

**Minutes of the June 25, 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 both physically at Station 6 and 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.

Opened meeting with the Pledge of Allegiance.

The Regular Meeting-Teleconference was called to order at 7:00 p.m. by President Charles Bratcher with Trustee Anthony Gagliardi, Trustee Jim Grobe, and Trustee Steve Usedom in attendance at Station 6. Trustee Pat Murphy in attendance via phone due to illness. Also present at Station 6 was Chief Pat Tanner, Assistant Chief Tim Leidig, Attorney Joe Miller, Attorney Ryan Morton, and Administrative Assistant Joy Edminson. Accountant James Howard was present virtually via GoToMeeting.

Others in attendance: Battalion Chief Jeff Keefe and Lieutenant Jason Day were also present virtually via GoToMeeting.

APPROVAL OF MINUTES:

Minutes of the Regular Meeting - Teleconference held on May 28, 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.

FINANCIAL REPORTS:

Accountant James Howard presented a power point report of the Financial Analysis for the twelve (12) months ending May 31, 2020. Presentation included District revenues, expenditures and investments.

Revenue Highlights (100% of Budget Year)

- 103% 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 \$574,345 of Ambulance Fees (105.4% of budget)
- Collected \$487,282 from Airport Authority (103.7% of budget)

Expenditure Highlights (100% of Budget Year)

- 97.7% of Total Budget
- Operating Expenditures at 102.0% of budget

- Health Insurance 12 of 12 Payments
- Salaries & Wages at 103.3% 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 (36% of Total Expenditures)

- Total Actual Ending Fund Balance \$3,646.173

Investments: Total \$3,210,611

There were no questions or comments for Accountant James Howard.

Trustee Bratcher announced that the account payables for the District for the period of May 29, 2020 through June 25, 2020 totaled \$337,507.35 and payroll for the District as of June 25, 2020 was \$476,318.48. Trustee Usedom made a motion to approve the total amount of expenditures for the District of \$813,825.83, seconded by Trustee Gagliardi. Roll call vote showed.

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

Motion passed 5 ayes.

President Bratcher requested that the Tentative FY21 Budget presentation by James Howard listed on Agenda under New Business be moved here. All notes will be entered under New Business.

COMMITTEE REPORTS:

- a. **Intergovernmental:** No report.
- b. **Finance/Planning:** Discussion continued regarding the tentative FY21 budget. Chief Tanner explained that the budget is capital intensive including a new pick-up truck, BC vehicle, parking lot repairs and new furniture for the administrative offices.
- c. **Divisional Reports:**

Administration: No report.

Emergency Medical Services: Chief Tanner shared that WCFPD has done a fantastic job on securing supplies needed for COVID-19 and keeping members healthy.

Fire Prevention and Education: Chief Tanner explained that inspections will start back up beginning next week when businesses in West Chicago

become functional again after COVID-19 shutdowns. The Fire Marshall is back to working fulltime and the 7g inspectors will be starting inspections starting next week. There was discussion on 7g.

Fire Suppression and Training: Chief Tanner shared that the alliance trainings started back up in June while maintaining social distancing and COVID-19 precautions.

Building/Equipment/Fleet/Capital Improvement: Attorney Ryan Morton gave an update on the pending lawsuit regarding repairs on Tower 6. The court date has been set for December 9th, 2020.

d. **Commissioners and Community Liaison:**

The Lieutenant testing is on schedule. Interviews took place June 23rd and 24th. There are 12 candidates. The written testing will be the first week in August.

UNION LOCAL 3970: No report.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- a) **Tentative FY21 Budget Presentation:** Accountant James Howard gave a power point presentation on the tentative Budget Analysis for the 12 months ended May 31, 2021.

Presentation included District tentative revenues and expenditures.

Revenue Highlights (100% of Budget Year)

- 95% of last year's budget (Excluding Internal Transfers or debt proceeds)
- Property Taxes
 - Budgeted \$7.69M or 101.6% of last year's budget
 - Pension monies remitted directly to Pension Fund
 - CPI = 1.9%; less money for uncollectible
- Ambulance Fees
 - Budgeted \$545,000 or 100% of last year's budget
- Airport Agreement
 - Budgeted \$469,704 or 100% of last year's budget

Expenditure Highlights (100% of Budget Year)

- 96.2% of last year's Budget
- Operating Expenditures at 98.8% of last year's budget
- Salaries & Wages at 101% of budget
 - Risk Care Management (Liability Fund \$525K for salaries)

- Sick time payout reserve \$50,000
- Use 100% of IRMA credit
- Debt Service & Capital Expenditures
 - Debt Payments = \$864,000 (New engine financing)
 - Capital Expenditures = \$337,900
 - Replacement BC Vehicle = \$60,000
 - Station 6 repairs = \$131,000
 - Cardiac monitors = \$35,000
 - Replacement pick-up truck = \$30,000
 - Admin office furniture = \$25,000

Ending Fund Balance (36% of Total Expenditures)

- Total Actual Ending Fund Balance \$3,285,709

Chief Tanner instructed the Trustees to go over the tentative F21 budget and get back to him and/or James Howard with any questions. The tentative FY21 budget was published on Tuesday, June 23, 2020. Approval will be on the July meeting agenda.

- b) **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.

There was discussion on the ordinance. The amended ordinance defined Fire Marshal, Joe Buenrostro's health and life insurance. Ordinance 2020-O-02 may need to be amended in the future to align with collective bargaining salaries.

A motion was made by Trustee Usedom to approve **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. Motion seconded by Trustee Grobe. Roll call vote showed:

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

Motion passed 5 ayes.

- c) **Resolution 2020-R-04,** a Resolution authorizing the execution of a collective bargaining agreement between the West Chicago Fire Protection District and the West Chicago Professional Firefighters Association, Local No. 3970, IAFF. Chief Tanner pointed out that the agreement is for 1-year only, June 1, 2020 – May 31, 2021 because of the unknown affects COVID-19 will have financially in the future. The agreement has not yet been approved by Local 3970 Board, but they are expected to approve soon. The agreement has minimal language changes and has a 2 ¼% salary increase. President Bratcher congratulated both sides for a great job in their negotiating.

A motion was made by Trustee Gagliardi to approve **Resolution 2020-R-04**, a Resolution authorizing the execution of a collective bargaining agreement between the West Chicago Fire Protection District and the West Chicago Professional Firefighters Association, Local No. 3970m IAFF. Motion seconded by Trustee Grobe. Roll call vote showed:

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

Motion passed 5 ayes.

OLD BUSINESS: None.

MISCELLANEOUS: None.

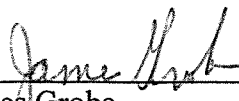
OPEN TO THE PUBLIC: None.

ATTORNEY COMMENTS: Attorney Ryan Morton explained the Open Meetings Act changes due to COVID-19.

CLOSED SESSION: None needed.

ADJOURNMENT: A motion was made by Trustee Murphy and seconded by Trustee Usedom to adjourn. Motion passed. Meeting adjourned at 7:55 p.m.

The Next Board Meeting will be at 7:00 p.m. on Thursday, July 23, 2020.



James Grobe Secretary

