

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday May 19, 2021

Call to Order: President Klauber called the meeting of the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 6:00 PM

Oath of Office and Election of Trustees: Deferred to next meeting pending paperwork.

Roll Call: Present: Martin Klauber, Brian Wattleworth & Donna Budil
Other Present: Meganne Trela of Ottosen, DiNolfo, Chief Kavanagh, Jodi Luka, Village of Gurnee and Battalion Chief Dave Douglas.

Public Hearing on FY2021-2022 Budget & Appropriation Ordinance 2021-O-02:

Open Hearing: Trustee Budil made a motion to open the Public Hearing. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried: 3/0

Public Comment: None. Ms. Trela noted for the record that the meeting had been posted at the fire station and advertised in local publications 30 days prior to this meeting.

Close Hearing: President Klauber made a motion to close the Public Hearing. Trustee Budil seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried: 3/0

Comments from the Public: None

Approval of Minutes: Trustee Budil made a motion to approve the March 17, 2021 meeting minutes as submitted. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried: 3/0

REPORTS

President's Report:

President Klauber attended the farewell party for outgoing Mayor Kovarik. It was a nice ceremony and President Klauber is confident that the WWFPD will continue to have a good relationship with the Village and newly elected Mayor Hood.

Treasurer's Report:

Trustee Wattleworth distributed the Treasurer's Report. Trustee Wattleworth noted that a payment had been made to the Village and that the 606 Harris account had a balance of approximately 1.4M. It was

agreed by the board that there is no benefit at this time in transferring funds, but Trustee Wattleworth will discuss options with Courtney, our contact at BMO Harris bank, regarding higher interest bearing possibilities. Total assets for WWFPD are currently 4.7M.

President Klauber made a motion to approve the Treasurer’s Report as presented. Trustee Budil seconded the motion. A roll call was taken.

Ayes: 3 Nays: 0 Motion carried: 3/0

Trustee Wattleworth next presented a Statement of Expenditures noting the payment to the Village, insurance premiums and first quarter tax payment.

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	3/17/21	Recording Secretary	\$180.00
Ottosen, Britz, Kelly, Gilbert	3/31/21	Legal	\$2677.50
Andres Medical Billing	4/9/21	Billing Services	\$2367.01
Dam Snell	3/31/21	CPA	\$8050.00
VFIS	4/5/21	Insurance	\$46.62
Village of Gurnee	4/1/21	WWFPD Contract	\$1,041,718.37
IL. Dept. of Revenue		IL 941 Q1 Return	336.00
US Treasury (IRS)		941 Q1 2021 Return	2045.25
Total			\$1,058,064.13

President Klauber made a motion to accept the Statement of Expenditures. Trustee Budil seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried: 3/0

Secretary’s Report:

Having completed her website training and spoken with Jodi Luka from the Village, Trustee Budil raised the question of whether the WWFPD needs their own website or would creating a page and having a link with the Village website be more cost effective and efficient. Trustee Budil noted that only 4 people had visited the WWFPD website in the past 90 days. It was decided that Trustee Budil, Ms. Luka, Ms. Trela and Chief Kavanaugh would further investigate the pros and cons including requirements/content (i.e., agendas and meeting minutes), technical and domain issues and report back at the next meeting.

Fire Chief's Report:

Chief Kavanaugh reported that the Village had passed the budget in April 2021. Included in the budget is funding for a new ambulance. The ambulance has been ordered and the addition maintains the schedule set by the department designed to keep all equipment up to date and in good working order.

Chief Kavanaugh stated that the progress for Station #3 continues to be "on time and on budget". The building is projected to be turned over in August of 2021 with internal build out to continue until the Grand Opening some time in October. The Chief will keep the WWFPD apprised of the plans and all will be welcome to attend. The Chief also encouraged the board to schedule a "walk-through" of the new station and noted how excited the fire and paramedic personnel are about the new station.

Chief Kavanaugh introduced Battalion Chief Dave Douglas to the board members. Battalion Chief Douglas proceeded to outline his role within the department. In summary he is an added layer of support to those attending a call ensuring seamless management of resources and adherence to safety protocols. Battalion Chiefs are also responsible for resource and shift management as well as station operations.

Chief Kavanaugh noted that overall calls have increased compared to this time last year and though there were no house fires of note since the last meeting, a large barn fire had been put out without any of the horses being hurt. The Chief explained that events like that are why the department requires annual training to handle fires in rural areas.

Attorney's Report:

Ms. Trela stated that Joe Miller, the attorney from their firm who handles tax objections, was addressing objections from 2018 and 2019 by sharing information about past tax abatements and the current contract with the Village. This is expected to put the WWFPD in a better position in future proceedings if the case moves forward.

Ms. Trela stated that the WWFPD had received a FOIA request. It was an environmental issue and was forwarded to the Village. Also, a small annexation matter was received and forwarded to President Klauber.

Old Business:

- a. Ambulance Billing Complaints: None
- b. Annexations: Mentioned in Attorney's Report. Forwarded to President Klauber.

New Business:

- a. Ordinance No. 2021-O-02

Ordinance Providing for the Budget and Appropriations of the Warren-Waukegan Fire Protection District, Lake County, Illinois, for the Fiscal Year Beginning May 1, 2021 and ending April 30, 2022

Ms. Trela stated the WWFPD CPA Mr. Taveirne has revised items involving annexation credit, interest income, divided ambulance service fees evenly between the two WWFPD operations accounts and included reserve assets to address possible future tax objections.

Trustee Wattleworth made a motion to approve Ordinance No. 2021-O-02. Trustee Budil seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

Ms. Trela will collect the necessary signatures from the board after the meeting adjourns.

a. Accident & Sickness Renewal Questionnaire and Commercial Package

Ms. Trela distributed summaries of the Accident/Sickness and Property/Casualty insurance policies and noted that there was little change from previous years.

President Klauber made a motion to approve the Accident/Sickness and Property/Casualty policy renewals. Trustee Budil seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

Closed Session: None

Action Items from Closed Session: None

Review agenda for next meeting July 21, 2021:

- Re-appointment of Trustee Wattleworth
- Oath of Office
- Election of Officers
- Discussion re: linking WWFPD website to Village website.

Having no further business to come before the board, President Klauber made a motion to adjourn the meeting at 6:36 PM. Trustee Budil seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried 3/0



Donna Budil
Secretary, Board of Trustees
Warren-Waukegan Fire Protection District

7/21/2021

Date minutes approved