

**Minutes of the January 23, 2020
Regular Meeting of the Board of Trustees of the
West Chicago Fire Protection District
Held at Fire Station 6
200 Fremont Street, West Chicago, Illinois**

Opened meeting with the Pledge of Allegiance

The Regular Meeting was called to order at 7:00 p.m. by President Charles Bratcher with Trustee Anthony Gagliardi, Trustee Jim Grobe and Trustee Pat Murphy in attendance. Also present was Chief Pat Tanner, Assistant Chief Tim Leidig, Attorneys Joseph Miller and Ryan Morton, Accountant James Howard and Administrative Assistant Joy Edminson. *Trustee Steve Usedom was absent.*

Others in attendance: Brian Lefevre from Sikich, Battalion Chief Jeff Buccola, Lieutenant Rick Ciszewski, and Firefighter/Paramedics; Todd Baseggio and Jake Herrmann.

Firefighter/Paramedic Todd Baseggio introduced his new dog Thor. Thor is a nine-month old working German Shepherd that Baseggio purchased from a breeder in Indiana that breeds dogs for the Indiana State Police. Thor replaced Brinx due to medical issues. Thor is currently training in Tracking and Trailing and will be certified within the next two weeks. Thor will be training in Disaster Recovery in the fall. A drone video was shown of Thor participating in a tracking and trailing training. Chief Tanner shared that Thor is not only an asset to the WCFPD but also an asset to MABAS. Baseggio invited the Board members to observe Thor in a training session held on Wednesdays at Kress Road. Kress Road is now a prime area to do testing and workshops for canines. Trustee Bratcher and the Board thanked Todd for the great work he is doing with Thor.

APPROVAL OF MINUTES:

Minutes of the Special Meeting held on December 19, 2019 were reviewed. Trustee Murphy made a motion to accept the minutes as written, the motion was seconded by Trustee Grobe, and the motion passed by a unanimous vote.

FINANCIAL REPORTS:

Auditors Presentation: Sikich - Brian Lefevre from Sikich presented the Comprehensive Annual Financial Report for the year ended May 31, 2019. Lefevre highlighted the following:

- Award from the Government Finance Officers Association – Certificate of Achievement for Excellence in Financial Reporting
- Financial opinion – Independent Auditor's Report
- Audit given Unmodified Opinion (Highest level)

- Management discussion and analysis as required by GASB
 - End of year Net Position (\$1,047,767)
 - Net Investment in Capital Assets \$2,754,580
 - Net Capital Assets \$9,478,534
- Statement of Net Position:
 - Total Assets \$21,903,980
 - Total Assets and Deferred Outflows of Resources \$30,348,900
 - Total Liabilities \$21,031,420
 - Total Liabilities and Deferred Inflows of Resources \$31,396,667
 - Total Net Position (Deficit) (1,047,767)
- Balance Sheet for Governmental Funds
- Statement of changes in Fiduciary Net Position Fiduciary Fund FYE 5/31/19
 - Total Employer contributions \$1,133,907
 - Net Investment Income \$429,890
 - Total Additions \$1,563,797
 - Total Deductions \$1,633,368
 - Net Decrease (69,571)
 - Net Position Restricted for Pensions May 31 \$33,492,246
- Notes to Financial Statements
- Actuarial results of Pension Fund
 - Contributions as a percentage of covered payroll 2019 – 17.70%
 - Total Pension Liability \$46,154,430
 - Plan Fiduciary Net Positions \$33,492,246
 - Employers Net Pension Liability \$12,662,184
 - Plan Fiduciary Net Position as a % of total pension liability – 72.57%
- Schedule of Employer Contributions IMRF
- Ten years of Statistical information

Trustee Gagliardi made a motion to approve the comprehensive Annual Financial Report for the year ended May 31, 2019 as presented. The motion was seconded by Trustee Grobe. Roll call vote showed:

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

Motion passed 4 ayes, 1 Absent.

Accountant James Howard presented a power point report of the Financial Analysis for the seven (7) months ending December 31, 2019. Presentation included District revenues, expenditures and investments.

Revenue Highlights (58% of Budget Year)

- 100% of Total Budget
- Collected \$7,596,526 of Property Taxes (100.4% of budget)
(1st and 2nd Major Installment for DuPage County)
- Collected \$293,781 of Ambulance Fees (53.9% of budget)
- Collected \$284,232 from Airport Authority (60.5% of budget)

Expenditure Highlights (58% of Budget Year)

- 56.8% of Total Budget
- Operating Expenditures at 59.9% of budget
 - Health Insurance 7 of 12 Payments
- Salaries & Wages at 60.7% of budget (Includes sick time buy back)
- Debt Service & Capital Expenditures (49.0% of Budget)
 - Debt Principal & Interest Payment = \$666,738
 - Vehicle Equipment = \$15,502
 - Cardiac Monitors = \$28,177
 - Nederman Exhaust System = \$10,717

Ending Fund Balance (58% of Budget Year)

- Total Actual Ending Fund Balance \$6,567,580

Investments: Total \$6,144,748

No questions.

Trustee Bratcher announced that the account payables for the District for the period of December 20, 2019 through January 23, 2020 totaled \$767,076.52 (including Bond payment of \$513,000) and payroll for the District as of January 23, 2020 was \$428,168.41. Trustee Murphy made a motion to approve the total amount of expenditures for the District of \$1,195,244.93, seconded by Trustee Grobe. Roll call vote showed.

Trustee Murphy – Aye
Trustee Bratcher – Aye

Trustee Grobe – Aye
Trustee Usedom – Absent

Trustee Gagliardi – Aye

Motion passed 4 ayes, 1 Absent.

COMMITTEE REPORTS:

- a. **Intergovernmental:** Chief Tanner presented a map showing Fox River – Countryside Fire District properties currently under agreement with St. Charles Fire for service which ends in 2020. Discussion on the Annexation of these properties to the West Chicago Fire Protection District which will net \$24,000 annually. The property is located in Kane County but will still be appointed by DuPage County. The Board gave direction for the attorneys to go forward with the Annexation process. Ryan Morton will draft the Annexation and Ordinance.
- b. **Finance and Planning:** No report

c. Divisional Reports:

- i. **Administration:** Chief Tanner showed a drone video of a WCFPD incident searching for a woman and her dog stuck in water/mud. The drone found both the dog and the woman. Exposure Suit was used by Firefighter for the rescue. The Chief also shared that the drone is being deployed by other agencies. Trustee Bratcher praised the district and its members for the great job they are doing, and Bratcher shared that he heard praises for the WCFPD from other attendees at the NIAFPD 2019 Conference.
- ii. **Emergency Medical Services:** No report.
- iii. **Fire Prevention and Education:** Fire Marshal Joe Buenrostro prepared the Construction Up-Date report for 12/16/2019 to 01/21/2020. FM Buenrostro also prepared the 2019 Annual Report showing the following results:
 - Total False Alarms billed - 84 at \$33,750.00.
 - Total Fire Alarm Plan Reviews billed - 88 at \$12,260.00
 - 2019 Bureau Activity Breakdown
 - 2019 Fire Safety inspection numbers per month
 - 2019 Total Fire Safety inspections for the year – 1370
 - 2019 Total inspection due - 1504
 - 2019 Total inspections done – 1370 (91.1%)
 - 2018/2019 Fire Safety inspections comparisons

Recess taken at 7:57 p.m. to see the new ambulance

Meeting reconvened at 8:08 with all still present.

- iv. **Fire Suppression and Training:** No report.
 - v. **Building/Equipment/Fleet/Capital Improvement:** Chief Tanner shared that the new engine specs will be ready at the next meeting. The new engine will mirror Engine 5. The final numbers are being put together. Tanner also informed the Board that a broker has been contacted on the old engine. Tower 6 Ladder truck had a failure with the tires falling off. The incident happened after some repairs were completed by Emergency Vehicle Services. Both insurance companies are involved with an estimated cost of \$35,000 to fix the problems.
- d. **Commissioners and Community Liaison:** Commissioners are still in the process of Battalion Chief testing.

UNION LOCAL 3970: Lt. Ric Ciszewski gave an update on the Kwasman Classic basketball event between the WC police and the WC fire to benefit special Olympics. The event was held on January 18th at the West Chicago Community High School. The WC police took the trophy again this year. Fun was had by all. Ciszewski also informed the Board that the Collective Bargaining Agreement expires May 31, 2020. Committees are being formed.

UNFINISHED BUSINESS:

- a. Addendums to Board Policy Manual – Approval of Manual at February Board Meeting: Two Addendums recommended by Sikich:
 - 1. Fund Balance Policy: Policy to ensure that the District maintains an adequate fund balance and reserves in the District's various operating funds. Attorney Miller explained the recommended policy (basically covers excess accumulation).
 - 2. Capitalization Policy: Policy regarding the funding and purchase of capital assets as well as to define policy for long term capital projects. Miller explained policy, it will be an addition to the current replacement schedule. Chief Tanner will add both policies to the Board Manual to be approved at the February board meeting.

NEW BUSINESS: None.

OLD BUSINESS: None.

MISCELLANEOUS: None.

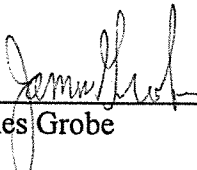
OPEN TO THE PUBLIC: None.

ATTORNEY COMMENTS: None.

CLOSED SESION: None needed.

ADJOURNMENT: A motion was made by Trustee Murphy and seconded by Trustee Grobe to adjourn. Motion passed. Meeting adjourned at 8:25 p.m.

The Next Board Meeting will be at 7:00 p.m. on Thursday, February 27, 2020.



James Grobe Secretary

