

**Minutes of the December 28, 2017
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 were Attorneys Joe Miller and Ryan Morton from Ottosen Britz Kelly Cooper Gilbert & DiNolfo, Ltd., Accountant James Howard from Governmental Accounting, Chief Pat Tanner, Assistant Chief Tim Leidig and Administrative Assistant Joy Edminson.

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

APPROVAL OF MINUTES:

Minutes of the Special Meeting held on November 16, 2017 were reviewed. Trustee Grobe made a motion to accept the minutes as written, the motion was seconded by Trustee Gagliardi, motion passed by unanimous voice vote.

FINANCIAL REPORTS:

Accountant James Howard presented a Power Point presentation on the Financial Analysis for the six (6) months ending November 30, 2017. Hard copy included with Minutes. No questions from the Board.

The Financial Report/Chart of Accounts for the six (6) months ending November 30, 2017 and the Accounts Payable for November 17, 2017 through December 28, 2017 of \$710,003.79 and Payroll of \$409,693.15 for November 17, 2017 through December 28, 2017 for a total expenditure of \$1,119,696.94 were presented. Trustee Bratcher pointed out that a Debt Principal and Interest payment of \$471,275.00 is included in the \$710,003.79 Accounts Payable total.

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

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

Motion passed 5 - 0.

COMMITTEE REPORTS:

INTERGOVERNMENTAL: No Report.

FINANCIAL/ PLANNING: No Report.

DIVISIONAL REPORTS:

- **ADMINISTRATION:** Chief Tanner informed the Board that the Paid on Call (POC) program will be ending as of January 2018.

Tanner also informed the Board that the Church Street property was sold for \$195,000. There was discussion on where to apply the money from the sale.

Attorney Miller explained the pre-pay property tax payments that are being made in DuPage County due to President Trump signing a new bill. Miller discussed the County's payment of these pre-paid taxes to the government agencies, including WCFPD. Miller informed the Board that no definitive decision has been made by DuPage County at this time. James Howard also discussed which tax year's budget the pre-paid taxes would be applied.

- **EMERGENCY MEDICAL SERVICES:** No Report.
- **FIRE PREVENTION AND EDUCATION:** The Board reviewed a Construction Up-Date Report for 10/1/2017 – 12/15/2017 prepared by the Fire Marshal, Joe Buenrostro. The Board would like to see a similar monthly report, including any new construction as well as updates.
- **FIRE SUPPRESSION AND TRAINING:** Chief Tanner reported that the department is working on Air Pack evaluations. WCFPD will be receiving Demo Packs to test at the Kress Road Training Facility after which members will evaluate the demos.

Assistant Chief Leidig explained that a new Grant season has opened up and that he will be applying for several Grants.

Chief Tanner informed the Board that he will hopefully have a 2017 financial report on the Kress Road Training Facility at the January meeting for the Board's review.

- **BUILDINGS/EQUIPMENT/FLEET/CAPITAL IMPROVEMENT:** Chief Tanner reported that the LED lighting has been installed. The ComEd reimbursement is expected in a few months.

COMMISSIONERS/ COMMUNITY LIAISON: No Report.

UNION LOCAL 3970: No Report.

UNFINISHED BUSINESS: None.

NEW BUSINESS:

- A. Attorney Miller explained that the Illinois laws changed a few months ago requiring a Sexual Harassment Policy to be adopted. Discussion was had on confidentiality and on including the Policy in the annual compliance training.

Trustee Gagliardi made a motion to approve Ordinance #2017-O-11. An Ordinance adopting a Sexual Harassment Policy for the West Chicago Fire Protection District. The motion was 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 – 0

- B. Accountant James Howard gave an overall summary of the Comprehensive Annual Financial Report (CAFR) for the fiscal year ending May 31, 2017. Report gave a "Clean Opinion". A notice will be posted in the newspaper and the Report will be made available to the Public for review. Chief Tanner thanked James Howard and the Governmental Accounting staff for their fine work.

Trustee Murphy made a motion to approve the Comprehensive Annual Financial Report (CAFR) of the West Chicago Fire Protection District for the fiscal year ending May 31, 2017. The motion was seconded by Trustee Usedom. Roll call vote showed:

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

Motion passed 5 – 0.

- C. A copy of the Medical Cost Analysis for Blue Cross Blue Shield for January 1, 2018 was presented. Renewal rate is up 6.50% from 2017's rates.

Trustee Gagliardi made a motion to approve the health insurance renewal rates for a period of 12 months beginning January 1, 2018. The motion was seconded by Trustee Murphy. Roll call vote showed:

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

Motion passed 5 – 0.

OLD BUSINESS: Trustee Grobe questioned if the Chief had researched if there was a definitive policy in place regarding accumulated sick days at retirement. Chief Tanner will discuss with James Howard and investigate for the January meeting.

MISCELLANEOUS: None

OPEN TO THE PUBLIC: None.

ATTORNEY COMMENTS: Attorney Joe Miller introduced his colleague, Attorney Ryan Morton who will be attending Board meetings along with Joe Miller.

CLOSED SESSION: None needed.

POSSIBLE ACTION ON CLOSED SESSION: No action taken.

ADJOURNMENT: Motion was made by Trustee Usedom and seconded by Trustee Murphy to adjourn. Motion passed. Meeting adjourned at 7:37 p.m.

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

Respectfully submitted by,

A handwritten signature in cursive script, appearing to read "Jim Grobe".

Jim Grobe
Secretary