

Minutes of the May 28, 2020
Regular Meeting-Teleconference of the Board of Trustees of the
West Chicago Fire Protection District
Held at Fire Station 6
200 Fremont Street, West Chicago, Illinois

This meeting was convened through electronic means, pursuant to Governor J.B. Pritzker's Executive Order 20-07, which suspended certain sections of the Open Meetings Act to allow public bodies to meet during the COVID-19 pandemic. The notice and agenda for this meeting included the necessary phone conference log-in information, allowing any members of the public to attend.

The Regular Meeting-Teleconference was called to order at 7:04 p.m. by President Charles Bratcher with Trustee Anthony Gagliardi, Trustee Jim Grobe, Trustee Pat Murphy and Trustee Steve Usedom in attendance via phone or computer. Also present at Station 6 was Chief Pat Tanner, Assistant Chief Tim Leidig and Attorney Joe Miller. Attorney Ryan Morton, Accountant James Howard and Administrative Assistant Joy Edminson also present via phone or computer.

Others in attendance: None

APPROVAL OF MINUTES:

Minutes of the Regular Meeting - Teleconference held on March 26, 2020 were reviewed. Trustee Grobe made a motion to accept the minutes as written, the motion was seconded by Trustee Gagliardi, and the motion passed by a unanimous vote.

Minutes of the Special Meeting - Teleconference held on April 17, 2020 were reviewed. Trustee Gagliardi made a motion to accept the minutes as written, the motion was seconded by Trustee Grobe, and the motion passed by a unanimous vote.

Minutes of the Regular Meeting - Teleconference held on April 23, 2020 were reviewed. Trustee Murphy made a motion to accept the minutes as written, the motion was seconded by Trustee Usedom, and the motion passed by a unanimous vote.

FINANCIAL REPORTS:

Accountant James Howard presented a power point report of the Financial Analysis for the eleven (11) months ending April 30, 2020. Presentation included District revenues, expenditures and investments.

Revenue Highlights (92% of Budget Year)

- 101% of Total Budget (Excluding Internal Transfers)
- Collected \$7,598,094 of Property Taxes (100.4% of budget)
(1st and 2nd Major Installment for DuPage County)

- Collected \$544,893 of Ambulance Fees (100.0% of budget)
 - Collected \$446,671 from Airport Authority (95.1% of budget)
- Expenditure Highlights (92% of Budget Year)
- 91.3% of Total Budget
 - Operating Expenditures at 92.8% of budget
 - Health Insurance 11 of 12 Payments
 - Salaries & Wages at 94.4% of budget (Includes sick time buy back)
 - Debt Service & Capital Expenditures (91.9% of Budget)
 - Debt Principal & Interest Payment = \$666,738
 - Vehicle Equipment = \$15,502
 - Cardiac Monitors = \$28,177
 - Nederman Exhaust System = \$10,717
 - New Engine = \$630,656
- Ending Fund Balance (46% of Budget Year)
- Total Actual Ending Fund Balance \$4,278,797
- Investments: Total \$3,863,317

The Board received the report of the Summary Statement of Revenue and Expenditures for the eleven (11) months ending April 30, 2020 prior to the meeting.

There were no questions or comments for Accountant James Howard.

Trustee Bratcher announced that the account payables for the District for the period of April 24, 2020 through May 28, 2020 totaled \$287,502.39 and payroll for the District as of May 28, 2020 was \$415,012.80. Trustee Murphy made a motion to approve the total amount of expenditures for the District of \$702,515.19, seconded by Trustee Usedom. Roll call vote showed.

Trustee Murphy – Aye	Trustee Usedom– Aye	Trustee Gagliardi – Aye
Trustee Bratcher – Aye	Trustee Grobe – Aye	

Motion passed 5 ayes.

COMMITTEE REPORTS:

- a. **Finance and Planning:** Chief Tanner reported on the progress of the 2020-2021 Budget.

Divisional Reports:

- i. **Administration:** Chief Tanner stated that Ordinance #2020-O-02, an ordinance amending non-bargaining employee's compensation needs to be tabled until the June meeting. The Chief needs to meet with the local union to finalize. Tanner also shared that the District offered a 1-year contract (due to COVID -19) for the Collective Bargaining Agreement, the District is waiting on Local 3970 to approve.

- ii. **Emergency Medical Services:** Chief Tanner gave an update on COVID-19 responses. The Chief stated that the District is doing well keeping everyone healthy. Tanner also shared details on the Winfield recovery of an 18-year old women that drowned. The Chief said that the WCFPD Swift Water personnel performed phenomenally in the recovery efforts with Winfield.
- iii. **Fire Prevention and Education:** Chief Tanner explained that inspections are at a stand still because of COVID-19 and that Fire Marshal Buenrostro is only working on an as needed basis. No 7g inspectors have been going out on inspections since March.
- iv. **Fire Suppression and Training:** Chief Tanner is hoping that alliance trainings will start back up in June.
- v. **Building/Equipment/Fleet/Capital Improvement:** No report.

- b. **Commissioners and Community Liaison:** The final Battalion Chief list has been posted. Firefighter requirements for COD testing have been finalized. The Lieutenant testing is on schedule, books are out to study and the testing dates have been scheduled – Assessment Center, written tests and oral tests.

UNION LOCAL 3970: No report.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- a) **Resolution 2020-R-02.** Authorizing the sale of Surplus 2007 International Ambulance. Chief Tanner informed the Board that the ambulance was posted on a national website and has already sold.

Trustee Usedom made a motion to approve **Resolution 2020-R-02**, a resolution authorizing the sale or donation of surplus personal property of the West Chicago Fire Protection District, seconded by Trustee Murphy. Roll call vote showed.

Trustee Usedom – Aye	Trustee Murphy– Aye	Trustee Gagliardi – Aye
Trustee Bratcher – Aye	Trustee Grobe – Aye	

Motion passed 5 ayes.

- b) **Resolution 2020-R-03.** Amendment to the IGA with the DuPage Airport Authority. Chief Tanner explained that year 2020-2021 is lower than the 2019-2020 cost due to a newer vehicle, health insurance cost reductions and a few small changes in the agreement.

Trustee Grobe made a motion to approve **Resolution 2020-R-03**, a resolution authorizing the West Chicago Fire Protection District to enter into an intergovernmental agreement for the extension of its agreement with the DuPage Airport Authority, seconded by Trustee Gagliardi. Roll call vote showed.

Trustee Grobe – Aye Trustee Gagliardi – Aye Trustee Usedom – Aye
Trustee Murphy – Aye Trustee Bratcher – Aye

Motion passed 5 ayes.

- c) **Ordinance 2020-O-02.** An ordinance amending ordinance 2017-O-03 providing the salary and compensation of the non-collective bargaining unit employees of the West Chicago Fire Protection District. Tabled until June meeting.

OLD BUSINESS: None.

MISCELLANEOUS: Chief Tanner shared that Firefighter Justin Ukleja is back to full duty and doing very well. The Chief is hoping that the teleconference meetings will end in June. Discussion on holding meetings in a larger room that can accommodate social distancing. Attorney Ryan Morton explained that a Special Session was held regarding changes in local and state meetings. Some changes were made in the Open Meetings Act due to COVID-19: changes in recordings, requirements of someone being physically present at the Fire Station, legal representation and a few more changes.

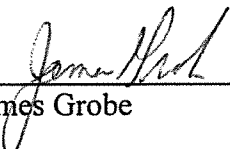
OPEN TO THE PUBLIC: None.

ATTORNEY COMMENTS: Attorney Joe Miller stated that the first Tax Revenue disbursement from DuPage County is expected June 1st. Miller suggested waiting until the August meeting to adopt the 2020-2021 Budget. Miller informed the Board that the lawsuit against Kardz has been filed, but still waiting on a court date due to COVID -19. Miller also congratulated WCFPD on a job well done with the Winfield recovery.

CLOSED SESION: None needed.

ADJOURNMENT: A motion was made by Trustee Murphy and seconded by Trustee Gagliardi to adjourn. Motion passed. Meeting adjourned at 7:43 p.m.

The Next Board Meeting will be at 7:00 p.m. on Thursday, June 25, 2020.



James Grobe Secretary

