

**Minutes of the February 28, 2019
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, Trustee Pat Murphy and Trustee Steve Usedom in attendance. Also present were attorneys Joseph Miller and Ryan Morton, Chief Pat Tanner, Accountant James Howard and Administrative Assistant Joy Edminson. Others present: Lt. Mike Buenrostro and Lt. Jason Day.

APPROVAL OF MINUTES:

Minutes of the Special Meeting held on January 24, 2019 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 eight (8) months ending January 31, 2019. Presentation included District revenues and expenditures.

Revenue Highlights

- 99% of Total Budget
- Collected \$7,527,572 of Property Taxes (100% of budget)
(1st and 2nd Major Installments for DuPage County)
- Collected \$381,530 of Ambulance Fees (86.7% of budget)
- Collected \$315,171 from Airport Authority (67.1% of budget)

Expenditure Highlights

- 70.8% of Total Budget
- Operating Expenditures at 68.5% of budget
- Salaries & Wages at 68.4% of budget
- Debt Service & Capital Expenditures (95.1% of Budget)
 - Debt Principal & Interest Payment = \$650,350
 - 2019 Ford F550 Ambulance = \$226,098
 - Cardiac Monitor Contract = \$34,277
 - Electronic Stretcher = \$19,915
 - New SCBA = \$333,440 (Offset by \$308,655 FEMA Grant)

There was discussion on reasons why the ambulance fee revenue was up. Reasons were both the increase in the number of calls and the new fee structure.

Trustee Bratcher announced that the account payables for the District for the period of January 25, 2019 through February 28, 2019 totaled \$220,365.79 and payroll for the District as of February 28, 2019 was \$431,951.25. Trustee Gagliardi made a motion to approve the total amount of expenditures for the District of \$652,317.04. The motion was seconded by Trustee Grobe. Roll call vote showed:

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

Motion passed 5 – 0.

COMMITTEE REPORTS:

- a. **Intergovernmental:** No report.
- b. **Finance and Planning:** No report.
- c. **Divisional Reports:**
 - i. **Administration:** Chief Tanner shared that the District is working on a history book of the West Chicago Fire Department from the 1800's to date. A book was found that was started but stopped with 2010. The plan is to finish the book through 2018 and then have it published. This project is headed up by Lt. Jason Day. Chief Tanner met with retiree's and they will be helping to supply input for the book. The hope is to have the book finished by the end of the year.

Firefighter/Paramedic Todd Baseggio joined the meeting at 7:12 p.m.

Chief Tanner shared that he is working on document destruction.

The Chief explained that he is working on an updated version of the Trustee's Policy Manual. The last approved manual was from 2012.

- ii. **Emergency Medical Services:** Chief Tanner reported that the CPR machines' trial period is over. The Board previously approved the purchase, not to exceed \$30,000.00. The actual cost of the CPR machines came to \$21,000.00.
- iii. **Fire Prevention and Education:** Fire Marshal Joe Buenrostro prepared the Construction Up-Date 01/18/2019 to 02/21/2019 report. Hard copies included with minutes. The Fire Marshal also prepared the following reports.
 - 2018 Bureau Activity
 - 2018 False Alarm and Plan Review Fees

- 2018 Fire Safety Inspections
- 2017/2018 Fire Safety Inspections Comparisons

- iv. **Fire Suppression and Training:** Chief Tanner reported that new adventures at Kress Training facility are being explored. The Chief met with Illinois MABAS regarding canine team rock piles being constructed behind the Kress Road training facility. Logistics are being worked out. The District's cost on this would be negligible. Unique training classes would also be able to take place on these rock piles for Tech Rescue. Firefighter/Paramedic Todd Baseggio gave an explanation on the required trainings for canine certification that right now requires area canine and trainers to travel to Dallas, Texas for this certification. This rock pile would need to be both a canine and technical rescue site for trainings. FEMA has a specific model for the rock pile that would be implemented. The Board gave a verbal approval to continue to work on the logistics for this training rock pile.
- v. **Building/Equipment/Fleet/Capital Improvement:** Chief Tanner informed the Board that he is waiting on the ambulance drawing to come back from the manufacturer.
- d. **Commissioners and Community Liaison:** Chief Tanner will continue to work on this and will have something ready to report at the next meeting.

UNION LOCAL 3970: No report.

UNFINISHED BUSINESS: None.

NEW BUSINESS: None.

OLD BUSINESS: None.

MISCELLANEOUS: Trustee Bratcher thanked April Murphy for the delicious cookies. Joy Edminson thanked the Board for the plant the family received on the passing of her father.

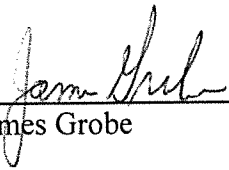
OPEN TO THE PUBLIC: None.

ATTORNEY COMMENTS: Attorney Miller reported that with the new Illinois Governor, there are a lot of bills in legislature coming out that the Board should watch for. Miller will send a summary of these bills to the Chief and the Trustees.

CLOSED SESION: None.

ADJOURNMENT: Motion was made by Trustee Murphy and seconded by Trustee Gagliardi to adjourn. Motion passed. Meeting adjourned at 7:40 p.m.

The Next Regular Board Meeting will be at 7:00 p.m. on Thursday, March 28, 2019



James Grobe Secretary