Minutes of the May 24, 2018
Regular Meeting of the Board of Trustees of the
West Chicago Fire Protection District
held at 7:00 pm at
200 Fremont Street, West Chicago, IL

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 was attorney Ryan Morton from Ottosen Britz Kelly Cooper Gilbert & DiNolfo, Ltd., James Howard from Governmental Accounting, Chief Pat Tanner, Assistant Chief Tim Leidig and Administrative Assistant Joy Edminson.

Others in attendance: Lt. Jason Day, Firefighter Jake Herrmann and Firefighter Erik Therkildsen

APPROVAL OF MINUTES:

Minutes of the Regular Meeting held on April 26, 2018 were reviewed. Trustee Grobe made a motion to accept the minutes as written, the motion was seconded by Trustee Gagliardi, motion passed by a unanimous 5 – 0 vote.

FINANCIAL REPORTS:

James Howard presented a Power Point presentation on the Financial Analysis for the eleven (11) months ending April 30, 2018. Presentation included District revenues and expenditures. Hard copy included with Minutes. No questions from the Board.

James Howard also distributed the Budget Analysis for the 12 months ended May 31, 2019. Hard copy included with Minutes.

The Financial Report/Chart of Accounts for the eleven (11) months ending April 30, 2018 and the Accounts Payable for April 27, 2018 through May 24, 2018 of $213,937.02 and Payroll of $407,652.02 for April 27, 2018 through May 24, 2018 for a total expenditure of $621,589.04 were presented.

Trustee Usedom made a motion to accept the Financial Reports as presented, Trustee Murphy seconded. Roll call vote showed:

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

Motion passed 5 – 0.

COMMITTEE REPORTS:

INTERGOVERNMENTAL: Chief Tanner presented a Power Point presentation on the Alliance (West Suburban Fire Rescue Alliance), which includes the Fire Departments of Bloomingdale, Carol Stream, Roselle, West Chicago, Wheaton and Winfield. The presentation included the following points:

- History of Alliance
- Alliance Total Population - 245,000 (27% of total population of DuPage County)
- Alliance Square Miles of Coverage – 90 (27% of total square miles of DuPage County)
- Alliance Fire Stations - 13 Active & 1 Airport
- Alliance on Duty FF & PPM per Day - 68
- Map of Alliance Coverage
- Total of All 2017 Calls for Service by Department
- Total 2017 Alliance Incidents – 24,185 (66.26 per day)
- EMS Only (69.5%) – 2017 Calls for Service per Department
- 2017 EMS only Alliance Incidents – 16,823 (46.09 per day)
- Organizational Goals (Have not changed since 2012)
- 2016 & 2017 Completed Goals
  - Trainings, Equipment Sharing, Organizational Chart, Monthly BC Meetings
- Alliance Goals for 2018
- Multi-Jurisdictional “Functional Cooperation”
- Standardized Structure Fire Response
  - Engines, Trucks, Squads, Medics, Command Staff
- Standardized Structure Fire Response
- Shared Training Instructors
- Shared Training Facilities & Props
- Two Training Facilities
- Common Training Software
- Alliance Standard Operating Guidelines (SOG)
- Common Hose Loads on all Engine Companies
- Standardized Command Staff Responses
- Available Resources

Short Discussion on the presentation. Board requested an electronic copy of Power Point presentation be sent to the Trustees. Hard copy included with minutes.

FINANCIAL/ PLANNING: No Report.

DIVISIONAL REPORTS:

- ADMINISTRATION: No Report.

- EMERGENCY MEDICAL SERVICES: No Report.

- FIRE PREVENTION AND EDUCATION: Fire Marshal, Joe Buenrostro prepared the Construction Up-Date 04/20/18 to 05/18/18 report. Hard copies included with minutes.

- FIRE SUPPRESSION AND TRAINING: Chief Tanner discussed the latest Fire Suppression Drill for the Alliance which also included outside Departments.

- BUILDINGS/EQUIPMENT/FLEET/CAPITAL IMPROVEMENT: No Report

COMMISSIONERS/ COMMUNITY LIAISON: The Commissioners will begin looking at the next round of testing.

UNION LOCAL 3970: No Report.

UNFINISHED BUSINESS: None.
NEW BUSINESS:

a. Tentative FY19 Budget Discussion: Open for questions from the Board, the following was discussed and explained by James Howard, Chief Tanner and Assistant Chief Leidig:

- Increase in Payroll Percentage for Budget
- Capital Project Funds
- School and Seminars Budget Increase
- Building Maintenance Budget
- Vehicle Maintenance Budget
- Possible New Electric Cot for Purchase of New Ambulance
- Kress Road Revenues and Expenditures

Notice for the Budget Hearing will be in newspaper in time for the 30 days as required. Budget to be approved at the June Board of Trustee’s Meeting. Hard copy included with minutes.

b. Ambulance User Fee Discussion: Chief Tanner handed out the following Documents:

- Ordinance Number 2013-O-07 An ordinance amending the charging of fees for emergency medical services by the West Chicago Fire Protection District. (Last time ambulance fees were set)
  - Resident and Non Resident Fees
  - BLS/ALS/ALS-2 Fees
  - Mileage Fees
- WCFPD Rate Analysis
  - Current EMS Rates
  - Proposed EMS Rates with $100.00 Increase
  - Proposed EMS Rates with $200.00 Increase
- Naperville Fire Department’s 2017 User Fee Survey – Fee Charges
  - Breakdown of Other Departments Fee Charges
  - WCFPD’s Fees Compared to Other Departments

WCFPD’s current fees are below the average range on the Naperville Fire Department’s 2017 User Fee Survey. The Board requested that the Chief breakdown the Naperville Fire Department’s spread sheet to include just other Districts and then compare.

Chief Tanner led a discussion on language used in Ordinance 2013-O-07, Page 2, Section Four, Item B regarding “unable to pay” and what does this mean. The Chief will discuss further with the WCFPD’s Attorney for guidance on changing the language. Attorney Ryan Morton will look into this by June’s meeting.

The Board is in full agreement to increase the current Ambulance fees and it will be brought back to the table at the June BOT meeting. Hard copies included with minutes.

OLD BUSINESS: None.

MISCELLANEOUS: None
OPEN TO THE PUBLIC: None.

ATTORNEY COMMENTS: No Report.

CLOSED SESSION: None needed.

POSSIBLE ACTION ON CLOSED SESSION: No action taken.

ADJOURNMENT: Motion was made by Trustee Murphy and seconded by Trustee Gagliardi to adjourn. Motion passed. Meeting adjourned at 8:15 p.m.

The Next Board Meeting will be held on Thursday, June 28, 2018 at 7:00 p.m.

Respectfully submitted by,

Jim Grobe
Secretary