

**Lisle-Woodridge Fire District**  
*Board of Trustees Regular Meeting Minutes*  
*Tuesday, July 26, 2016 5:00 p.m.*  
*Station #51 / Headquarters 1005 School Street Lisle, IL*

**CALL TO ORDER**

President Frank called the meeting of the Board of Trustees of the Lisle-Woodridge Fire District to order at 5:00 p.m. on Tuesday, July 26, 2016, at Station #51 and Headquarters, 1005 School Street, Lisle, Illinois.

**ROLL CALL**

In attendance were President Frank, Vice President Costin, Treasurer Perry, Secretary Chaffin, Chief Freeman, James Howard of Governmental Accounting Inc., Attorney Ottosen, Attorney Wargo, and Recording Secretary McClain. Also present: Deputy Chief Krestan, Anthony Cervini of Sikich LLP and Battalion Chief Johnsen.

Trustee Moeller was absent and excused.

**PLEDGE OF ALLEGIANCE**

Chief Freeman led everyone in the Pledge of Allegiance.

**CONSENT AGENDA**

President Frank read all items listed and asked if anyone wanted any items removed from the July 26, 2016 Omnibus Vote Agenda.

1. Approve June 28, 2016 Board of Trustee Regular Meeting Minutes
2. Approve Cash Disbursement Batch 16CDS042 - \$214,689.84
3. Approve Purchase Order Batch 16ENC019 - \$1,829.00
4. Approve July 12, 2016 Accounts Payable Expenditures - \$171,624.34
5. Approve July 2016 Accounts Payable Expenditures - \$230,949.42 (inclusive of item #4)
6. Acknowledge Receipt of May 2016 Financial Report
7. Acknowledge Receipt of Activity Reports

Vice President Costin made a motion to approve items 1 – 7 as the Omnibus Vote Agenda. Treasurer Perry seconded the motion. The motion carried by a roll call vote (4 ayes – Costin, Perry, Chaffin, Frank / 0 nays / 1 absent - Moeller).

President Frank amended the agenda to address item #1 under New Business.

*2015 Comprehensive Annual Financial Report (CAFR) - Sikich*

Anthony Cervini of Sikich LLP made a presentation to the Board regarding the results of the 2015 Audit and Comprehensive Annual Financial Report (CAFR). The Board asked questions and received answers from Mr. Cervini.

Treasurer Perry made a motion to accept the 2015 Comprehensive Annual Financial Report (CAFR) as presented. Vice President Costin seconded the motion. The motion carried by a roll call vote (4 ayes – Perry, Costin, Chaffin, Frank / 0 nays / 1 absent - Moeller).

**FINANCIAL REPORT**

President Frank turned the floor over to James Howard. Mr. Howard reviewed the May 2016 Financial Report.

## COMMUNICATIONS RECEIVED

### MATTERS OF THE PUBLIC

#### OLD BUSINESS

#### NEW BUSINESS

##### *Acknowledge Receipt of 2015 Treasurer's Report*

James Howard presented the 2015 Treasurer's Report to the Board.

Motion was made by Treasurer Perry, second by Secretary Chaffin to acknowledge receipt of the 2015 Treasurer's Report as presented. The motion carried by a roll call vote (4 ayes – Perry, Chaffin, Costin, Frank / 0 nays / 1 absent - Moeller).

##### *Approve Revised Fund Balance Policy*

James Howard provided an explanation of the revisions to the Fund Balance Policy to the Board. The Board agreed to table this item until the August meeting.

##### *Approve Revised Investment Policy*

James Howard provided the revised Investment Policy to the Board. The revisions are from a recommendation by the auditor to limit deposits in investment pools.

Motion was made by Vice President Costin, second by Treasurer Perry to approve the revised Investment Policy. The motion carried by a roll call vote (4 ayes – Costin, Perry, Chaffin, Frank / 0 nays / 1 absent - Moeller).

##### *Board of Fire Commissioners Report*

Deputy Chief Krestan reported that the Commissioners' July meeting was cancelled.

##### *Pension Board Report*

Treasurer Perry stated that the draft actuarial report is provided in the Board packet.

- *Actuarial Report / Annual Pension Levy Request* – The Pension Board President will present the annual Pension levy request to the Board at the August meeting.

##### *IAFPD / NIAFPD Report*

President Frank reported that Lisle-Woodridge will host the NIAFPD Seminar on October 22, 2016.

##### *DUCOMM Report*

Deputy Chief Krestan reported that DUCOMM is working on station based programming. President Frank reported that the Board voted to proceed with the architectural study and cost analysis to use the DuPage Campus as the site for the second facility. The cost of the study is estimated at \$400,000.00. The Board also voted to request additional funding from the ETSB. Downers Grove Fire Department was voted in as a DUCOMM agency.

##### *Chief's Report: Summary and Administrative Calendar*

Chief Freeman thanked everyone that participated in the Fourth of July activities.

Deputy Chief Krestan reported on the status of the Fire Prevention Bureau. The Village of Lisle is requesting RFP's for plan review. The Village of Woodridge is moving toward utilizing the Fire District as their inspection mechanism, they are looking at outsourcing plan reviews. The Intergovernmental Agreements (IGA) with both Villages will have to be rewritten.

*Trustee Items for Discussion*

Vice President Costin stated that she and her neighbor children enjoyed participating in the Fourth of July Parade.

Treasurer Perry thanked James Howard for preparing the District's financial condition and management analysis.

President Frank discussed with the Board rescheduling the September meeting. The Board agreed to reschedule the meeting to September 19, 2016 at 4:00 p.m. pending Trustee Moeller's availability. Vice President Costin offered to attend the DWFD/LWFD Consolidation meeting on July 28<sup>th</sup>.

Deputy Chief Krestan reported on the fire on Riedy Road in Lisle.

**CLOSED SESSION**

At 6:22 p.m. motion was made by Vice President Costin, second by Secretary Chaffin to go into closed session to discuss pending, probable or imminent litigation (5 ILCS 120/2 (c) 11) and the semi-annual review of closed session meeting minutes and recordings (5 ILCS 120/2 (c) 21). The motion carried by a roll call vote (4 ayes – Costin, Chaffin, Perry, Frank / 0 nays / 1 absent - Moeller).

Having taken no action in closed session, President Frank reconvened the open session portion of the meeting at 6:36 p.m.

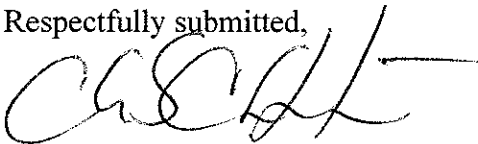
Present: President Frank, Vice President Costin, Secretary Chaffin, Treasurer Perry, Chief Freeman, Deputy Chief Krestan, Battalion Chief Johnsen, Attorney Ottosen, Attorney Wargo and Recording Secretary McClain.

Motion was made by Secretary Chaffin, second by Vice President Costin to approve the destruction of Closed Session meeting recordings of January 2015 and older and the following written minutes may be released to the public: 03/22/2016, 03/08/2016 and 02/23/2016. The following written minutes are to remain closed: 12/22/15, 11/16/15, 8/25/15, 8/13/15, 2/24/15, 1/15/15, 12/16/14, 10/28/14, 9/23/14, 4/26/11, 8/28/01, 7/24/01, 9/24/96, 6/6/96, 3/12/96, 2/27/96, 2/13/96, 11/14/95, 10/10/95, 12/14/82 and 6/7/82. The motion carried by a roll call vote (4 ayes – Chaffin, Costin, Perry, Frank / 0 nays / 1 absent – Moeller).

**ADJOURNMENT**

There being no further business to come before the Board, at 6:38 p.m. Vice President Costin made a motion to adjourn the meeting. Treasurer Perry seconded the motion. The motion carried by a voice vote with no dissension (4 ayes / 0 nays / 1 absent).

Respectfully submitted,



Chad S. Chaffin, Secretary  
Board of Trustees