jackson has 18 years in the private fire protection industry and 15+ years in consulting and promotional assessments. While with the Illinois Fire Chiefs Association, he completed projects in Standard of Cover, Strategic Planning, and Consolidation analysis, redesigned promotional assessments, and pioneered the first fire and police virtual simulations using the Pinsight platform.

As Managing Partner of Advanced Selections, LLC, he oversees strategy, operations, and business development. He holds a B.S. in Fire Service Management (Southern Illinois University), an A.A.S. in Fire Science Technology (Joliet Junior College), is a certified Chief Fire Officer (CFO), and holds the CFOD designation from the Center for Public Safety Excellence. He is also active in the Illinois Fire and Police Commission Associations.



### **CHIEF DAVE SLIVINSKI (RET), MANAGING PARTNER**

Chief Slivinski is a strategic consultant and accomplished executive, bringing over 36 years of operational and administrative leadership experience, including his tenure as a Chief Officer for the Lemont Fire District. His extensive public safety background is powerfully augmented by a decade of specialized Human Resources expertise, providing strategic consulting services to private sector organizations and effectively bridging public service administration with critical talent management demands. Currently, as Managing Partner of Advanced Selections, LLC, he directs all sections of corporate strategy, business development, sales, and operational oversight.

For seven years, Chief Slivinski was the Program Director of Assessment & Consulting Services for the Illinois Fire Chiefs Association. In this role, he successfully directed the development and delivery of state-of-the-art promotional assessment and leadership selection processes, consulting for public safety clients across multiple states.

A recognized expert in the field, he holds a Master's degrees in Management and Organizational Behavior and Human Resources Management. He held certifications as Chief Fire Officer (CFO) certification and the Chief Fire Officer Designation (CFOD). He consistently shares his insights by presenting on fire service assessment centers at numerous international conferences.



### **CHIEF ROBERT WILSON (RET) PARTNER**

Chief Wilson has 40 years of fire service experience, retiring in 2021 from the Frankfort Fire Protection District, Illinois. He began as a volunteer and advanced through the ranks, serving as a company officer, Division Chief, Assistant Chief, and Fire Chief for five years. Since 2002, Frankfort Fire Protection District grew from an all-volunteer department to an all-career organization with over 70 members and five stations. As a Partner for Advanced Selections, LLC, he oversees the Leadership & Professional Development Division and serves as a Lead Assessor.

He holds a master's degree in public administration, is a Certified Chief Fire Officer with the Illinois State Fire Marshal, and has a Chief Fire Officer Designation with the Center of Public Safety Excellence. A certified assessor in Illinois, he is also a member of the International Association of Fire Chiefs and a field staff instructor with the Illinois Fire Service Institute Fire Officer Programs.

January 1, 2026

Board of Trustees  
Warrenville Fire Protection District  
3S472 Batavia Rd, Warrenville, IL 60555  
Phone: (630) 393-1381

**RE: Executive Recruitment**

**Advanced Selections, LLC** is pleased to submit this proposal for professional executive recruitment services to assist the **Warrenville Fire Protection District** in its search for a new Fire Chief. We recognize that your organization is at a pivotal point, seeking a dynamic leader who can provide long-term strategic vision, ensure efficient operations, and drive effective community engagement.

To provide maximum flexibility for the Warrenville Fire Protection District, this proposal uses a modular, cafeteria-style pricing structure that aligns with your specific goals and budget. This model lets the District customize its level of support, blending your internal oversight with our specialized recruitment and assessment expertise. Your component selection and candidate volume determine final project investment; once these are finalized, we will provide a 'Not-to-Exceed' fee for the engagement.

Our strategy combines modern leadership assessment technology with the deep-rooted traditions of the fire service to identify and place a high-caliber executive who is the ideal cultural fit for your community.

We look forward to discussing the options presented in this proposal. By leveraging our flexible model, we can create a comprehensive, strategic approach tailored to your department's specific needs, priorities, and budgetary requirements.



Dave Slivinski, Managing Partner  
**Project Manager**  
**Advanced Selections, LLC**  
PO Box 303 New Lenox, IL 60451  
(630)-201-6871  
[dslivinski@advancedselections.com](mailto:dslivinski@advancedselections.com)  
[www.advancedselections.com](http://www.advancedselections.com)

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# PROJECT INFORMATION

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# PROJECT INFORMATION

## Executive Recruitment Process Components

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### Component 1: Stakeholder Engagement

Facilitated interviews with internal and external stakeholders to gather insights on leadership expectations, organizational culture, and future priorities. This ensures the recruitment process is informed by the voices of those directly affected by the new Fire Chief's leadership, and helps tailor the position profile accordingly. Sessions may include fire personnel, municipal leaders, union representatives, and community partners. *(Range based on the number of sessions (2–4) and complexity/number of stakeholder groups involved.)*

**Estimated Investment: \$3,000 – \$5,000**

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### Component 2: Recruitment Material Development

Creation of visually appealing, informative job postings that reflect departmental identity and community values. This includes developing a position profile brochure, role-specific qualifications, and a compelling narrative to attract high-caliber candidates.

**Estimated Investment: \$1,500**

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### Component 3: Targeted Advertisement Placement

Posting job opportunities across national and regional fire service platforms (e.g., IAFC, Firehouse Jobs, local/state associations). We identify the most effective platforms based on the client's location, candidate pool, and diversity objectives, maximizing visibility to qualified applicants. Direct posting fees and administrative fees are included. *(Range based on the selection of 3–5 platforms and direct costs for highly specialized national placements.)*

**Estimated Investment: \$1,200 – \$4,000**

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# PROJECT INFORMATION

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## Component 4: Application Reviews

### **Step 1: Initial Vetting & Long List Creation**

Review of all applications against the position specifications, followed by initial screening interviews (phone/video) to qualify experience and leadership motivation where applicable.

### **Step 2: In-Depth & Short List**

Behavioral and competency-based interviews conducted by our team with the top 8–10 candidates, culminating in the presentation of a highly qualified **Short List (top 4–6 candidates)** to the client leadership.

*(Range determined by the **volume of qualified applications received and screened**—e.g., lower cost for eight applicants vs. higher cost for 25+ applicants.)*

**Estimated Investment: \$3,500 – \$5,000**

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## Component 5A & 5B: On-Site Executive Assessment Center

To ensure a rigorous selection process, we have developed a two-tiered evaluation framework. This "**Performance vs. Knowledge**" approach allows the District to objectively measure both the behavioral leadership and the technical administrative acumen of each finalist.

### **Component 5A: The Performance-Based Assessment (The "How")**

This module utilizes high-fidelity, scenario-based simulations to evaluate how a candidate performs under pressure. By engaging finalists in custom-designed role-plays, leadership exercises, and media simulations, we can observe their decision-making, interpersonal skills, and ability to lead in real-time. This tier is essential for identifying the candidate's "cultural fit" and their ability to represent the organization professionally in the field and in the boardroom.

For the scope of up to **five (5) finalists**, the Project Manager will collaborate with the organization's leadership team to select the most appropriate exercises from the following high-impact formats:

- **Critical Incident Role-Play(s):** Assesses decision-making, interpersonal skills, and conflict resolution capabilities under stress in a one-on-one interaction with a trained role-player. There are several role-playing scenarios available, e.g., candidate-to-supervisor (Board Member, City Manager, etc.) and candidate-to-subordinate (Union Leaders, Deputy Chief, etc.).
- **Written Memo/In-Basket Exercise/Presentation:** Evaluates organizational skills, prioritization, written communication, and the ability to process multiple demands simultaneously.

# PROJECT INFORMATION

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- **Media Interaction/Community Presentation:** Measures the candidate's ability to represent the department professionally, articulate complex information clearly, and manage sensitive public relations issues.
- **Strategic Presentation:** Tests the candidate's ability to analyze complex data, develop a logical course of action, and formally present recommendations to a panel.

Each exercise is specifically calibrated to assess critical leadership dimensions, including **decision-making under pressure, communication skills, organizational management, problem analysis, and tactical judgment**. This multifaceted approach ensures a comprehensive evaluation of each candidate's capacity to succeed in the leadership role.

Immediately after the Assessment Center exercises conclude, the Advanced Selections assessors will facilitate a closed-door **Performance Briefing Session** with the Department's leadership team and designated decision-makers. This session is designed for a timely and confidential discussion of the candidates' performance, highlighting immediate strengths, identifying areas of concern demonstrated during the exercises, and providing our initial professional observations to support the subsequent selection process.

*Base Module Fee: \$7,000*

*Candidate Fee: \$1,000 per participant*

**Component 5A Base Fee Investment: Three (3) candidates with four (4) exercises: \$10,000**

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## **Component 5A Pricing Logic**

*To ensure the District's investment scales precisely with the scope of the search, the Assessment Center is priced using a Base + Per-Candidate model. This structure ensures you only pay for the specific level of service rendered:*

- **Professional Base Fee (\$7,000):** This fixed fee covers the expert labor required for custom scenario development, executive-level programming, client meetings (phone/virtual), and comprehensive project management. This ensures the assessment is **organization-specific** and **tailored** to the unique challenges of the Warrenville Fire Protection District.
- **Variable Candidate Fee (\$1,000 per finalist):** This fee covers the direct costs for each finalist, including assessment materials (printing and administration), assessor and facilitator fees, and travel.

**Current Estimate:** Based on a traditional final round of up to **three (3) candidates**, the total investment for this component would be \$10,000. Should the District choose to evaluate additional finalists, the cost would scale by the per-candidate rate.

# PROJECT INFORMATION

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## Component 5B: The Knowledge-Based Examination (The "What")

While scenarios reveal behavior, our proprietary 50-question Executive Knowledge Exam provides an objective "administrative filter" to measure technical expertise. This module tests the candidate's mastery of the "business" of the fire service, specifically in the areas of:

- **Finance & Budgeting:** Understanding of taxing rates, EAV, and fiduciary responsibility.
- **Labor Law & Compliance:** Mastery of FLSA, Weingarten Rights, and collective bargaining.
- **Strategic Planning:** Knowledge of ISO ratings, NFPA standards, and Community Risk Reduction.

**Base Module Fee: \$2,000**

**Candidate Fee: \$250 per participant**

*(Covers proctoring, exam materials, and analysis)*

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## Optional Service: Comprehensive Candidate Summary Report

For organizations that require a detailed, formal record of the entire recruitment and assessment process, we offer the **Comprehensive Candidate Summary Report**. This optional deliverable provides a high-level, professional document that integrates and summarizes:

1. All key performance data and scores from the Assessment Center.
2. Relevant information gleaned from the recruitment and screening phases (as provided by the department).
3. A summary of key dimensions and performance trends observed across all candidates.

This report serves as a foundational record for documentation, final decision-making, and future performance development.

**Estimated Investment: \$2,000**

# PROJECT INFORMATION

## Estimated Project Timeline

The recruitment and assessment process is designed to be completed within a timeline to be determined and structured as follows:

- **Weeks 1-4:** Position Analysis & Recruitment Strategy Development
- **Weeks 5-14:** Active Recruitment & Candidate Screening
- **Weeks 15-16:** Assessment Center Execution
- **Weeks 17-20:** Final Selection & Hiring Support

The timeline outlined above is a proposed framework and is subject to adjustment based on several factors. These factors include considering alternative approaches, evolving project requirements, and unforeseen scheduling challenges. As such, we anticipate that flexibility will be necessary to accommodate changes, ensuring that the project stays on track and aligned with its objectives. Adjustments to the timeline will be made as needed to ensure the successful completion of all key milestones.

## Conclusion and Next Steps

### Our Commitment to Strategic Partnership

**Advanced Selections, LLC** is dedicated to providing the **Warrenville Fire Protection District** with a comprehensive, objective, and competency-based executive search experience. We understand the critical nature of selecting a Fire Chief who not only meets the technical demands of the role but is also a strong cultural fit and strategic partner for your community.

By offering a **flexible, cafeteria-style selection of components**, we ensure your investment is optimized and dedicate our expert guidance to the most impactful areas of the search—from proactive national outreach to rigorous, multi-layered assessment. We are confident that this tailored approach will deliver a high-caliber leader prepared for the challenges and opportunities ahead.

# PROJECT INFORMATION

## Moving Forward

We recommend the following steps to formally initiate the engagement and ensure a successful start to the search:

1. **Proposal Discussion:** Schedule a follow-up call to review this proposal, confirm your desired component selections, and address any final questions regarding the variable fee structure and timeline.
2. **Agreement Finalization:** Upon selection, we will provide a Final Proposal/Agreement for execution.
3. **Project Launch:** Upon execution, we will immediately schedule **the selected first component**.

We look forward to partnering with you on this critical recruitment initiative.



Dave Slivinski, Managing Partner

**Project Manager**

**Advanced Selections, LLC**

PO Box 303 New Lenox, IL 60451

(630)-201-6871

[dslivinski@advancedselections.com](mailto:dslivinski@advancedselections.com)

[www.advancedselections.com](http://www.advancedselections.com)

# PROJECT INFORMATION

## Service Selection & Investment Worksheet

**Project:** Fire Chief Executive Recruitment  
**Client:** Warrenville Fire Protection District

**Instructions:** Use the worksheet below to assist with selecting and calculating the desired recruitment modules. The final "Not-to-Exceed" project fee will be confirmed once the candidate volume is established at the close of the application period.

### Phase 1: Preparation & Outreach

- Component 1: Stakeholder Engagement:** Facilitated sessions with fire personnel, municipal leaders, and union representatives.  
*Estimated Investment: \$3,000 – \$5,000*
- Component 2: Recruitment Material Development:** Creation of high-end position profile and branding materials.  
*Estimated Investment: \$1,500*
- Component 3: Targeted Advertisement Placement:** Management of national/regional postings and all direct placement fees.  
*Estimated Investment: \$1,200 – \$4,000*

### Phase 2: Screening & Vetting

- Component 4: Multi-Step Application Review:** Initial vetting, long-list creation, and in-depth behavioral interviews.  
*Estimated Investment: \$3,500 – \$5,000*

### Phase 3: Executive Assessment Center & Evaluation

*Note: You may select one or both of the following modules to customize the depth of your finalist evaluation.*

- Component 5A: Scenario-Based Assessment Center** A rigorous evaluation of candidate performance through **four (4) custom-designed exercises** (e.g., Critical Incident Role-Play, Strategic Presentation, Media Interaction, and Written In-Basket). Includes scenario development, assessor coordination, and an immediate **Performance Briefing Session** for the Board.
  - Base Module Fee: \$7,000
  - Candidate Fee: \$1,000 per participant
  - *Component 5A Base Fee Investment: Three (3) candidates; four (4) exercises: \$10,000*

# PROJECT INFORMATION

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- Component 5B: Comprehensive Executive Knowledge Exam** A 50-question objective examination covering four critical domains: **Finance/Budgeting, Labor Law, Strategic Planning, and Situational Leadership**. This module provides "hard data" on a candidate's administrative readiness and legal/financial acumen. Includes a detailed **Competency Scorecard** for each finalist.
    - Base Module Fee: \$2,000
    - Candidate Fee: \$250 per participant (Covers proctoring, exam materials, and analysis)
- 

## Optional Documentation

- Optional Service: Comprehensive Candidate Summary Report**
    - Flat Fee Investment: \$2,000 (up to 5 candidates)
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## Budgetary Assumptions & Price Protection

To provide the District with a realistic budgetary range, the "Estimated Investment" totals above are based on the following standard recruitment benchmarks:

- **Candidate Pool:** 15–25 Initial Applicants.
- **Vetting Phase:** Up to 10 Semi-finalist interviews.
- **Assessment Center:** 3 to 5 Finalists.

**Our Price Guarantee:** Should the number of qualified applicants or desired finalists significantly exceed these benchmarks, we will notify the District leadership immediately. We will provide an updated "Not-to-Exceed" figure for approval before any additional costs are incurred, ensuring you maintain 100% control over the project budget.

Advanced Selections, LLC  
PO Box 303  
New Lenox IL 60451  
United States

Warrenville Fire Protection District  
3S472 Batavia Road  
Warrenville 60555

## Quotation # S00085

Quotation Date  
01/01/2026

Expiration  
01/30/2026

Salesperson  
David Slivinski

Description	Quantity	Unit Price	Amount
Base Component Minimum - Executive Recruitment Assessment Center	1.00 Units	\$ 10,000.00	\$ 10,000.00

*This fee represents the Base Fee (\$7,000) + Per Candidate pricing (\$1,000) for the Assessment Center only, which includes up to three (3) candidates and four (4) exercises, production and development, two (2) client meetings, administration, assessor and facilitator fees, travel, and project management. Additional candidates would scale by the per-candidate rate. Please see the attached Proposal for additional componets and details under "View Details" button.*

**Total** **\$ 10,000.00**

[Terms & Conditions](#)

Payment terms: 30 Days