

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

Minutes of Trustee Meeting
May 20, 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 (via Google Meets), Trustee Mike Karl, Fire Chief Kevin O'Hare, Assistant Chief Joe Levy, Assistant Chief Jamie Clark, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Reavy (left at 1723 hours, returned at 1746 hours). Trustee Natalie Clemens was absent from the meeting.

The guest present at the meeting was Fire Marshal Mike Lucas (left at 1723 hours, returned at 1746 hours).

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

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

PUBLIC COMMENTS

None.

PUBLIC HEARING: ORDINANCE 26-02 BUDGET & APPROPRIATIONS FY26-27

At 1702 hours, a motion was made by President Perkins, seconded by Trustee Carstens, to start the public hearing for Ordinance 26-02, BUDGET AND APPROPRIATIONS FOR FY26-27.

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

There was a discussion about a few minor changes to the budget as listed in the ordinance since the last meeting. The changes include increasing building maintenance from \$46,000 to \$47,000, increasing Fire Bureau revenue from \$0 to \$15,000, and adjusting beginning fund balances. There was a question regarding the ambulance billing revenue so Chief O'Hare provided information about the No Surprises Act that will go into effect in January 2027. There were no comments from the public.

At 1708 hours, a motion was made by Trustee Carstens, seconded by Trustee Karl, to end the public hearing for Ordinance 26-02, BUDGET AND APPROPRIATIONS FOR FY26-27.

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

APPROVAL OF MINUTES

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to approve the regular minutes and closed session minutes of the regular meeting on April 15, 2026.

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

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to approve the regular minutes of the special meeting on April 23, 2026.

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

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to approve the regular minutes and closed session minutes of the special meeting on May 4, 2026.

ROLL CALL:
Carstens – AYE
Clemens – ABSENT
Karl – AYE
Perkins – AYE
Thompson – AYE
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 \$5,764,717.45 and an ending cash balance of \$5,349,307.71 as recorded in the April 2026 financial reports.

Chief O'Hare reviewed the revenue that was received in April. He noted the ambulance revenue was \$133,312.57. The Fire Recovery revenue was \$471.68. The Fire Bureau revenue was \$480.

President Perkins inquired about the FSCI invoices that were paid for plan reviews. Chief O'Hare said the District recaptured \$1,700 in revenue for them.

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

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

APPROVAL OF BILLS

There was a discussion about the replacement of the air conditioner and furnace on the Administration side of the building. The A/C unit had a seized motor that was repaired but an unrepairable leak was also found. The connected furnace is 22 years old. Chief O'Hare presented two quotes from five vendors to replace the A/C only or the A/C and furnace. The warranties were also considered.

A motion was made by Trustee Thompson, seconded by Trustee Carstens, to approve the air conditioner and furnace replacement not to exceed \$15,500, with Chief O'Hare authorized to select the vendor.

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

OTHER FINANCE

A motion was made by Trustee Carstens, seconded by Trustee Karl, to approve Ordinance 26-02, BUDGET AND APPROPRIATIONS FOR FY26-27.

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

CLOSED SESSION

At 1723 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 – ABSENT
Karl – AYE
Perkins – AYE
Thompson – AYE
MOTION CARRIED

Administrative Assistant Reavy and Fire Marshal Lucas left for closed session.

Closed session ended at 1746 hours.

FIRE CHIEF'S REPORT

Chief O'Hare reported there were 190 calls for service in the month of April 2026, which included 122 EMS calls and 68 fire and rescue calls.

There were a few notable incidents in Warrenville in April, which included two structure fires, a water rescue, several motor vehicle accidents, and power line incidents.

A recognition ceremony will be held in July regarding lifesaving efforts at a structure fire.

Chief O'Hare noted the years of service for each Trustee on the Board.

Two full-time career firefighters/paramedics, Andrew Janiec and Kyle Giron, were hired in May. This brings the District up to full staffing.

Harassment training is scheduled for three days next week. All employees are encouraged to attend.

Warrenville Fire hosted a MABAS 16 Chiefs meeting.

Warrenville Fire hosted a vehicle search training session for the Warrenville Police Department focused on advanced techniques for conducting thorough and concealed vehicle searches.

Chief O'Hare served as a celebrity judge for the St. Irene's Chili Cook-Off.

Chief O'Hare met with DuComm representatives regarding running orders and the addition of pager tones.

The District conducted a ceremony to swear-in Chief O'Hare, recognize Lieutenant Josh Hamman for Firefighter of the Year, and formally introduce Fire Marshal Michael Lucas.

Staff hosted a luncheon with the Warrenville Police Department command staff and administration.
Chief O'Hare and Assistant Chief Clark conducted 2-on-1 meetings with senior paid-on-call personnel.
The District's new Fire Marshal officially started on April 7th.
A Board of Fire Commissioners meeting was held on April 21st.
The District transitioned IT services from NTIVA to Teqworks.
Tower 11 remained in service for the majority of April, although ongoing mechanical issues continue to be addressed in coordination with Fire Service, Inc.
The hose tower masonry repair project was completed.
The bay ceiling electrical project was completed.
The new command boards were received.
The replacement gear washer was delivered and installed.
Chief O'Hare continued with meetings for labor negotiations.
The promotional testing process received seven applications for the Lieutenant promotional exam and two applications for the Captain promotional exam. Testing is scheduled for September.
Crews conducted three days of live-fire training at the West Chicago training facility.
Chief O'Hare developed a formal outline for the Ladder Up program.

TRUSTEES

President Perkins noted that there was a discussion about run times at a recent DuComm meeting.

FIREFIGHTERS' APPRECIATION

None.

ATTORNEY

None.

LOGISTICS

Assistant Chief Levy presented the Logistics Report.

TRAINING

Assistant Chief Levy presented the Training Report. April had 883 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 mechanical issues for Tower 11.

FIRE BUREAU

Fire Marshal Lucas presented the Fire Bureau Report.

STRATEGIC PLAN

Chief O'Hare presented the Strategic Plan Report involving Goal 5 – Leadership.

PERSONNEL

The collective bargaining agreement was tabled for a future meeting.

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

UNFINISHED BUSINESS

Chief O'Hare provided an update regarding the Lexipol project. An outside consultant has been assisting with policy formatting and review.

NEW BUSINESS

A list was provided for surplus items from around the station. Most items can be put on GovDeals for sale, but some items will be sold as scrap metal. If items posted on GovDeals do not sell by 06/12/2026, 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 – ABSENT
Karl – AYE
Perkins – AYE
Thompson – AYE
MOTION CARRIED

ADJOURNMENT

At 1826 hours, a motion was made by Trustee Carstens, seconded by Trustee Karl, to adjourn the meeting.

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

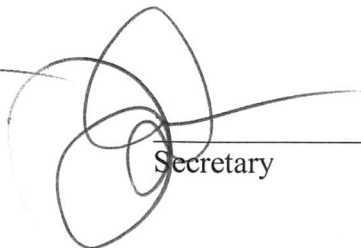
Present at the end of the meeting were President Kate Perkins, Secretary Jeff Carstens, Treasurer Al Thompson, Trustee Mike Karl, Fire Chief Kevin O'Hare, Assistant Chief Joe Levy, Assistant Chief Jamie Clark, Financial Analyst Amber Nadeau, and Administrative Assistant Jenna Reavy.

The guest present at the end of the meeting was Fire Marshal Mike Lucas.

The meeting adjourned at 1826 hours.



President



Secretary