Minutes of the September 27, 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 and Trustee Pat Murphy 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. Trustee Steve Usedom was absent.

Others in attendance: Firefighter/Paramedics Jake Herrmann and Greg Zudis

APPROVAL OF MINUTES:

Minutes of the Regular Meeting held on August 23, 2018 were reviewed. Trustee Murphy made a motion to accept the minutes as written, the motion was seconded by Trustee Gagliardi, motion passed by a unanimous 4 – 0 vote.

Minutes of the Closed Session held on July 26, 2018 were reviewed. Trustee Grobe made a motion to accept the minutes as written, but not yet release, the motion was seconded by Trustee Murphy. motion passed by a unanimous 4 – 0 vote.

Minutes of the Closed Session held on August 23, 2018 were reviewed. Trustee Gagliardi made a motion to accept the minutes as written, but not yet release, the motion was seconded by Trustee Murphy, motion passed by a unanimous 4 – 0 vote.

FINANCIAL REPORTS:

James Howard presented a Power Point presentation on the Financial Analysis for the three (3) months ending August 31, 2018. Presentation included District revenues and expenditures.

Revenue Highlights
• 66.1% of Total Budget
• Collected $5,411,367 of Property Taxes (72% of Property Taxes)
• Collected $103,472 in Ambulance Fees (23.5% of budget)
• Collected $118,084 from Airport Authority (25.1% of budget)

Expenditure Highlights
• 24.7% of Total Budget
• Operating Expenditures at 25.3% of budget
• Salaries & Wages at 25.2% of budget
• Debt Service & Capital Expenditures (19.4% of Budget)
  Debt Principal & Interest Payment = $160,175
  Cardiac Monitor Contract = $34,277
Questions and discussions: No questions or discussion

The Financial Report/Chart of Accounts for the three (3) months ending August 31, 2018 and the Accounts Payable $273,318.78 and Payroll $398,224.73 for August 24, 2018 through September 27, 2018 totaling $671,543.51 were presented. Trustee Murphy made a motion to accept the Financial Reports as presented, Trustee Grobe seconded. Roll call vote showed:

Trustee Murphy - Aye
Trustee Gagliardi - Aye
Trustee Grobe - Aye
Trustee Bratcher - Aye

Motion passed 4 – 0.

COMMITTEE REPORTS:

INTERGOVERNMENTAL: Trustee Bratcher shared an invitation received from the 100 Club of DuPage County to a banquet on October 24, 2018. Bratcher will not be attending but offered it to Trustees to go in his place. Bratcher suggested donating to the 100 Club of DuPage County which benefits Firefighters and their families. Bratcher authorized Chief Tanner to send a donation of $200.00, if no other Trustees can attend, to be ratified at the October meeting.

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 08/21/18 to 09/24/18 report. Hard copies included with minutes.

  Chief Tanner shared that the WCFPD Open House is on Sunday, October 7th from 10:00 – 2:00 pm. The annual Fish Fry will be held on Thursday, October 11th.

• FIRE SUPPRESSION AND TRAINING: Chief Tanner presented a power point on the Fire trainings held on Joliet Street in West Chicago. The 3-day Fire training for the Alliance was held with 18 live burns and approximately 300 firefighters trained. The Chief also informed the board of the 2-day Barn burn with West Chicago, Batavia, St. Charles and Bartlett fire districts with a total of 30 firefighters participating. Tanner also shared photos and videos of the fire training and burn.

• BUILDINGS/EQUIPMENT/FLEET/CAPITAL IMPROVEMENTS: No Report.

COMMISSIONERS/ COMMUNITY LIAISON: The Board of Commissioners 2018 Annual Report was included in the packets. Hard copy included with minutes.

UNION LOCAL 3970: No Report.

UNFINISHED BUSINESS: None.
NEW BUSINESS:

Resolution 2018-R-06: A resolution regarding confidentiality of certain closed minutes of the West Chicago Fire Protection District Board of Trustee's meetings. List of closed minutes for release are attached to Resolution and included with minutes.

Trustee Murphy made a motion to approve Resolution 2018-R-06. A resolution regarding confidentiality of certain closed minutes of the West Chicago Fire Protection District Board of Trustee's meetings. The motion was seconded by Trustee Grobe. Roll call showed.

Trustee Murphy - Aye  Trustee Grobe - Aye
Trustee Gagliardi - Aye  Trustee Bratcher - Aye

Motion passed 4 – 0.

Memorandum of Understanding on Fire Station Alerting System: Chief Tanner explained the Memorandum and the WCFPD responsibilities.

Trustee Gagliardi made a motion to approve a Memorandum of Understanding on Fire Station Alerting System between the Emergency Telephone System Board of DuPage County and the West Chicago Fire Protection District and to authorize Chief Tanner to execute the document on behalf of the District. The motion was seconded by Trustee Murphy. Roll call showed.

Trustee Gagliardi - Aye  Trustee Murphy - Aye
Trustee Grobe - Aye  Trustee Bratcher - Aye

Motion passed 4 – 0.

Communication Zone Inc: The Board reviewed the proposal for electrical work to be completed at Fire Stations 5, 6, 7 and 8. Proposal includes labor and material. Hard copy included with minutes.

Trustee Murphy made a motion to approve a contract with Communication Zone Inc., Schaumburg IL, for electrical work needed for the completion of the Fire Station Alerting project in the amount of $19,915.00. The motion was seconded by Trustee Grobe. Roll call showed.

Trustee Murphy - Aye  Trustee Grobe - Aye
Trustee Gagliardi - Aye  Trustee Bratcher - Aye

Motion passed 4 – 0.

Thermal Imaging Camera: The Board reviewed the information on a replacement of a Thermal Imaging Camera. Chief Tanner explained how the cameras work and where it’s best to use them. AC Leidig will be looking into grants for future replacements. Hard copy included with minutes.

Trustee Grobe made a motion to approve the purchase of a replacement Thermal Imaging Camera in the amount of $7,245.00. The motion was seconded by Trustee Gagliardi. Roll call showed.

Trustee Grobe - Aye  Trustee Gagliardi - Aye
Trustee Murphy - Aye  Trustee Bratcher - Aye

Motion passed 4 – 0.
Web-based Phone System: The Board reviewed the proposal for the purchase of a web-based replacement phone system for 4 fire stations. Chief Tanner explained the current phone situation as outlined in his spreadsheet. Hard copy included with minutes.

Trustee Murphy made a motion to approve the purchase of a web-based replacement phone system for 4 fire stations in an amount not to exceed $11,112.00 and to authorize the Fire Chief to sign a 3-year contract for phone and long-distance service. The motion was seconded by Trustee Grobe. Roll call showed.

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

Motion passed 4 – 0.

OLD BUSINESS: None.

MISCELLANEOUS: None

OPEN TO THE PUBLIC: None.

ATTORNEY COMMENTS: Attorney Morton explained that the Governor signed a new law regarding military time in calculating creditable service.

CLOSED SESSION: None needed.

POSSIBLE ACTION ON CLOSED SESSION: No closed session.

ADJOURNMENT: Motion was made by Trustee Grobe and seconded by Trustee Gagliardi to adjourn. Motion passed. Meeting adjourned at 7:55 p.m.

The Next Board Meeting will be held on Thursday, October 25, 2018 at 7:00 p.m.

Respectfully submitted by,

Jim Grobe
Secretary