

**Minutes of the February 25, 2021
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 7:03 p.m. by President Charles Bratcher with Trustee Ruben Campos, Trustee Anthony Gagliardi, and Trustee Steve Usedom in attendance. Also present was Chief Pat Tanner and Assistant Chief Tim Leidig, Accountant James Howard from Governmental Accounting, Attorneys Joe Miller and Ryan Morton from Ottosen Dinolfo Hasenbalg & Castaldo LTD., and Administrative Assistant Joy Edminson. *Trustee Jim Grobe was absent.*

Others in attendance: BC Jeff Buccola, BC Jeff Keefe, Lt. Dave Link, firefighter/paramedics; Patrick Fogarty, Scott Hamlin, Tim Latas, Noel Repiscak, Nick Stazzone, Erik Therkildsen, and Andrew Wright, and paramedics; Neil Herrera and Mark Webb.

PUBLIC COMMENTS:

President Bratcher swore in Ruben Campos as trustee and offered the Board's Congratulations.

With the swearing in of a new trustee, President Bratcher made a motion to re-elect Trustee Charles Bratcher as president, Trustee Jim Grobe as Secretary and Trustee Steve Usedom as treasurer of the West Chicago Fire Protection District Board of Trustees, seconded by Trustee Campos. Roll call vote showed:

Trustee Bratcher – Aye	Trustee Campos – Aye
Trustee Usedom – Aye	Trustee Gagliardi – Aye

Motion passed 4 ayes - 1 Absent

President Charles Bratcher appointed Trustee Anthony Gagliardi as Secretary Temp in Trustee Grobe's absence.

Chief Tanner introduced and welcomed the newly hired firefighter/paramedic, Andrew Wright.

Chief Tanner read a Letter of Commendation regarding a call on January 24, 2021 for auto-aid to a reported house fire at 28W734 Childs Street. Tower 6 crew located and removed a male occupant who was unconscious at the bottom of the stairs. They began aid until care was transferred to Wheaton M38. After care was transferred, the crew

immediately reported back to continue with their searches and assist with fire attack. Because of their selfless and heroic acts that morning, the male occupant of the home survived this terrible ordeal. Chief Tanner thanked Acting Lieutenant Jake Herrmann, Firefighter Erik Therkildsen and Firefighter Noel Repiscak for their selfless dedication and ability to persevere in the face of adversity. Trustee Bratcher thanked all WCFPD members on behalf of the Board, for the continuous great job they do.

APPROVAL OF MINUTES:

Minutes of the Regular Meeting held on January 28, 2021 were reviewed. Trustee Campos 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:

James Howard from Governmental Accounting presented the Financial Analysis for the 8 months ended January 31, 2021.

Revenue Highlights (67% of Budget Year)

- 100% of Total Budget (excluding internal transfers)
- Collected \$7,667,970 of Property Taxes (99.8% of budget)
(1st and 2nd Major Installments for DuPage County)
- Collected \$498,103 of Ambulance Fees (91.4% of budget)
- Collected \$309,839 from Airport Authority (66.0% of budget)

Expenditure Highlights (67% of Budget Year)

- 66.4% of Total Budget
- Operating Expenditures at 67.8% of budget
 - Health Insurance 8 of 12 Payments
- Salaries & Wages at 68.2% of budget
- Debt Service & Capital Expenditures (63.2% of Budget)
 - Debt Principal & Interest Payment = \$686,888
 - Office Furniture = \$28,245
 - Drone Equipment = \$2,818
 - 2014 Ford Explorer + Sirens/Lights = \$20,964
 - Kitchen Stove = \$8,583
 - New Engine Equipment = \$5,384

Ending Fund Balance (67% of Budget Year)

- Total Actual \$6,176,637
- Fund Balance as % of Total Expenditures = 96%

Investments: Total \$5,703,390

No questions from the Board.

Trustee Bratcher announced that the account payables for the District for the period of January 28, 2021 through February 25, 2021 totaled \$436,368.07 and payroll for the District as of February 25, 2021 was \$371,972.84. Trustee Usedom made a motion to approve the total amount of expenditures for the District of \$808,340.91, seconded by Trustee Campos. Roll call vote showed.

Trustee Usedom – Aye Trustee Campos – Aye
Trustee Gagliardi – Aye Trustee Bratcher – Aye

Motion passed 4 ayes.

COMMITTEE REPORTS:

a. **Finance/Planning:** Chief Tanner reported that the District is working on getting numbers together for the 2021/2022 budget year.

b. **Divisional Reports:**

Administration: No report

Emergency Medical Services: Chief Tanner shared that the numbers are going down for COVID-19 calls.

Fire Prevention and Education: Chief Tanner shared that the West Chicago Public Works department requested help from the fire district with clearing snow around city fire hydrants. West Chicago fire district went out last week to help with the clearings.

Fire Suppression and Training: Chief Tanner shared that the Alliance with start up with training again in March using all COVID precautions.

Building/Equipment/Fleet/Capital Improvement: No report.

UNION LOCAL 3970: Union president, Scott Hamlin, had nothing to report.

UNFINISHED BUSINESS: No report

NEW BUSINESS:

- a) **Motion to enter into an agreement with ImageTrend Inc. to provide cloud based National Fire Incident Reporting software for a first-year amount of \$9,470.52. (This total includes an annual amount of \$4,470.52 plus a first year buy-in of \$5,000)**

Chief Tanner explained that the District is currently using FireHouse software at a cost of \$14,000 annually. FireHouse will not be supported as of later this year. The ImageTrend Inc. will cost \$4,470.52 annually. ImageTrend also offers analytic capabilities that Chief Tanner would like to possibly begin in 2022 at an additional cost of approximately \$3,000 annually. No questions from the Board.

Trustee Usedom made a motion to enter into an agreement with **ImageTrend Inc. to provide cloud based National Fire Incident Reporting software** for a first-year amount of \$9,470.52, seconded by Trustee Gagliardi. Roll call vote showed:

Trustee Usedom – Aye	Trustee Gagliardi – Aye
Trustee Campos – Aye	Trustee Bratcher – Aye

Motion passed 4 ayes.

b). Motion to accept the Comprehensive Annual Financial Report for the fiscal year ending May 31, 2021 submitted in cooperation with the District auditor, Sikich LLP.

Trustees were provided copies of the annual financial report that had a clean opinion from auditor.

A motion was made by Trustee Gagliardi to accept the **Comprehensive Annual Financial Report for the fiscal year ending May 31, 2020** prepared by Sikich LLP. Motion was seconded by Trustee Usedom. Roll call vote showed:

Trustee Gagliardi – Aye	Trustee Usedom – Aye
Trustee Bratcher – Aye	Trustee Campos – Abstained

Motion passed 3 ayes, 1 abstain

c). Motion to enter into a 3-year agreement with Illinois RFP Audit and Tax LLP for annual audit services for fiscal years 2021, 2022 and 2023 in an amount not to exceed \$25,000.

Accountant James Howard explained that RFP's were sent out and four were collected. After comparisons on cost, experience and other variants, Howard recommends Illinois RFP Audit and Tax LLP. No questions from the Board.

A motion was made by Trustee Gagliardi to enter into a **3-year agreement with Illinois RFP Audit and Tax LLP** for annual audit services for fiscal years 2021, 2022 and 2023 in an amount not to exceed \$25,000, seconded by Trustee Campos.

Trustee Gagliardi – Aye	Trustee Campos – Aye
Trustee Usedom – Aye	Trustee Bratcher – Aye

Motion passed 4 ayes

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d). Motion to purchase 8 replacement mattresses in an amount not to exceed \$5,992.00 from Verlo Mattress of Naperville.

Chief Tanner shared that the Foreign Fire (2%) will also be purchasing 8 mattresses along with the District.

A motion was made by Trustee Gagliardi to purchase **8 replacement mattresses** in an amount not to exceed \$5,992.00 from Verlo Mattress of Naperville, seconded by Trustee Campos. Roll call vote showed:

Trustee Gagliardi – Aye	Trustee Campos – Aye
Trustee Usedom – Aye	Trustee Bratcher – Aye

Motion passed 4 ayes

e). Adoption of Ordinance 2021-O-03. An Ordinance authorizing an Intergovernmental Agreement for the abatement of certain properties by the West Chicago Fire District. OSI Industries LLC, 2555 Enterprise Drive.

Attorney Miller explained the details. No questions from the Board

A motion was made by Trustee Usedom for the Adoption of **Ordinance 2021-O-03**. An Ordinance authorizing an Intergovernmental Agreement for the abatement of certain properties by the West Chicago Fire District. OSI Industries LLC, 2555 Enterprise Drive., seconded by Trustee Gagliardi. Roll call vote showed:

Trustee Usedom – Aye	Trustee Gagliardi – Aye
Trustee Campos – Aye	Trustee Bratcher – Aye

Motion passed 4 ayes

e). Adoption of Ordinance 2021-O-04. An Ordinance authorizing the purchase of a 2021 Ford F-150 SuperCrew 4x4 from the Suburban Purchasing Cooperative and the purchase and installation of related emergency lighting and fire radios in an amount not to exceed \$59,000.00.

Chief Tanner explained that the 2021 Ford F-150 will go to the Battalion Chiefs. The current Battalion Chiefs' 2014 Chevy Tahoe will go to the Fire Marshal, and the Fire Marshal's current 2012 Ford Expedition will be used by the inspectors, special teams and for a back-up vehicle. Tanner shared that \$60,000 had been budgeted for this purchase. BC Jeff Keefe has been doing the research and getting all the quotes together for this purchase.

A motion was made by Trustee Usedom for the Adoption of **Ordinance 2021-O-04**. An Ordinance authorizing the purchase of a 2021 Ford F-150 SuperCrew 4x4 from the

Suburban Purchasing Cooperative and the purchase and installation of related emergency lighting and fire radios in an amount not to exceed \$59,000.00. Motion seconded by Trustee Gagliardi. Roll call vote showed:

Trustee Usedom – Aye Trustee Gagliardi – Aye
Trustee Campos – Aye Trustee Bratcher – Aye

Motion passed 4 ayes

OLD BUSINESS: None

MISCELLANEOUS: President Bratcher appointed Trustee Usedom to the WCFPD Pension Fund Board and Trustee Usedom accepted.

ATTORNEY COMMENTS: Attorney Joe Miller shared that there is need to go into closed session. Miller also recommended that the Board all take training regarding sexual harassment.

CLOSED SESION: A motion was made by Trustee Gagliardi and seconded by Trustee Campos to go into closed session at 7:53 p.m. for the discussion of pending, probable, or imminent litigation (5 ILCS 120/2©(11)) and for Collective bargaining matters (5 ILCS 120/2©(2)).

Trustee Gagliardi – Aye Trustee Campos – Aye
Trustee Usedom – Aye Trustee Bratcher – Aye


Motion passed 4 ayes.

After taking no action in closed session, the meeting reconvened to Regular Open Session at 8:18 p.m. In attendance when reconvened were Trustee Bratcher, Trustee Campos, Trustee Gagliardi, Trustee Usedom, Chief Tanner, Assistant Chief Tim Leidig and Attorneys Joe Miller and Ryan Morton.

POSSIBLE ACTION ON CLOSED SESSION: No action taken.

ADJOURNMENT: A motion was made by Trustee Gagliardi and seconded by Trustee Campos to adjourn. Motion passed. Meeting adjourned at 8:18 p.m.

The Next Board Meeting will be at 7:00 p.m. on Thursday, March 25, 2021.



James Grobe Secretary

West Chicago Fire Protection District