

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

**Minutes of Trustee Meeting
April 15, 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, Treasurer Al Thompson, Trustee Mike Karl, Trustee Natalie Clemens, Fire Chief Kevin O'Hare, Assistant Chief Joe Levy, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Reavy (left at 1835 hours, returned at 1916 hours).

The guests present at the meeting were Denise Kloska (left at 1739 hours), Beth Fairbanks (left at 1739 hours), and Mitch Backes representing Assured Partners (left at 1732 hours).

APPROVAL OF AGENDA

A motion was made by Trustee Carstens, seconded by Trustee Thompson, to approve the agenda with the insurance renewals and Warrenville Firefighters' Auxiliary report moved to after the Public Hearing.

5 AYES MOTION CARRIED

PUBLIC COMMENTS

None.

PUBLIC HEARING: ORDINANCE 26-01 AMENDED BUDGET & APPROPRIATIONS FY25-26

At 1701 hours, a motion was made by Trustee Carstens, seconded by Trustee Thompson, to start the public hearing for Ordinance 26-01, AMENDED BUDGET AND APPROPRIATIONS FOR FY25-26.

5 AYES MOTION CARRIED

There was a discussion about a few minor changes to the budget as listed in the ordinance. Financial Analyst Nadeau reviewed the transfer request from the General Fund to the Liability Fund that is proposed for later this meeting. There were no comments from the public.

At 1706 hours, a motion was made by Trustee Carstens, seconded by Trustee Karl, to end the public hearing for Ordinance 26-01, AMENDED BUDGET AND APPROPRIATIONS FOR FY25-26.

5 AYES MOTION CARRIED

NEW BUSINESS

Mitch Backes from Assured Partners presented the insurance renewals. He provided an overview of the insurance policies and answered questions from the Board. He noted the workers compensation insurance rates went slightly down and there was an increase in projected payrolls. There was a discussion about price shopping with other insurance carriers for liability/general insurance. Mr. Backes noted there are only a handful of carriers that will provide insurance for fire departments. He said most of his clients use First Fire because they have the best price in the market. He suggested price shopping in three years.

NEW BUSINESS

The President of the Warrenville Firefighters’ Auxiliary, Denise Kloska, provided an update about recent activities and upcoming events. She said there will not be any fundraising events this year. She announced that she is stepping down due to personal matters. Beth Fairbanks added that their group has a meeting coming up to determine what happens with the group going forward. The Board of Trustees expressed their gratitude to the Warrenville Firefighters’ Auxiliary for their hard work and community efforts.

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 March 18, 2026.

5 AYES 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 \$5,937,513.97 and an ending cash balance of \$5,764,717.45 as recorded in the March 2026 financial reports.

Financial Analyst Nadeau noted the transition to a new bank will start after May 1st and take a couple months to switch everything over.

Chief O’Hare answered various questions about purchases in the financial reports.

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

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

APPROVAL OF BILLS

None.

OTHER FINANCE

A motion was made by Trustee Carstens, seconded by Trustee Thompson, to approve Ordinance 26-01, AMENDED BUDGET AND APPROPRIATIONS FOR FY25-26.

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

The Board of Trustees reviewed the draft FY26-27 budget ordinance 26-02. The public hearing and final ordinance vote are scheduled for the Trustee Meeting on May 20th.

The long-term Capital Plan was also discussed. Chief O’Hare answered several questions about the plan.

A motion was made by Trustee Karl, seconded by Trustee Thompson, to approve the transfer from the General Fund to Liability Insurance Fund for \$16,000.

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

The Board of Trustees reviewed the engagement letter renewal for Sikich accounting services.

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to approve the FY26-27 engagement letter with Sikich and directed the Fire Chief to sign the document.

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

CLOSED SESSION

At 1835 hours, a motion was made by Trustee Carstens, seconded by Trustee Karl, 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 – AYE
MOTION CARRIED

Administrative Assistant Reavy left for closed session.

Closed session ended at 1915 hours.

FIRE CHIEF'S REPORT

Chief O'Hare reported there were 184 calls for service in the month of March 2026, which included 129 EMS calls and 55 fire and rescue calls.

There were a few notable incidents in Warrenville in March, which included multiple outside fires during the month, several high-acuity EMS incidents, and an elevator rescue.

There was a line of duty death recognition for Michael Altman of the Chicago Fire Department. Firefighter Altman was 32 years old and a fourth-generation firefighter that died after falling through a floor while operating at a structure fire on March 16, 2026.

A meeting was held with all paid-on-call members that focused on organizational value and engagement.

The District completed its 2025 Annual Report.

The District held its annual Appreciation Dinner for members.

Crews participated in community outreach events, including a March 6th engagement and hosting College of DuPage students for department interviews.

The District provided a CPR class to 30 employees of the Warrenville Public Library.

Members participated in the Fire Chief “Ale Tapping” event at Rock Bottom, supporting community engagement.

The annual flow testing on SCBA air packs was completed.

Firefighter/Paramedic Drew Miller resigned from the District.

The Board of Fire Commissioners held meetings on March 10th and March 19th.

A conditional offer was extended to Andrew Janiec for the vacant position of career firefighter/paramedic.

The new Fire Marshal, Michael Lucas, was hired.

Staff initiated the development of an employee intranet.

Staff met with Paramedic Billing Services to review billing practices, statements, and future projections.

Tower 11 was placed out of service and sent to Fire Service, Inc. for repairs due to issues with pump engagement and outrigger deployment.

The hose tower masonry repair project was started.

Staff ordered and began the floor grate replacement project for the apparatus bay floor.

A meeting was held for the ongoing labor negotiations between the Union and District leadership.

Staff initiated the promotional process for career Captains and Lieutenants.

TRUSTEES

Trustee Clemens noted that she will not be in attendance for the Trustee meeting on May 20th.

FIREFIGHTERS’ APPRECIATION

Administrative Assistant Reavy provided the survey results from the Appreciation Dinner.

ATTORNEY

None.

LOGISTICS

There was no report provided for this month. Chief O’Hare said the hose tower masonry work has been completed. Most of the floor grates have been replaced. The City of Warrenville will help us cut out the remaining grates that are stuck.

TRAINING

Assistant Chief Levy presented the Training Report. March had 861 training hours completed.

EMS

Assistant Chief Levy presented the EMS Report.

APPARATUS

Assistant Chief Levy presented the Apparatus Report.

FIRE BUREAU

Chief O’Hare presented the Fire Bureau Report.

STRATEGIC PLAN

Chief O’Hare presented the Strategic Plan Report involving Goal 4 – Fleet, Facilities, and Equipment.

PERSONNEL

The collective bargaining agreement was tabled for a future meeting.

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

UNFINISHED BUSINESS

Assistant Chief Levy provided an update regarding the Lexipol project. The weekly meetings have been continuing. An outside consultant will be assisting with policy formatting and review.

NEW BUSINESS

There was a discussion about conferences and professional affiliations for the Chief Officers.

A motion was made by President Perkins, seconded by Trustee Carstens, to approve the professional affiliations for Fire Chief O’Hare to the Illinois Fire Chiefs EMS Committee and Vice President of the Illinois Society of Fire Service Instructors.

5 AYES MOTION CARRIED

A motion was made by President Perkins, seconded by Trustee Carstens, to approve conference attendance for Chief Officers. Fire Chief O’Hare was approved to attend the IFCA Symposium, IFCA annual conference, and Illinois Society of Fire Service Instructors conferences. Assistant Chief Levy was approved to attend the IFCA Symposium, IFCA annual conference, and ImageTrend conference.

5 AYES MOTION CARRIED

A list was provided for surplus items from around the station. Most items can be put on GovDeals for sale, but the floor grates will be sold as scrap metal. If items posted on GovDeals do not sell by 05/08/2026, the District will donate or dispose of the remaining items.

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

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

There was no further discussion regarding the liability/general/casualty insurance renewals.

There was a discussion about Ordinance 26-03, AMENDING FEES ASSESSED FOR FIRE PREVENTION BUREAU FUNCTIONS. Chief O’Hare explained that the current ordinance does not have the updated fee structure or the ability to use a third-party vendor to assist with plan reviews that are highly technical, large-scale, and/or periods of high-volume requests. There was concern that the fee structures between the District and the third-party vendor do not match. There was concern about permitting the Fire Chief to waive fees without Board approval.

A motion was made by Trustee Thompson, seconded by Trustee Karl, to approve Ordinance 26-03, AMENDING FEES ASSESSED FOR FIRE PREVENTION BUREAU FUNCTIONS.

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

ADJOURNMENT


At 1811 hours, a motion was made by Trustee Carstens, seconded by Trustee Thompson, to adjourn the meeting.

5 AYES MOTION CARRIED

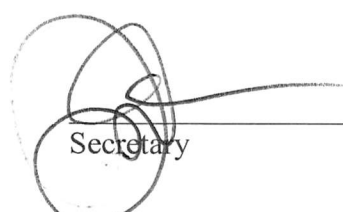
Present at the end of the meeting were President Kate Perkins, Secretary Jeff Carstens, Treasurer Al Thompson, Trustee Mike Karl, Trustee Natalie Clemens, Fire Chief Kevin O’Hare, Assistant Chief Joe Levy, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Reavy.

There were no guests present at the end of the meeting.

The meeting adjourned at 1811 hours.



President



Secretary