



**Village of Westmont
VILLAGE BOARD**

31 West Quincy Street, Westmont, Illinois 60559

villageboard@westmont.il.gov
westmont.illinois.gov | 630-981-6200

Administration & Finance Committee

Thursday, February 20, 2025
Minutes

I. CALL TO ORDER

II. ROLL CALL - Trustees: Guzzo, Barry, Scale, Liddle, Nero, and Barker. Mayor Gunter & Clerk Szymiski. Staff: Manager May, Chief Gunther, Director Mielcarski, Assistant Parker, Director Altic, Director Hennerfeind, Director Ries, Director Liljeberg, Director Brainerd, Director McIntyre, Chief Riley, Deputy Chief Frank, Deputy Chief Fitzgerald, and various staff members of the Fire Department.

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENTS - None

V. MINUTES

A. Approval of the January 9, 2025 meeting minutes of the Administration and Finance Committee. Motion to approve Trustee Guzzo, 2nd by Trustee Barry; all ayes.

VI. UNFINISHED BUSINESS - None

VII. NEW BUSINESS

A. Fire Department Awards Ceremony and Year-End Report: The Westmont Fire Department presented their 2024 awards, recognizing three life-saving awards and naming Patrick Lenzi as Firefighter of the Year. The year-end report highlighted record staffing levels, increased call volume, significant incidents like a fuel spill and a nursing home fire, and extensive training initiatives. Lenzi, the Firefighter of the Year, expressed gratitude for the peer nomination and encouraged continued dedication. (see attachments)

B. Building Code Text Amendments: The Fire Prevention Bureau Director, Neil Burkowitz, presented the proposed text amendments to the building fire code. These changes included relaxing concrete requirements for building construction types under certain conditions, modifying sprinkler system requirements, and aligning the board of appeals process with community development. They clarified exceptions for mixed-use occupancies to maintain safety standards. The amendments aim to improve consistency, facilitate easier construction, and maintain safety. Director Burkowitz stated the amendments are in line with our neighboring communities' current practices. (see attached)

C. Fire Sprinkler Advocacy: Eric Hoffer, executive director of the Northern Illinois Fire Sprinkler Advisory Board, emphasized the benefits of fire

sprinklers. They highlighted increased safety for residents and firefighters, reduced insurance costs, and protection of sales tax revenue. Hoffer noted that Westmont has been proactive in requiring sprinklers in new homes and is progressing towards broader implementation. They cited several recent incidents where sprinklers prevented significant damage.

D. Village Purchasing Policy Discussion: Finance Director Allen Altic presented a new village purchasing policy, which formalizes existing practices and provides a written framework for procurement. The policy outlines guidelines for obtaining quotes from vendors, establishes thresholds for different bidding processes, addresses emergency purchases and joint purchasing, details the formal bid process including criteria for selecting the "responsible bidder", and outlines procedures for change orders. They emphasized the policy aligns with neighboring communities' best practices and benefits grant applications and credit ratings. (see attached)

a. Local Purchasing Preferences: Trustee Barry asked about the practice of prioritizing local businesses for village purchases. A previous informal "10% rule" favored local vendors if their bids were within 10% of the lowest bid. Concerns were raised about potential drawbacks, such as higher prices from local vendors who know the village's budget. Alternatives suggested include awarding bonus points for local businesses in RFPs, focusing on criteria beyond just price, or establishing guidelines based on the type of goods and the availability of local vendors. They agreed that striking a balance between supporting local businesses and ensuring competitive pricing is important.

E. IT Policies: Director Liljeberg explained that the IT policies are on the agenda are the 1st five of over 20 that will need to be put in place this year due to cyber insurance requirements and a grant we have applied for is requiring.

F. Sales Tax Initiatives: Manager May addressed the implementation of a new grocery sales tax and a non-home rule sales tax increment. These measures aim to address the state's withdrawal from administering the grocery sales tax and provide additional funding, potentially for the fire station.

The potential loss of sales tax revenue from Tesla due to their sales occurring outside of Westmont was also discussed.

The sales tax increase as it offers a significant revenue increase, potentially around \$2 million, and the opportunity to collect it earlier by meeting the July 1st deadline. There was discussion of transparency and communication to the public about the reasoning behind the tax increase.

A concern about the potential to rescind the tax was raised, but it was deemed possible, subject to further investigation. The possibility of investing the revenue earned before its use for the fire station was discussed and deemed permissible.

- a. **Fire Station Funding and Construction:** Mayor Gunter touched upon the upcoming discussion regarding the fire station building. They anticipated receiving three construction proposals with cost estimates. They acknowledged the potential for increased construction costs due to recent events like the California fires and ongoing trade issues. The importance of considering long-term needs in the design was emphasized.
 - i. Trustee Guzzo started a discussion about the timeline for decisions and the possibility of delaying the project to allow for stabilization of building material prices.

VIII. REPORTS

A. **Committee Chairperson** - None

B. **Village Manager**

- **Annexation update:** Plats are done and we are on target for April. Discussion with Willowbrook and Darien are ongoing.
- **Economic Development Update:** A developer's report indicated that the cost of building materials is decreasing, which was considered positive news. They also discussed ongoing annexations and boundary agreements with neighboring communities.

IX. **MISCELLANEOUS** - None

X. **ADJOURN** Motion by Nero and second by Barker

(next meeting is scheduled for February 20, 2025)



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Village of Westmont Administration & Finance Committee Staff Reports - 2025-02-20

Village Manager

- 100 days
 - Northern Illinois Fire Sprinkler Advisory Board - Erik Hoffer, Executive Director
 - Non-HR Sales Tax - Timing
 - Involuntary Annexations - Status
-

Economic Development

This is a list of projects that are in discussion in Westmont as of February 2025

Downtown Westmont Central Business District

- West Quincy Streetscape Project - Planning for Phase 2 Underway
- 1 North Cass - Sentinel Station Project Proposal - TBD
- 34 North Cass - Beauty & the Baker Retail Project - Status TBD
- 42 North Cass - Izakaya Tokyo Restaurant Project - Opening Spring 2025
- 124 North Cass - L Boutique & Spa - Opening Winter 2025
- 140 North Cass - Westmont Legal Services - Opened January 2024
- 216 North Cass - Salon Four - Opening Winter 2025
- 413 North Cass Avenue - Townhome Project Proposed
- 17 East Chicago - Urban Tri-Gear Expansion - Opening TBD
- 27 East Chicago - Amalgam Martial Academy
- 98 East Chicago - Day Care & Preschool Proposed

South Westmont Business District

- 233 West 63rd Street - Westmont Yard - Outdoor activity area addition - Opening Spring 2025

North Westmont Business Development

- 750 Pasquinelli Drive - Expression Dance Studio Relocation - Opening Summer of 2025
 - 600 Oakmont Lane - 1440 Event Design - Opening Winter 2025
 - 601 Oakmont Lane - Potential Grammar School Site
 - Westmont Water Tower at CUSD 201 WHS site - In permit
 - 822 East Ogden Avenue - Bowie Barker - Opening Winter 2025
 - 639 N. Blackhawk - Advocate Outpatient Center - Approved to Proceed, construction to begin summer of 2024, to open fall of 2025
 - 665 North Cass Avenue - Shri Bistro is taking over for Shree Restaurant - Opened Winter 2025
 - Potential Grammar School Construction north of Ogden Avenue in 2025
 - 520 North Cass Avenue - BAMtheatre - Opening Date Spring 2025
 - 101 West Ogden Avenue - Star Buds Dispensary & Bakery
 - 233 West Ogden Avenue - Retail Furniture Store Proposed
-

Finance

- Finance staff is working to close fiscal year FY25A (5/1/2024 - 12/31/2024) in preparation for auditors arrival on 4/7/25

- As part of the audit process, Finance has received 93 requests for information from our auditors. 31 requests have been completed, with the remaining requests in various stages of completion. Finance is working to complete all auditor inquiries before April 7th in preparation for final audit fieldwork.
- Finance and Public Works-Utility Billing continue to work together in preparation for the implementation of new water rates with the 2/28/25 issued utility bills.
- Finance is working with Public Works and Fire on discussions surrounding remodel or rebuild options for the Village's south fire station. Part of this scope includes working on various grant applications to assist with potential project financing.

Government Services

- **Statistics from January 2025**
 - Ordinances - 13 ordinances were processed
 - Agendas/Cancellations -10 created/posted
 - FOIAs - 34 were received, created & answered
 - Amplified Sound - 1 Application started in January for the 2025 Spring Fling
 - Community Events Permits in process:
 - Lions Club Spring Fling - May 2025
 - Race to the Flag 5K - May 2025
 - Taste of Westmont - July 2025
 - Liquor License - Temporary Liquor License- Westmont Park District Beer Festival
 - Business Registration - 5 businesses had new registrations
 - Solicitor permits: Active Permits: 2 Active Permits
 - Liens / Release of Liens filed with DuPage County: 0
- CivicClerk is up and running, January was the kickoff and staff trainings were ongoing.
- The ordinance scanning project is moving along, out of the 104 years worth of ordinances, 10 are completed. That is approximately 1400 ordinances, so about 10% complete.

Liquor Commission

Below is an overview of my activities for the month of January 2025

- Sent out letters to businesses passing our latest tobacco enforcement checks
- Responded to and declared the liquor license for 1918 Winter Street (Marianos) lapsed due to non-sale of the business as proposed/anticipated
- Met with Mayor and Village Attorney as needed on various liquor related issues
- Spoke to Zazzos at their request about a code enforcement issue they are dealing with and it affecting their liquor license. Quick answer: it does not
- Prepared video gaming revenue report for the month
- Spoke to Code Enforcement ref. Suburbanite Bowling Alley and a closed kitchen and how it affects their liquor license. Kitchen is closed and will stay closed thus no effect.
- Conducted research on video gaming in Darien, Il. for Liquor Commissioner
- Replied to request for information on opening a liquor store in Westmont
- Reviewed report on intoxicated person at Anna's Place (No action taken)
- Reviewing entertainment request for Tapatio on Cinco de Mayo
- Created guidelines on overserving, under age serving and entertainment at licensed businesses for the Police Department
- Replied to a request for a raffle at a local liquor licensed business

Communications

January 2025 Overview

- **Board Meeting & Board Reports** - Coordinated, edited, published, & distributed trustee reports for all Village Board Meetings
- **Committees** - Staff Liaison to 5 committees, currently
 - **Environmental Improvement Committee**

- Coordinated Jason Michnick with Downers Grove to be guest speakers at January meeting
 - Continuing to review info sent re: Dark Sky lighting fixtures to be considered for downtown
 - Planned guest speakers for 2025
 - Meetings dates have been confirmed with the Library in 2025
 - At January meeting, worked on 2025 schedule & goals
 - Rebranding the No Mow program
 - Coordinated participation in the Maercker School Green Event for January 2025
- **Public Information Committee**
 - Promoted 2025 schedule
 - Spoke with Village Manager regarding Board member role
- **Sister City Program**
 - Coordinating and assisted with video of Steve Nero for Taiwan trip
- **Holly Days**
 - 2024 events went well, recap to be planned soon
- **Westmont First Committee**
 - Meetings schedule set for 2025 - 4 meetings planned, January meeting cancelled
- **Community Events**
 - **Publicity** - Created/distributed publicity for local government & non-government events
 - Created & published PR for CFA, Rest Week, Tree Seedling Giveaway, Paper Shred
 - **Flood Brothers Community Event Participation** - Annually & on-going, coordinate & communicate with Flood Brothers & Royal Flush re: specific requests from the village for all community events that require these resources
 - **Public Works Events** - On-going communication with PW re: community events
- **PIO Update**
 - Worked with DuPage County regarding current Avian Flu situation
 - FOIA request regarding election candidates forwarded to Clerk's office
- **Website**
 - 311 requests from various departments
 - Worked with CDD on several more updates to pages, formatting & documents
 - Various website calendar updates
 - Created Smugmug Galleries for Szymiski retirement, MORE
 - Updated volunteer page with various organization information
 - Updated Trustee information page
- **Volunteers** - Continued follow-up to volunteer requests via the village website
- **News Releases - Numerous** new community news releases for the Village & local entities
 - SOLSMART Silver Update
 - Downers Grove Township Services
 - Citizen Fire Academy
 - Village Thanks Szymiski Retirement
 - Restaurant Week
 - New online Portal for Agendas
 - WSEC announces 2025 calendar
 - Grocery Tax
 - Downtown Incentive Program
 - Recycling/Trash Limited Pick-Up Interruption
 - Tree Seedling Giveaway
 - Manager May Retirement

- PD Paper Shred Events
 - PD Flame of Hope Award
 - Michalek Employee of the Year
- **Articles In Development**
 - Numerous articles being prepped for winter, including
 - EIC Meetings at Library
 - 2025 Electronic Rec Events
 - No Mow
 - April Elections
 - Race to the Flag
 - Spring Murals
 - Adopt-A-Planter
 - Library Garden Expo
 - Park Spring Events
 - Drug Take back April
 - E-Bike Info
 - PD Golf Outing Sept.
- **Social Media Posts** - Numerous graphics/links to Facebook, Twitter, & Nextdoor
- **Graphic Design** - Created & published numerous graphics to assist with communicating village news: Online Permitting & many more
- **Westmont Community News Magazine - Village Newsletter**
 - Working on Winter/Spring
 - Sent deadline reminders to all departments
 - On-going coordination of all aspects of news magazine production including research, soliciting & following up on information requests & submissions, photography, graphic image creation, cover layout, complete document layout, coordination of editing & proofing, coordination of delivery to printer & then distribution via post office, follow up on vendor payment schedule
- **Electronic Bulletin Board Posts** - About 10 different messages posted by the Village/Library
- **Westmont E-Newsletter**
 - Published on Fridays after Village Board Meetings, getting new subscribers every week; reinforces village information published on the village website & via social media
 - Digital versions with working links created & posted on website
- **News Media Coverage** - Monitoring local social media posts to oversee accuracy
- **Special Projects** -
 - Meeting to discuss Water Rate Adjustment with several departments
- **Media Materials** -
 - Water Bill - updated & published new water bill info notices for next billing cycle
 - Village Hall Lobby Display - Updated regularly to reflect most current news information
 - Train Station Lobby Display - Updated regularly to reflect most current news information
 - Comcast Cable Display - Checked frequently & updated with graphics as needed
 - Oakleaf Homeowners Association Newsletter - provide quarterly into this publication
- **Pictures**
 - Szymski retirement
- **Misc.**
 - On-going training for Communication invoicing process
 - Received training for new minutes module for Agenda Center
 - Created 2025 Flood Brothers calendar for website & business office
 - Met with new Chamber President Kaili Harding

Information Technology

- Working on formalizing over 25 Information Technology Policies for the Village. The initial 5 are on tonight's agenda for review.
- Continued reviews of additional IT policies
- Online permits and related technology projects
 - Bluebeam Licensing and plan for implementation and training
 - Review workstations for online permitting specs and order equipment
 - Continued improvement and development of online offerings
- Taiwan trip video creation
- Phone system replacement project started for a May implementation
- GIS PT Employee job description in development
- CivicClerk agenda center tweaks. This is the new agenda center that has been launched.

Human Resources

- **Affordable Care Act (ACA) Compliance**
 - Staff began working with a new third party administrator, ACA Compliance Solution Services, for preparation and filing of the federally required 1094-C and 1095-C forms related to health insurance coverage. The project is on track to meet the IRS targets of having forms for employees postmarked by March 3 and electronically filed with the IRS by March 31.
 - This may be the last year that the Village will proactively send 1095-C forms to employees as two federal laws, the Paperwork Burden Reduction Act and the Employer Reporting Improvement Act, were recently passed that minimize the employer's required responsibilities under the Affordable Care Act (ACA), including the requirement to automatically send 1095-Cs to employees. However, more guidance is needed from the US Department of the Treasury on how to properly implement the new options.
- **Merit Pay System (now termed Forward-facing, Development, Bonuses & Conversations Program or FDBC Program)**
 - The first 10 Minute Conversation cycle was launched on January 13 for all non-union employees. This will give staff and their supervisor the opportunity to have an interactive conversation about their contributions, growth and development as well as to discuss their baseline performance rating.
- **Recruitment**
 - **Open Positions / Interviewing**
 - Public Works - Senior Maintenance Worker (Underground)
 - Public Works - Seasonal Maintenance Workers
 - **New Hires/Rehires**
 - Sloier, Harreson - Probationary Firefighter - 01/09/2025
 - Egan, Joseph - Probationary Firefighter/Paramedic - 01/23/2025
 - Baker, Carlee - Probationary Firefighter - 01/23/2025
 - Potthoff, Nicholas - Probationary Firefighter/Paramedic - 01/23/2025
 - **Promotions / Job Changes**
 - Reif, Matthew - Senior Maintenance Worker (Streets) - 01/27/2025
 - **Retirement/Resignations/Separations**
 - Sakalas, Daniel - Probationary Firefighter - 12/31/2025
 - Shilney, Douglas - Firefighter/Paramedic - 01/11/2025

2024 Westmont Fire Department Awards

Employee of the Year- Patrick Lenzi

3 Life Saving Awards

A total of **3 life savings awards** were presented, the first was for personnel's quick thinking and exceptional teamwork that made a life-saving difference during a cardiac arrest incident at Westmont Manor. The following crew members who were approved for this award are **Battalion Chief Arnold Nolan, Lieutenant Matthew McCarthy, Kevin Vicek-Mahn, Robert Lestina, Sam Basalone and Patrick Lenzi.**

The next life saving award was for the incredible bravery, expertise, and teamwork demonstrated by the Fire Department crew during a critical call involving a 65-year-old male patient. Responding to a report of a diabetic emergency, the crew arrived to find the patient unresponsive and in acute distress. The following members were approved for this award are **Battalion Chief Eric Blaskovich, Katie Jansen, Daniela Martinez-Zuniga, Jake Kenna, Daniel Sakalas and Andrew Busche.**

Lastly, Chief Riley recognized the exceptional skill, determination, and teamwork demonstrated by the crew of Medic 182, who responded to a critical cardiac arrest. What began as a call for chest pain quickly escalated to a full arrest, requiring immediate intervention. Upon arrival, the crew found the patient unresponsive, with CPR being performed by a home occupant. The following members were approved for this award **Battalion Chief Arnold Nolan, Lieutenant Theodore Sciaky, Lieutenant Matthew McCarthy, Sam Basalone, Julian Vicencio, Daniel Sakalas, Patrick Lenzi, and Tyron White.**

At the conclusion of the ceremony, Chief Riley presented the **Westmont Employee Of The Year Award** to **Firefighter Patrick Lenzi** for his on-going excellent work for the community and the Westmont Fire Department. Riley stated that Lenzi's dedication and perseverance are a true sign of his professionalism. Patrick has served the Westmont community for 7 years and has been in the fire service for the past 40 years and continues to share his skills and knowledge with the younger generation firefighters.

BLDG/FIRE Codes Text Amendment Recommendations

- Suggested changes are denoted by ~~lining out~~ current language with **modified/added language in red**. **Highlighted information** directs or summarizes the suggested change.

SUGGESTED CHANGES

- **Municipal Code Section 18-62(20) - Sec. 706.1 General, add the following:** *"The provisions of this requirement shall apply to all uses and construction types as regulated by the 2021 International Building Code, except single family detached and duplex use/construction. The fire resistance rating of primary structural elements, as defined by the 2021 International Building Code (including outside walls and floors: but that a roof not supporting anything above need only be rated one hour up to a point ten feet from the interior edge of the outside wall), and tenant separation or party walls, shall be a minimum two hours, except that the required minimum fire resistance rating and tenant separation or party wall shall be a minimum of one hour for all occupancies which are equipped with a fire suppression and fire alarm stem throughout the structure.*

No change suggested in section 18-62(20). Section suggested "Exception" in Section 18-65 for "low-rise" multifamily construction as that section is more appropriate to propose a change due to model code construction types.

- **18-62(23) Add subsection "Sec. 903.2.14 Automatic Sprinkler Systems, Where required:**
 - (A) Any new building over two thousand five hundred (2,500) square feet, or over three (3) stories in height.
 - (B) Any restaurant with an occupancy of over fifty (50) persons, or any place of assembly with occupancies over fifty (50) persons.
 - (C) Any building which is added on to that will increase the building to more than two thousand five hundred (2,500) square feet.
 - (D) Any building over two thousand five hundred (2,500) square feet that has a change in use to a greater life hazard as determined by the Westmont Fire Department. Examples of greater life hazards include, but are not limited to: Increased occupant load or fire load or change of use from an Office or Retail use to a hardware store or other use where paint, paint thinners, Lacquers, or other flammable materials are stored on the property. Change in use from office to retail or retail to office will not, in and of itself, trigger the requirement to install sprinklers.
 - (E) Any new duplex which includes any dwelling attached, or semidetached unit, or any new two (2) family detached dwelling units.
 - (F) Any new multiple family dwelling, which is a dwelling containing three (3) or more dwelling units.
 - (G) Reserved.
 - (H) Any commercial building over 2,500 square feet which is the subject of remodeling including, but not limited to: removal of interior walls, relocation of

BLDG/FIRE Codes Text Amendment Recommendations

interior walls, addition of interior walls, addition or removal of door or window openings, relocation of door or window openings, substantial changes, additions, or upgrades to building plumbing or electrical systems, addition of building square footage through building addition or number of stories, removal of building square footage, or any other such substantial renovation deemed by the Director of Community Development or designee to trigger the need for sprinklers. This section shall not include redecorating or maintenance efforts such as carpeting, wall coverings, countertops, or replacement with like kind and quality roofing, plumbing, heating, air conditioning, or lighting fixtures. Upgrades to electrical and plumbing service by itself shall not trigger the requirements for sprinklers. Further, any interior remodeling of an area representing less than 20% of the total building square footage, not to exceed 1,000 square feet, shall be permitted without triggering the requirement for sprinklers. Such limited remodeling shall be permitted no more than once every three years, without triggering the sprinkler requirement.

- (I) Any remodeling which does not breach a "Building Separation/Fire Wall" shall not, in and of itself, trigger a requirement to install fire suppression sprinklers in an existing commercial building in the B-1 District.
- (J) A mixed use occupancy (i.e., commercial and residential) in any new building ~~or redevelopment of an existing building shall trigger the sprinkler requirement.~~ **and if remodeling occurs per sub section "H" above.**

Above subsection "J" is an unrelated suggested housecleaning item.

- **18-62(24) Class III standpipe shall be installed throughout in accordance with adopted code and buildings exceeding 10,000 square feet per story or where any portion of the building's interior area is more than 150 feet of travel, vertically and horizontally, from the nearest point of fire department vehicle access,** ~~buildings three (3) stories or more in height above grade level, or where the floor level of the lowest story is located three (3) stories or more below grade. Grade level shall be measured from the grade level main entrance of the building and approved by the Fire Code Official.~~

Exceptions:

1. Class I standpipes are allowed in buildings equipped throughout with an automatic sprinkler system in accordance with Section 903.3.1.1 or 903.3.1.2.
2. Class I manual standpipes are allowed in open parking garages where the highest floor is located not more than three (3) stories above grade. Approval is per the Fire Code Official.
3. Class I manual dry standpipes are allowed in open parking garages that are subject to freezing temperatures, provided that the hose connections are located as required for Class II standpipes in accordance with Section 905.5. Approval is per the Fire Code Official.

BLDG/FIRE Codes Text Amendment Recommendations

4. Class I standpipes are allowed in basements equipped throughout with an automatic sprinkler system.

~~5. Buildings four (4) stories or less above grade level; the fire code official may approve:~~

~~5.1 Operating pressures of less than 100 psi at the outlet of the hydraulically most remote 2-1/2 hose connection. The reduced outlet pressure shall not be less than 65 psi.~~

~~5.2A Class I standpipe system in lieu of a Class III system.~~

Above subsection suggested change is due to proposed "low rise" exception language for Section 18-65.

- **Municipal Section 18-65. - Standards for construction types other than single-family homes and duplexes.** *For all construction types other than single-family home and duplexes, all floors shall be of pre-cast concrete type, poured concrete type, or other type having at least a two-hour fire resistance rating.*
 - **Exception: Multifamily buildings (3) stories or less with the highest occupied level being at thirty feet (30') or less, then Type IIIB construction type would be allowed. This is not applicable in a mixed use occupancy (i.e., commercial and residential).**

Above suggested change creates an exception for "low rise" multifamily construction pursuant to Village Board request of staff.

- **DELETE - IBC/IFC Section 903.3.1.2 for use of NFPA 13R sprinkler systems with low-rise construction in favor of full NFPA 13.**

Above is a previously unamended model code section suggested change due to proposed "low rise" exception language for Section 18-65.

Westmont Fire Department



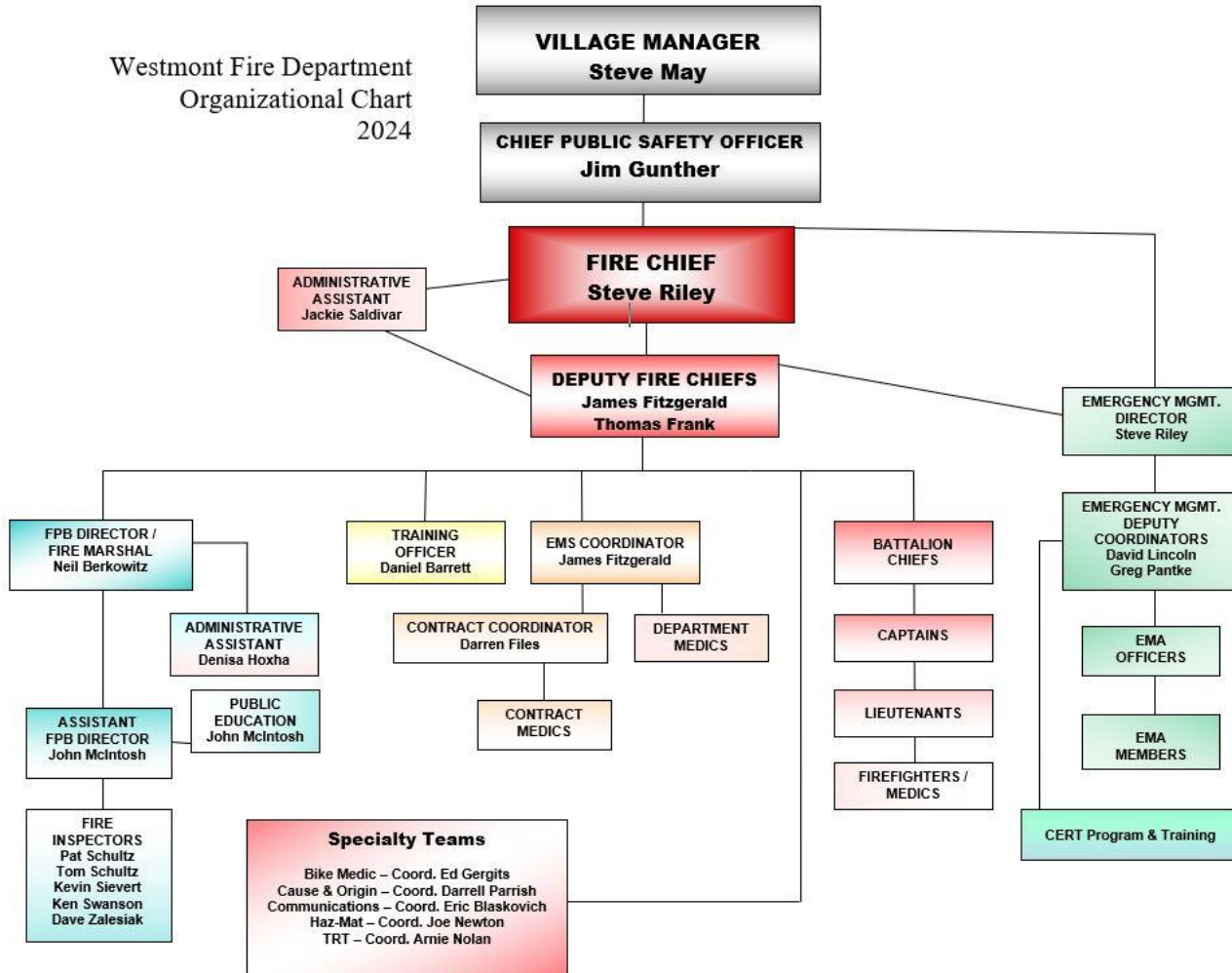
***2024
Year-End
Report &
2025 Goals***

Mission Statement

The Westmont Fire Department is dedicated to providing compassionate, professional service to our community's residents and business members.

We are committed to advanced emergency medical care, saving lives, mitigating hazards, protecting property and our community's future. The fire department will serve as a role model providing education, prevention, and protection to meet the community's needs.

Westmont Fire Department
Organizational Chart
2024



2024 Staffing

- Fire Chief - 1
- Deputy Chiefs - 2
- Battalion Chiefs - 4
- Captains - 5
- Lieutenants - 12
- FF/PM - 22
- FF/EMT - 34
- Candidates - 6
- Current Staffing - 80
- Retirements & Resignations - 23
- 27 new employees hired
- Enhanced marketing techniques for new hires
- Expedited onboarding & initial training procedures
- Recruitment & retention incentives
- Thanks to all mentors & crews for assisting with initial & continued training of new hires

Westmont Fire Department Retirements



**Battalion Chief
Tom Bills**



**Captain
Adeszko**



**Lieutenant
Chaet**

2024 Promotions

Battalion Chief

Newton

Captain

Gerlich

Parrish

Grimm

Barrett-TSO

Lieutenants

Chinn

Raupp

Busche



2024 Acknowledgements

**Employee
of the Year**
Patrick Lenzi



Service Awards
25 years- Marc Skowronski
30 years - Arnold Nolan



2024 Years of Service

FD Member	Years of Service
F/F John Moll	32.5
B/C Arnold Nolan	30.6
B/C Joseph Kielczynski	29.3
B/C Eric Blaskovich	27.5
Chief Steven Riley	27.5
D/C James Fitzgerald	27.5
F/F Marc Skowronski	25.0
B/C Joseph Newton	24.6
Capt. Richard Zasada	22.9
Lt. Christopher Stoltman	22.9
Capt. Darren Boyce	22.7
Capt. Timothy King	16.7
Capt. Christopher Gerlich	16.7
Capt. Darrell Parrish	14.0
Lt. Travis Chinn	10.3
Lt. Eric Rasmussen	10.3
Lt. Zachary Crawford	8.8
Lt. Stephanie Grimm	8.0
F/F Brian Lata	7.2
TSO Daniel Barrett	7.2
F/F Ryan Sorg	7.2
Lt. Matthew McCarthy	7.2
F/F Patrick Lenzi	6.6
Lt. Chad Raupp	6.6
Lt. Dale Tobolt	6.6
Lt. Edward Gergits	6.6
F/M Ryan Dudek	5.5
Lt. Andrew Hunt	5.5

FD Member	Years of Service
Lt. Andrew Busche	5.5
Lt. Theodore Siciaky	5.5
Lt. Keith Wonsowski	5.5
F/F Corey Olson	4.8
F/F Robert Kowalski, Jr.	4.8
F/M Ernesto Decicco-Galvan	4.8
F/M Darren Files	4.8
F/M Katie Jansen	4.0
F/F Joshua Maly	3.8
F/M Liam O'Connor	3.8
F/M Matthew Noyes	3.4
F/M Douglas Shilney	2.9
F/F Xavier Rendon	2.5
F/F Oscar Villanueva	2.4
F/M Jose Ramos	2.3
F/F Julian Vicencio	2.3
F/M Jessica Schumacher	2.3
F/F Samuel Basalone	2.2
F/F Jessica Zimmermann	1.8
F/M Michael Murray	1.7
F/M Kevin Vlcek-Mahn	1.7
F/M Ryan Bezely	1.5
F/M Kyle Walsh	1.4
F/F Jory Patrey	1.3
F/F Keegan Daly	1.3
F/F Jake Kenna	1.3
F/F Matthew Smith	1.2
F/F Iman Matthews	1.0

FD Member	Years of Service
F/M Carl Michalek	1.0
F/F Luis Rodriguez	1.0
F/F Aidan O'Hare	0.9
D/C Thomas Frank	0.5
F/M Franklin Clow	0.5
F/M Jayne Falcon	0.5
F/F Lauren Reidy	0.5
F/F Logan Simek	0.5
F/F Ricardo Aquino	0.3
F/F Kevin Cervantes	0.3
F/F Sean Chapin	0.3
F/F Colin Duggan	0.3
F/F Alexander Engstrom	0.3
F/F Brittany Fane	0.3
F/F Kevin Kroll	0.3
F/F Christopher Pautzke	0.3
F/F Daniel Sakalas	0.3
F/M Kenneth Schwartz	0.3
F/F Brian Long	0.3
F/F Brandon Tomisek	0.3
F/M Daniela Martinez-Zuniga	0.3
F/F Tyron White	0.3
F/M Filip Patrak	0.2
F/M Bianca Balice	0.1
F/M Aaron LaPointe	0.1
F/M Dale Penn Jr.	0.0

Significant Events & Assistance Provided

Nursing Home Fire

512 E. Ogden Avenue
August 21, 2024

Fuel Spill

Haz-Mat Box Alarm

6362 S. Cass Avenue
January 19, 2024



Accomplishments / Site Visits



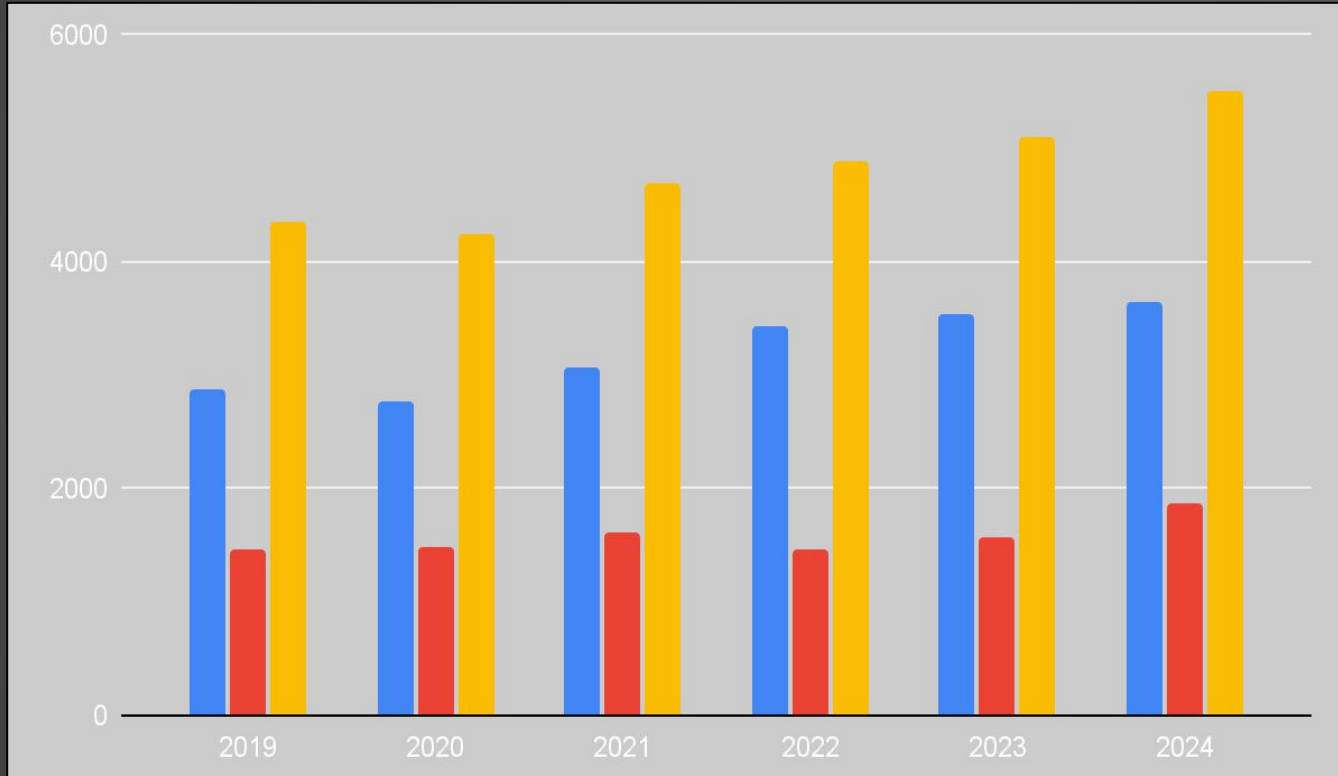
Agencies become accredited after peer review of their accreditation documents, completion of an onsite assessment, and participation in a public hearing before the Commission on Fire Accreditation International. Accreditation is valid for five years.



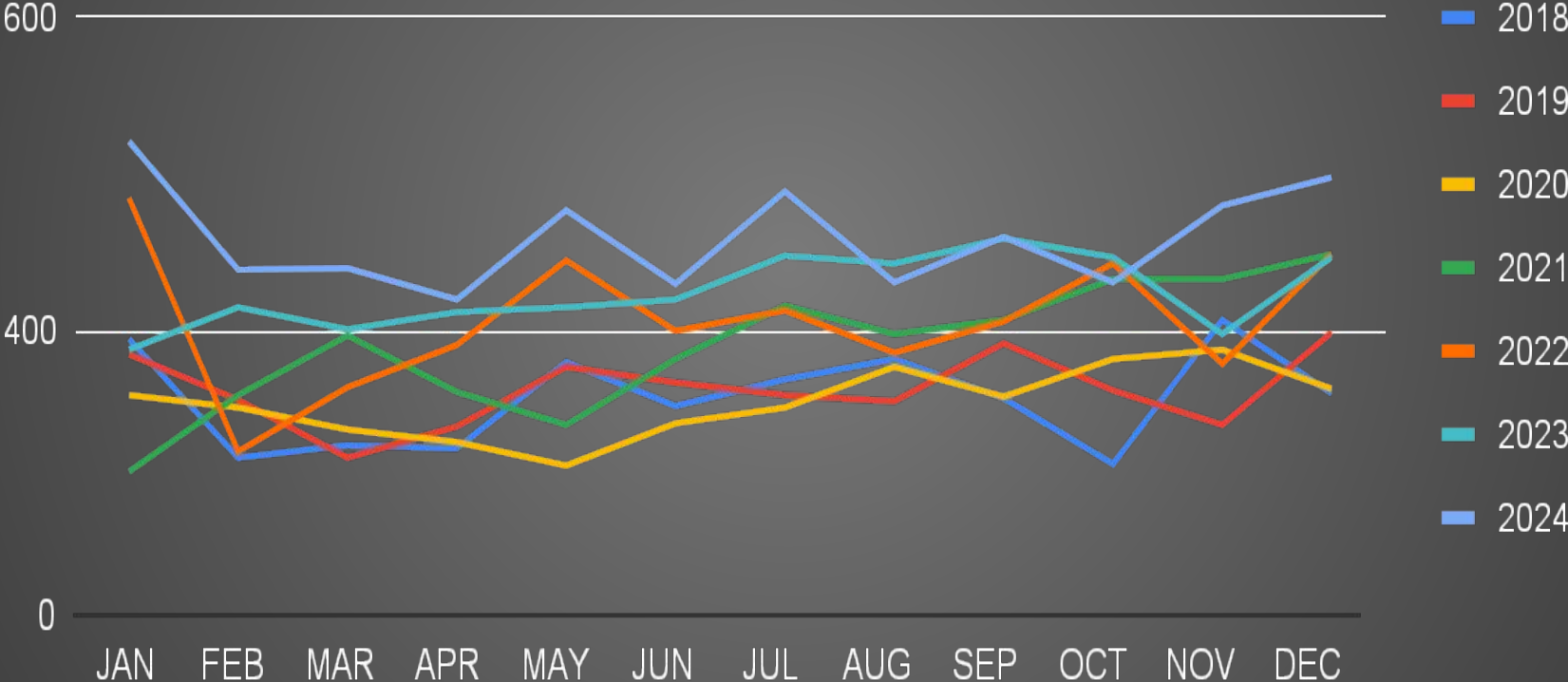
International
Organization for
Standardization



2019-2024 Operational Call Statistics



2018-2024 Operational Call Statistics



Fire & EMS Operations



- Total Calls - 5,516
- EMS Calls - 3,643
- Fire Calls - 1,873
- Structure Fires - 6
- Liberty Park SSA - 103
- Golfview Hills - 32
- South District - 8

Emergency Medical Services

- EMS Total Calls - 3,643
- 14% increase from 2023
- Residential Calls - 2,986
- Transports - 2,834
- Vehicle Accidents - 104
- Patient Assists - 164
- 50% reduction from 2023



Healthcare Facilities

2024 9-1-1 Calls

Duly - 68

Aspired - 109

Manor Care - 142

Cordia - 179

Burgess Square - 191

Bria - 292

Mayslake - 412



Mutual Aid Runs



Aid Given - 653

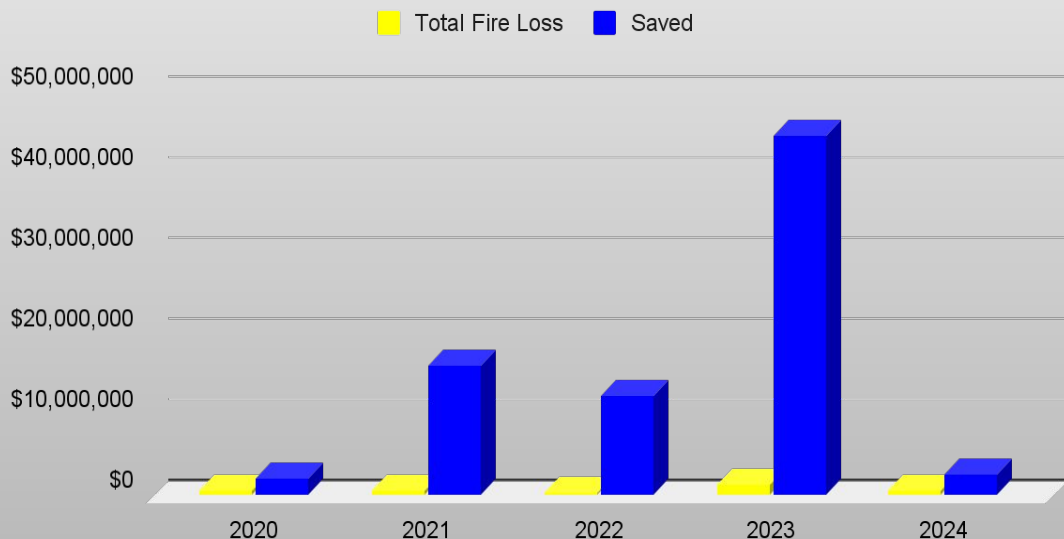
Aid Received -107

EMS Given - 186

EMS Received - 107

Property Saved

In 2024, the Westmont Fire Dept. responded for 6 building fires (3 single-family, 2 multi-unit & 1 nursing home) and 7 auto fires in Westmont



Est. Fire Loss
\$1,496,900

Property Saved
\$2,581,400

Fire Prevention Bureau

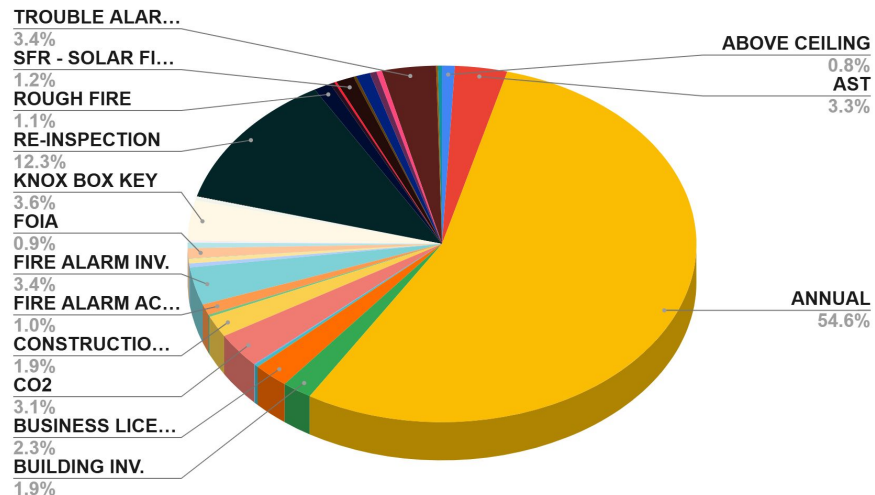


- Inspections
- Plan Review
- Public Education

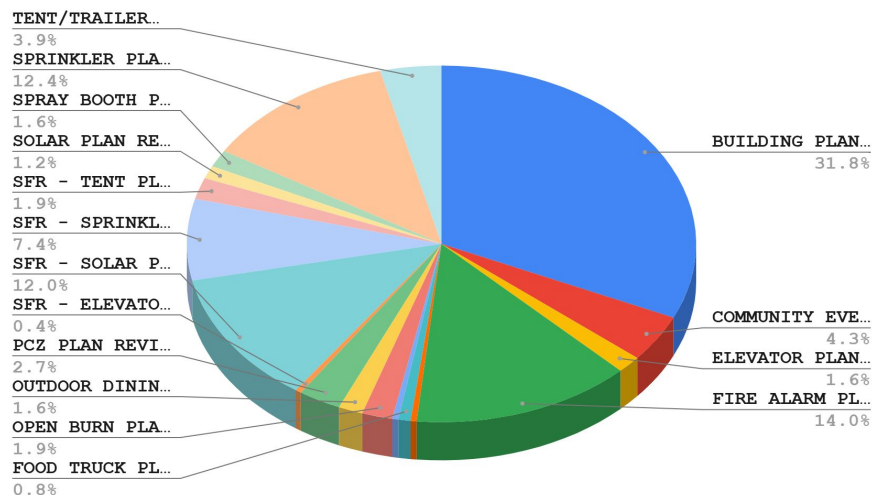


Fire Prevention Bureau

3,463 Inspections



258 Plan Reviews



Fire Prevention achieved its goal of conducting Fire and Life Safety inspections in all occupancies, achieving a 100% completion rate.

Public Education

Fire Prevention Week

During its annual open house in October, the Westmont Fire Department attracted over 1,000 visitors to the event

Cruisin' Nights Fire Truck Night

The annual fire truck night was a tremendous success attracting and receiving outstanding reviews from the community

Kids Safety Camp

Each session of the Kids Safety Camp reached maximum capacity, highlighting the program's popularity as a cherished community event

Car Seat Installations

A total of 46 car seats were installed in 2024

Citizens Fire Academy

Another class of residents successfully graduated from the annual Citizens Fire Academy program



2024 Training



OSFM Related - 6,580 hrs

Basic Operations Firefighter
Advanced Technician Firefighter
Instructor 1
Instructor 2
Fire Apparatus Engineer
Hazmat Ops
Hazmat Technician
Fire Investigator
Fire Inspector
VMO & VMT
Company Fire Officer
Advanced Fire Officer
Incident Safety Officer
Chief Fire Officer
Rope Ops
Confined Space Rescue Ops
Youth Firesetting Prevention

Total Training - 26,369.45 hrs

Company Training	12,234 hrs
Facility Drills	232 hrs
Drivers Training	2973.5 hrs
Officer Training	1690 hrs
EMS	2018.5 hrs
Hazmat	953.5 hrs
Compliance Training	338 hrs
Mutual Aid/Multi Agency Training	404 hrs
Probationary/New Hire Training	197 hrs
Special Hazard Training	408.5 hrs
Fire Investigations	104 hrs
Preplans	62 hrs
Public Education	817 hrs
Fire Prevention Bureau	229.5 hrs
SOP Review and Implementation	1250 hrs
Department Memos	127.5 hrs
Administrative/Meetings	308.25 hrs
Physical Fitness	68.2 hrs
NIMS	76 hrs
Miscellaneous	1877 hrs

2024 Training Achievements



OSFM Certifications

- Advanced Fire Officer - Berkowitz
- Company Fire Officer - Busche, Crawford, McCarthy, O'Connor, Sorg
- Chief Fire Officer - Blaskovich
- Incident Safety Officer - Barrett, Busche, Files, Gerlich, O'Connor
- Instructor I - Galvan, Noyes
- Instructor II - Barrett, Galvan, Penn
- Hazardous Materials Operations - Balice, Chapin, Duggan, Long, Martinez-Zuniga, Sloier, Smith, Tomisek, White, Zajda
- HazMat Technician - Dudek, Raupp
- FSVO - Daly, Falcon, Kenna, Reidy, Smith
- VMO - Noyes, Olson, Rodriguez, Simek
- VMT - Galvan, O'Connor
- Rope Operations - Noyes, Rodriguez, Schumacher
- Confined Space Rescue - Galvan
- Trench Ops - Galvan, O'Connor
- Fire Inspector - Dudek
- FAE - Basalone, Kenna, Michalek, Penn, Vicencio
- Fire Investigator - Chinn
- Advanced Firefighter Technician - Aquino, Noyes, Olson, Rodriguez
- Basic Operations Firefighter - Balice, Chapin, Duggan, Long, Martinez-Zuniga, Sloier, Smith, Tomisek, White, Zajda
- Youth Firesetting Prevention & Intervention Specialist - Parrish

2024 Training Prop Acquisition



Forcible Entry Door Prop

- Provides department with ability to repeatedly train on forcing entry into buildings
- Develop skills using various techniques
 - Train on inward-opening, outward-opening doors, left-hand & right-hand swinging door
 - Practice with metal or wood jambs
 - Prop provides TWO swinging doors
 - Left and right-hand swinging doors gives firefighters tremendous advantage in being able to practice the different ways that the gapping & spiking techniques are applied
- Quick entry can lead to quick water on fires, which assists our crews with overall fire suppression and keeping our community safe

2025 Training Division Goals



- In-house FAE Class / April 14-18, 2025
- SCBA Skills Refresher & Air Management
- Everyday skills focusing on hose mgmt, ground ladders, and search skills
- On-going live fire and auto aid drills
- Stay on pace for 2025 OSFM recertification process

Westmont Fire Candidate Program



We are excited to welcome back the Candidate Program! Westmont Fire Department has sponsored 25 Candidates over the last 4 years to attend the Fire Academy since 2021. Six Candidates completed the Romeoville Fire Academy in the fall of 2024. One of those candidates have been onboarded, two others are awaiting test results, and three are currently in EMT-B school and continue to do ride time to enhance their skills. We will continue to renew this program this year and beyond.

Specialty Rescue Teams

Hazardous Materials

Coordinator Battalion Chief Newton

- Purchased 4 new meters, level A suits
- Two more members completed Hazmat Tech Certification
- BNSF Rail & Trans. Emergency Training
- New Assistant HazMat Coord. Lt. Ed Gergits



Technical Rescue

Coordinator Battalion Chief Nolan

- Rope, Confined Space, Trench, Structural Collapse Rescue
- Two new members to department team as well as Division 10
- 8 more classes to complete to be on the deployable team

Westmont Heroes to Heroes

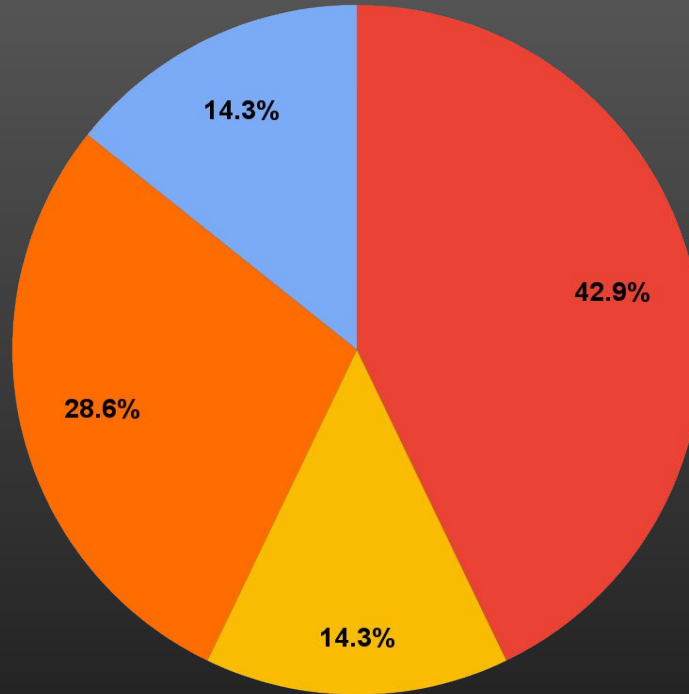
Westmont Fire Department was approached by the Heroes to Heroes Program to sponsor a Navy service member to attain their Basic Operations Firefighter certification after they successfully complete Paramedic school this Spring. We are excited to be a part of this program.



Origin & Cause

Coordinator Captain Parrish

- Completed 25 investigations in 2024
- 10 fire investigators
- Continue to receive ongoing training & experience
- No unusual or suspicious fires in 2024



2024 Fire Cause of Ignition

- *Under Investigation*
- *Cause undetermined after investigation*
- *Failure of equipment or heat source*
- *Unintentional*

Westmont Fire Dept. Honor Guard

The Honor Guard Participated in:

- *Memorial Day Parade*
- *BC Bills & LT Chaet Retirements*
- *Trustee Frank Brady's Wake*
- *New members - Firefighter Sorg & Firefighter Daly*



Emergency Management Agency



2024 EMA Volunteer Total Hours

1,087

2024 Volunteer Rate Est. Value

\$33.49

2024 Village Est. Cost Saving

\$36,403.63

Westmont Fire Department 2025 Vision



Vision Statement

The Westmont Fire Department is dedicated to providing the most professional services to the citizens, businesses, and visitors of the Village of Westmont. The Fire Department is dedicated to developing a positive culture capable of attracting and retaining highly qualified Fire Industry personnel. That culture will revolve around meaningful training, quality uniforms and PPE in addition to healthy lifestyle initiatives and resources.

Professional Development

- Vision is to see our membership take advantage of new professional development resources
- We have 4 new members enrolled in paramedic school
- We have 5 members enrolled in college courses
- Professional development reimbursement and fire experience programs

2024 Vehicles

- Dodge Durango



The background of the slide features a dark blue gradient with several lightbulbs scattered across it. Each lightbulb is semi-transparent and contains a white question mark, symbolizing inquiry and ideas.

Questions?

Thank You!

**Looking forward
to another
GREAT YEAR!**



Village of Westmont Purchasing Policy

Purchasing Manual Purpose

Provide guidance and uniform procedures for the procurement of goods, services and construction, and for the soliciting, processing, awarding and rejecting of bids, proposals, and quotations.

**Village of
Westmont**



**Purchasing Policy
and
Procedure Manual**



Competitive Purchasing Requirements

General Guidelines

- Up to \$4,999 One verbal quote is required, additional quotes encouraged.
- \$5,000 – \$9,999 Three verbal quotes must be obtained. The quotes must be listed in the purchase order.
- \$10,000 - \$24,999 Three written quotes. The quotes must be listed in the purchase order. Copies (either electronic or physical) shall be obtained and retained in the department's files for auditing purposes.
- \$25,000 & Above Must be competitively bid in accordance with State law and Village ordinances. If no bid is required, three written quotes should be obtained consistent with the \$10,000 - \$24,999 range. Village Board approval is required for all contracts above \$25,000.

Competitive Purchasing Requirements, Continued

Emergency Purchases

- Events that could not have been foreseen where immediate action is necessary to safeguard the public's health and safety.
- Village Manager or his/her designee may authorize a vendor to perform work to resolve the emergency without a bid.
- Documentation of the emergency and the need for immediate action to be presented to the Village Board in a reasonable period of time following resolution of the emergency.

Joint Purchasing

- Joint purchasing agreements and cooperative contracts with any local, county, state or federal public entity or entities, or any association of public agencies, may be used without the Village undertaking a competitive procurement process.
- Staff responsible for ensuring the quality of the goods and services and that the pricing is competitive.



Bidding and RFP

Bid Requirements

- Follow Village Code:
 - Public projects required to be competitively bid and awarded to the lowest responsible bidder pursuant to state statute, 65 ILCS 5/8-9-1 - \$25,000.
 - Exceptions include:
 - Single source
 - Joint purchasing
 - Emergency procurements
 - Professional or unique services
- Other bid and contract requirements
 - Performance Bond
 - Labor & Material Bond
 - Certificate of Insurance
 - Prevailing Wage





Bidding and RFP Continued

Bid Process

- Sealed bids publicly opened and tabulated by the department seeking the bid
- The department shall prepare a Bid Proposal Recommendation memorandum that explains the following:
 - Name and address of the companies who submitted bids
 - Amount of each companies bid
 - Recommendation of the winning company
 - Lowest and Responsible bidder
- Recommendation should be based on the following
 - Ability, capacity & skill
 - Whether the company can perform the contract within the time specified.
 - Reputation, experience, integrity and character of the company
 - Prior history or experience of the company
 - Ability of the company to provide future support and/or maintenance
 - Sufficiency of the financial resources of the company to perform the contract
- Placed on Village Board agenda for approval

Change Orders

General Guidelines

- Change in a contract term or scope which necessitates any increase or decrease in the cost of the contract by more than 10%.

- | Change Order | Change Order Authorization Authority |
|--------------|--------------------------------------|
| < \$25,000 | Village Manager |
| > \$25,000 | Village Manager & Village Board |

- Village Board Agenda
 - Memorandum explaining the need for the contract revision and one of the following reasons:
 - Reason for the change not reasonably foreseeable at time of original contract signing
 - Change relevant (related to initial work) to the original contract
 - Change Order in the best interest of the Village