

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday November 17, 2021

Call to Order: President Klauber called the meeting of the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 6:03 PM

Roll Call: Present: Martin Klauber (*via zoom), Brian Wattleworth & Donna Budil

***NOTE: Trustee Wattleworth chaired the meeting since President Klauber attended via Zoom

Other Present: Meganne Trela of Ottosen, Dinolfo et. al., Chief Kavanagh, Doug Taveirne and Jodi Luka.

Comments from the Public: None

Approval of Minutes: Trustee Budil made a motion to approve the September 15, 2021, meeting minutes as submitted. President Klauber seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

REPORTS

President's Report:

President Klauber had nothing to report at this time.

Treasurer's Report:

Trustee Wattleworth distributed the Treasurer's Reports. Trustee Wattleworth noted the approved transfers in the amount of 750K listed on the report and stated current assets of almost 7M. Trustee Wattleworth noted that given the current interest rates, assets continue to generate much income.

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. Trustee noted the inclusion of (3) invoices from Andres due to September invoice arriving after the last board meeting. Trustee also noted the inclusion of a payment to himself for \$180.00 which was a reimbursement for charge on his personal credit card for the WWFPD Microsoft subscription.

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	9/15/21	Recording Secretary	\$180.00
Ottosen, Dinolfo et. al.	9/30-10/31/21	Legal	\$2185.50
Andres Medical Billing	9-112021	Billing Services	\$4687.06
Dam Snell	9/30-10/31/21	CPA	\$8272.00
Village of Gurnee	9/1/21	Contract Payment	\$1,052,802.43
Brian Wattleworth	10/12/21	Microsoft Renewal	\$180.00
Total			\$1,068,303.99

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

Ayes: 3

Nays: 0

Motion carried: 3/0

Secretary's Report:

Trustee Budil had nothing to report at this time.

Fire Chief's Report:

Chief Kavanaugh thanked the WWFPD board for their attendance of the Grand Opening of Fire Station #3. It was a great success and the calls from the new station are currently equal in number to those responded to by Station #2. Chief Kavanaugh stated that this was what was forecast when planning for the new station was initiated and is pleased to see the forecast was accurate.

Next Chief Kavanaugh stated that October 2021 was the 3rd busiest month ever and the busiest October ever. The department was 100 calls short of the highest number of calls responded to in a month.

The Chief noted that they are currently looking for a replacement for a recently retired member of the department.

Chief Kavanaugh stated that Covid numbers have been ticking slightly up in line with statistics trending in the Midwest. The return of patrons to indoor seating at bars and restaurants is the primary reason for the increase in cases. The Chief added that while the ratio of hospitalizations per cases is lower at least once a day an area hospital is put in "by-pass" mode meaning that they are not accepting new patients.

Chief Kavanaugh stated that with the opening of new Covid vaccination clinics opening in schools the department is using their experience with organization and logistics to help the clinics run smoothly.

Attorney's Report:

Ms. Trela stated that the Lake County Board had requested information and once the financial documents being addressed at this meeting are signed, she will submit the completed packet.

Old Business:

- a. **Ambulance Billing Complaints:** None
- b. **Annexations:** The Village is annexing properties on Juniper Lane. Ms. Trela will present the calculations to the board when the information is available. As they are smaller properties, the annexations are not expected to have much impact.
- c. **Dam, Snell & Taveirne Financial Reports:**
 - Mr. Taveirne stated that there were no changes made to the financial report presented at the last WWFPD board meeting.
 - Mr. Taveirne filed the WWFPD Comptrollers Report and Ms. Trela will file the Financial and Levy reports once signed by WWFPD board members.
 - Mr. Taveirne distributed the cover page of a report outlining the future financial projection/assumptions for the WWFPD. Mr. Taveirne noted that the most likely variables to these forecasts would be CPI and the upcoming renewal of the contract with the Village of Gurnee. The purpose of these projections is to assess where the WWFPD could be at risk and plan for reasonable retainage of assets.
 - Mr. Taveirne will formalize the summary/forecasts for the board and how the money should be divided (Ambulance vs. Fire) can be addressed at a later meeting.

New Business:

a. **Truth in Taxation Levy Hearing.**

Trustee Budil made a motion to open the public Truth in Taxation hearing. Trustee Wattleworth seconded the motion. A roll call was taken:

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

No comments from the public

Trustee Budil made a motion to close the public Truth in Taxation hearing. President Klauber seconded the motion. A roll call was taken:

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

b. **Ord. 2021-O-03 Making 2021 Levy Determination.**

Ms. Trela stated the 2021 Levy Determination amount equals \$3,418,248.00

Trustee Budil made a motion to approve the 2021 Levy Determination. President Klauber seconded the motion. A roll call was taken:

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

d. Review and approve Dam, Snell & Taveirne Ltd. Engagement Letter.

Mr. Taveirne stated that some adjustments need to be made to the engagement letter. The matter will be taken up at the next board meeting.

Closed Session: None

Action Items from Closed Session: None

Review agenda for next meeting January 19, 2022:

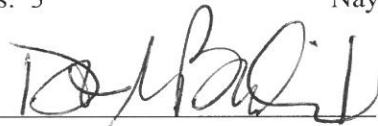
- Board meeting schedule.
- NAIFPD meetings
- Accountant Engagement Letter

Having no further business to come before the board, Trustee Wattleworth made a motion to adjourn the meeting at 6:42 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

1-19-2022

Date minutes approved