

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

**Minutes of Trustee Meeting
March 18, 2026**

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, Trustee Mike Karl, Trustee Natalie Clemens (via Google Meets, left at 1839 hours), Fire Chief Kevin O'Hare, Assistant Chief Joe Levy (left at 1819 hours, returned at 1843 hours), Assistant Chief Jamie Clark (left at 1828 hours), Financial Analyst Amber Nadeau (left at 1818 hours, returned at 1843 hours), and Administrative Assistant Jenna Reavy (left at 1745 hours, returned at 1843 hours). Trustee Al Thompson was absent from the meeting.

The guest present for the meeting was Captain Nic Tosto (left at 1745 hours, returned at 1843 hours).

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

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

APPROVAL OF AGENDA

A motion was made by Trustee Carstens, seconded by Trustee Karl, to approve the agenda as presented.

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

PUBLIC COMMENTS

None.

APPROVAL OF MINUTES

A motion was made by Trustee Carstens, seconded by Trustee Karl, to approve the regular minutes and closed session minutes of the regular meeting on February 18, 2026.

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

FINANCIAL REPORTS

Chief O’Hare presented the financial reports. The “Total Cash” from the Summary of Cash report is equal to the “Ending Cash Balance” on the Cash Activity Report. The Cash Activity Report included a beginning cash balance of \$6,244,900.11 and an ending cash balance of \$5,937,513.97 as recorded in the February 2026 financial reports.

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

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

APPROVAL OF BILLS

There were five proposals received for the Information Technology Support Services bid. Financial Analyst Nadeau provided an overview of the proposals. There was a discussion about issues with the current vendor. A recommendation was made to select Teqworks, Inc. for a two-year contract with an annual cost of \$38,400 plus an additional \$6,600 for projects as needed. This would put the total cost of the two-year contract at \$90,000.

A motion was made by Trustee Carstens, seconded by Trustee Clemens, to approve the IT Support Services bid from Teqworks, Inc. for a two-year period for a total cost of \$90,000.00.

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

Chief O’Hare provided quotes for the replacement gear washer. The current gear washer is thirty years old and is out of service due to repairs needed.

A motion was made by Trustee Carstens, seconded by Trustee Karl, to approve the replacement purchase of a gear washer from Alliance Laundry Systems not to exceed \$17,000.00.

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

Chief O’Hare provided quotes for command boards. The boards are used during incidents by command staff. The current command boards are permanently affixed to command cars and limit mobility. This purchase would be for portable command boards.

A motion was made by Trustee Karl, seconded by President Perkins, to approve the purchase of command boards from JMC Welding & Repair for \$5,400.00.

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

Chief O’Hare provided quotes for replacement grate covers for the apparatus bay drains. The current grate covers are original to 1986 and are difficult to remove without damaging the bay floor. Some cannot be removed and would need to be cut out. It would cost \$15,000-\$18,000 to have the current metal grates refinished, and an even higher cost for all new metal grates. The proposed grates are a composite material that has a Class B load rating for up to 28,100 pounds per foot, so it would handle all vehicles except fire engines and the tower ladder truck.

A motion was made by President Perkins, seconded by Trustee Carstens, to approve the purchase of apparatus bay drain grates from Trench Drain Supply not to exceed \$7,000.00.

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

OTHER FINANCE

Financial Analyst Nadeau provided a comparison of banking services providers. Fifth Third Bank recently charged the District \$2,639.91 in service fees. Staff met with Fifth Third Bank and Wintrust Bank to discuss options and account details. It was recommended to wait on the transition until after May 1, 2026 to allow for a cleaner audit process.

A motion was made by President Perkins, seconded by Trustee Carstens, to close all Fifth Third Bank accounts and Illinois Funds accounts after May 1, 2026 and transfer all funds to Wintrust Bank.

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

The Board of Trustees reviewed the draft FY25-26 amended budget ordinance 26-01. The public hearing and final amended ordinance vote are scheduled for the Trustee Meeting on April 15th. President Perkins said she appreciates the layout of the budget documents compiled by Financial Analyst Nadeau.

The Board of Trustees reviewed the draft FY26-27 budget ordinance 26-02. The long-term Capital Plan will be discussed at another meeting.

CLOSED SESSION

At 1745 hours, a motion was made by President Perkins, seconded by Trustee Carstens, to go into closed session for 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 – ABSENT
MOTION CARRIED

Administrative Assistant Reavy and guests left for closed session.

Closed session ended at 1839 hours.

After a brief recess, the meeting resumed at 1843 hours.

FIRE CHIEF'S REPORT

Chief O'Hare reported there were 132 calls for service in the month of February 2026, which included 97 EMS calls and 43 fire and rescue calls.

There were seven notable incidents in Warrenville during February, which included a vehicle fire, cardiac arrest, three vehicle accidents, and two outside fires.

Quarterly meetings were held to review 2025 accomplishments and outline the department's 2026 vision and goals.

Chief O'Hare provided personnel updates. Evan LeMaster and Adam Papay resigned. Jeff Krischel started work as a POC. Drew Miller transitioned to a full-time career position on February 10th but recently submitted his resignation to work elsewhere.

A boat operations training course was scheduled with the Romeoville Fire Academy to be hosted in Warrenville in August.

The District acquired a new burn pan to enhance fire extinguisher training capabilities.

The District opened bids for IT Support Services as part of ongoing technology improvements.

The District successfully transitioned its Google platform from a business account to a government account, resulting in cost savings.

A new ODC filing structure with reference numbers was implemented to improve internal documentation and tracking.

Discussions were initiated with DU-COMM to address concerns regarding pager activation inconsistencies.

A negotiations meeting was held on February 13th with labor representatives. The next meeting is scheduled for March 25th.

On February 18, 2026, Kevin O'Hare was selected as Fire Chief of the Warrenville Fire Protection District.

TRUSTEES

President Perkins commented that she enjoyed the Appreciation Dinner.

FIREFIGHTERS' APPRECIATION

Administrative Assistant Reavy said a survey about the dinner was sent out and ends this week. The survey findings will be presented at the April meeting.

ATTORNEY

President Perkins said there has been discussions with the attorney for the Chief's employment contracts.

LOGISTICS

Assistant Chief Levy presented the Logistics Report.

TRAINING

Assistant Chief Levy presented the Training Report. February had 766 training hours completed.

EMS

Assistant Chief Levy presented the EMS Report.

APPARATUS

Assistant Chief Levy presented the Apparatus Report. Chief O'Hare provided an update on the tower ladder truck that has been out of service. He spoke with the sales supervisor about our displeasure and expectations. They are coming on-site tomorrow to address some issues and will advocate to E-ONE to extend the warranty.

FIRE BUREAU

Chief O'Hare presented the Fire Bureau Report.

STRATEGIC PLAN

Chief O’Hare presented the Strategic Plan Report involving Goal 3 – Work Environment.

PERSONNEL

A motion was made by Trustee Carstens, seconded by President Perkins, to approve hiring Michael Lucas as the full-time Fire Marshal with a salary of \$95,000.00.

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

The discussion about pay rate increases for non-bargaining unit personnel was tabled.

It was determined that Assistant Chief Levy’s pay rate will be updated upon approval of non-bargaining unit pay increases. In the meantime, a new contract was drafted to replace his current agreement, which expires on April 30th.

A motion was made by President Perkins, seconded by Trustee Carstens, to approve the employment contract for Assistant Chief Joseph Levy with the annual salary of \$153,700.00.

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

A motion was made by President Perkins, seconded by Trustee Karl, to approve the employment contract for Fire Chief Kevin O’Hare with the annual salary of \$162,000.00.

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

Chief O’Hare provided his goals to the Board for FY26-27.

A motion was made by President Perkins, seconded by Trustee Karl, to approve the Fire Chief’s goals as presented.

3 AYES 2 ABSENT MOTION CARRIED

A motion was made by President Perkins, seconded by Trustee Karl, directing Chief O’Hare to amend the premises order for the union grievance.

3 AYES 2 ABSENT MOTION CARRIED

UNFINISHED BUSINESS

Assistant Chief Levy provided an update regarding the Lexipol project. The weekly meetings are continuing. Chief O'Hare said an outside consultant will be assisting with policy formatting and review.

NEW BUSINESS

There was a discussion about selling the 2012 Dodge Ambulance.

A motion was made by Trustee Karl, seconded by Trustee Carstens, to approve selling the 2012 Dodge Ambulance.

3 AYES 2 ABSENT MOTION CARRIED

The 2025 Annual Report for the Warrenville Fire Protection District was presented.

The 2025 Apparatus Assessment Report for the Warrenville Fire Protection District was presented.

ADJOURNMENT

At 1914 hours, a motion was made by Trustee Carstens, seconded by Trustee Karl, to adjourn the meeting.

3 AYES 2 ABSENT MOTION CARRIED

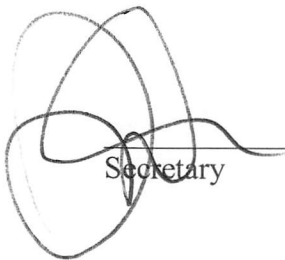
Present at the end of the meeting were President Kate Perkins, Secretary Jeff Carstens, Trustee Mike Karl, Fire Chief Kevin O'Hare, Assistant Chief Joe Levy, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Reavy.

The guest present at the end of the meeting was Captain Nic Tosto.

The meeting adjourned at 1914 hours.



President



Secretary