

**Lisle-Woodridge Fire District**  
**Board of Trustees Regular Meeting Minutes**  
**Tuesday, October 24, 2017 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, October 24, 2017, at Station #51 and Headquarters, 1005 School Street, Lisle, Illinois.

**ROLL CALL**

In attendance were President Frank, Vice President Costin, Treasurer Perry, Secretary Chaffin, Trustee Moeller, Chief Krestan, James Howard, Attorney Ottosen, Attorney Wargo and Recording Secretary McClain.

Also present: Lieutenant Demas, Maintenance Director Homerding, Battalion Chief Capua and Battalion Chief Mulford.

**PLEDGE OF ALLEGIANCE**

Lieutenant Demas led everyone in the Pledge of Allegiance.

**CONSENT AGENDA**

President Frank asked if anyone wanted any items removed from the October 24, 2017 Omnibus Vote Agenda.

1. Approve September 26, 2017 Board of Trustee Regular Meeting Minutes
2. Approve September 26, 2017 Board of Trustee Closed Session Minutes
3. Approve October 5, 2017 Recurring A/P Expenditures - \$321,708.36
4. Approve Purchase Order Batch 09/27 through 10/24/2017 - \$522,132.77
5. Approve October Accounts Payable Expenditures - \$370,903.60 (inclusive of item #3)
6. Acknowledge Receipt of September 2017 Financial Reports

Vice President Costin read items 1 - 6 and made a motion to approve as the Omnibus Vote Agenda. Trustee Moeller seconded the motion. The motion carried by a roll call vote (5 ayes – Costin, Moeller, Perry, Chaffin, Frank / 0 nays).

President Frank amended the agenda to address item #8, allowing for a presentation of the Pension Actuarial Report by Todd Schroeder of Lauterbach and Amen. Items 3, 4, and 5 will be tabled until after discussion in closed session.

*Pension Levy Request/Actuarial Presentation by Todd Schroeder*

Todd Schroeder summarized the Pension actuarial report. The annual pension levy request increased approximately \$200,000.00 to \$5,220,913.00, currently funded at 48.15 %. The Board asked questions and received answers from Mr. Schroeder. Fifty percent of districts are working toward a 100% funding policy. The other fifty percent relies on the statutory minimum. A change to the District's funding policy would have to be implemented before next year's annual audit to reflect a favorable financial statement. The amount that can be levied outside the tax cap is \$172,191.00.

## FINANCIAL REPORT

- **Monthly Presentation**

James Howard summarized the nine month financial report dated through September 30, 2017. Treasurer Perry requested the percentages for 2015, 2016 and 2017 of Medicare and Medicaid payments for comparison.

- **FY 2018 Draft Budget Document**

James Howard presented the 2018 projected budget and 5-year forecast. The Board asked questions regarding the CPI, Pension contribution, recapturing outside the cap, TIF District revenue and impact on the levy.

The Board requested an analysis of several years of overtime trends to review.

The Fire Prevention Bureau was looked at separately. James Howard distributed the Fire Prevention Bureau forecast. Chief Krestan and Battalion Chief Mulford summarized the man-hours involved with performing annual inspections. The Board discussed the Fire Prevention Bureau extensively and moving toward a net = net outcome.

Several other items were presented by the Board for James Howard and Chief Krestan to consider adjusting before the final budget presentation in November.

## MATTERS OF THE PUBLIC

None.

## OLD BUSINESS

None.

## NEW BUSINESS

*Approve Ordinance No. 17-\_\_ \_\_ Amending the Lisle-Woodridge Fire Protection District Ordinance #16-09 (Resident and Non-Resident EMS Billing)*

Trustee Moeller made a motion to approve Ordinance No. 17-09 amending the Lisle-Woodridge Fire Protection District ordinance #16-09 (resident and non-resident EMS billing), Treasurer Perry seconded the motion. The motion carried by a roll call vote (5 ayes – Moeller, Perry, Chaffin, Costin, Frank / 0 nays).

*Approve First Amendment to the Intergovernmental Automatic Response Agreement Between LWFD and DWFD*

Treasurer Perry made a motion to approve the first amendment to the Intergovernmental Automatic Response Agreement between Lisle-Woodridge Fire District and Darien-Woodridge Fire District. Trustee Moeller seconded the motion. The motion carried by a roll call vote (5 ayes – Perry, Moeller, Chaffin, Costin, Frank / 0 nays).

*Approve the Purchase of a 2018 Ford F-250 XL 4x2 Pick-Up Plow Truck*

Trustee Moeller made a motion to approve the purchase of a 2018 Ford F-250 XL 4x4 pick-up plow truck, second by Vice President Costin. The motion carried by a roll call vote (5 ayes – Moeller, Costin, Perry, Chaffin, Costin, Frank / 0 nays).

*Board of Fire Commissioners Report*

The Commissioners will conduct Lieutenant interviews on October 25<sup>th</sup> and 26<sup>th</sup>.

*Pension Board Report*

The Pension Board did not meet in October.

*Board of Trustees Meeting Minutes  
Tuesday, October 24, 2017*

The VEBA Board has scheduled a meeting for November 10, 2017 at 9:00 a.m.

*IAFPD / NIAFPD Report*

President Frank reported that the NIAFPD Seminar went very well on October 21, 2017.

*DUCOMM Report*

Deputy Chief Krestan reported that DUCOMM is switching to a new phone system tomorrow.

*Chief's Report: Summary and Administrative Calendar*

Chief Krestan reported that Functional Cooperation with Darien-Woodridge FPD continues to go very well. Two firefighters remain off on duty related injuries.

Upcoming events: October 25th is the 100 Club Awards Dinner; October 29th is the LWFD Promotion and Award Ceremony. The District experienced a significant weather event with 8.2" of rainfall and responded to 53 calls that day.

*Trustee Items for Discussion*

Vice President Costin reported attending a DuPage County event, Present Frank was presented the 2017 Transformer Award. Vice President Costin also attended the Illinois Fire Safety Alliance Fire Prevention Luncheon.

Treasurer Perry attended the Darien-Woodridge Open House as well as the Silent Parade.

Discussion took place regarding the Policy Manual review process and the most productive way for the Board to submit changes. Chief Krestan suggested having a Trustee workshop to discuss and facilitate any suggestions from the Board.

Trustee Moeller congratulated President Frank on the receipt of the DuPage County Transformer Award.

**CLOSED SESSION**

At 7:23 p.m. motion was made by President Frank, second by Trustee Moeller to go into closed session to discuss pending, probable or imminent litigation (5 ILCS 120/2 (c) 11), appointment, employment, compensation, discipline, performance or dismissal of specific employees or legal counsel (5 ILCS 120/2 (c) 1) and collective negotiating matters (5 ILCS 120/2 (c) 2). The motion carried by a roll call vote (5 ayes – Frank, Moeller, Perry, Chaffin, Costin / 0 nays).

Having taken no action in closed session, President Frank reconvened the open session portion of the meeting at 8:05 p.m.

Present: President Frank, Vice President Costin, Treasurer Perry, Trustee Moeller, Secretary Chaffin, Chief Krestan, James Howard, Attorney Ottosen, Attorney Wargo and Recording Secretary McClain.

*Discussion and Possible Action on the Appointment of Deputy Chief*

Motion was made by Vice President Costin, second by Trustee Moeller to authorize Chief Krestan to appoint Lt. Stephen Demas to the position of Deputy Chief; salary as recommended by Chief Krestan. The motion carried by a roll call vote (5 ayes – Costin, Moeller, Perry, Chaffin, Frank / 0 nays).

*Resolution No. 17-\_\_\_\_ Authorizing the Execution of a Severance and Release Agreement Between Kristen Dixon and the Lisle-Woodridge Fire Protection District*

Motion was made by Secretary Chaffin, second by Vice President Costin to adopt Resolution No. 17-10 authorizing the execution of a severance and release agreement between Kristen Dixon and the Lisle-Woodridge Fire Protection District. The motion carried by a roll call vote (5 ayes – Chaffin, Costin, Moeller, Perry, Frank / 0 nays).

*Approve the Execution of a Contract to Provide IT Services Between Class Computing and the Lisle-Woodridge Fire Protection District*

Chief Krestan was assured of continuity of operations and will be working on the projection of equipment. These services went through the RFP process and legal has reviewed the contract.

Motion was made by Trustee Moeller, second by Secretary Chaffin to approve the execution of a contract to provide IT services between Class Computing and the Lisle-Woodridge Fire Protection District as proposed. The motion carried by a roll call vote (5 ayes – Moeller, Chaffin, Perry, Costin, Frank / 0 nays).

**ADJOURNMENT**

There being no further business to come before the Board, at 8:10 p.m. Vice President Costin made a motion to adjourn the meeting. Trustee Moeller seconded the motion. The motion carried by a voice vote with no dissension (5 ayes / 0 nays).

Respectfully submitted,



Chad S. Chaffin, Secretary  
Board of Trustees