

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday January 19, 2022

Call to Order: President Klauber called the meeting of the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 6:02 PM

Roll Call: Present: Martin Klauber, Brian Wattleworth & Donna Budil
Other Present: Brian O'Connor of Ottosen, Dinolfo et. al., Chief Kavanagh, and Battalion Chief Davis Douglass.

Comments from the Public: None

Approval of Minutes: President Klauber made a motion to approve the November 17, 2021, meeting minutes as submitted. Trustee Budil 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 investments have not changed since the last meeting and there has been no unusual activity to report. The current assets total approximately 6.4M which does not reflect upcoming payment to Village of \$1,052,802.43.

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 inclusion of reimbursement to Trustee Wattleworth for required NIAFPD conference attendance, President Klauber inquired if both he and Trustee Budil could have their cost to attend the conference added to this report also. Mr. O'Connor stated that a motion may be made to include payment pending receipts.

President Klauber made a motion to include reimbursement to himself and Trustee Budil for attendance of NIAFPD conference pending receipts. Trustee Budil seconded the motion. A roll call was taken.

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

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	11/17/21	Recording Secretary	\$180.00
Ottosen, Dinolfo et. al.	11/30-12/31/21	Legal	\$2619.00
Andres Medical Billing	12/7-1/11/22	Billing Services	\$2722.60
Dam Snell	12/21/21	CPA	\$645.00
Village of Gurnee	1/4/22	Contract Payment	\$1,052,802.43
Brian Wattleworth	1/7/22	NIAFPD Registration	\$250.00
Martin Klauber	1/7/22	NIAFPD Registration	\$250.00
Donna Budil	1/7/22	NIAFPD Registration	\$250.00
US Treasury (IRS)	1/31/22	2021 941 Return	\$40.50
Total			\$1,059,759.53

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:

Trustee Budil had nothing to report at this time.

Fire Chief's Report:

Chief Kavanaugh stated that 2021 was the busiest on record with 7227 calls. In comparison 2019 had 7171 calls and 2020 had approximately 6200 calls. 2020 was notably less busy with many people staying at home due to Covid-19. So far in 2022 the average has been 22 calls/day.

Chief Kavanaugh noted that he is in the midst of preparing the department's capital budget for the Village. Major expenses include a new fire engine and command car. It is standard for a new engine to be ordered every 4 years and the command car will be for the Deputy Fire Chief he hopes to add to his staff in January 2023. Also planned is renovation of Station #1 to close off the bunk area in response to Covid-19 and renovation to the office area in advance of adding a Deputy Chief. The Chief noted that the Deputy Chief will be taking over many of Ms. Luka's duties when she takes a position with the Village though she will remain involved with fire department business.

Attorney's Report:

Mr. O'Connor distributed the schedule for the upcoming NIAFPD conference and stated that any 2 meetings would satisfy the 3 hour training requirement.

Old Business:

- a. **Ambulance Billing Complaints:** None
- b. **Annexations:** None

New Business:

a. Adopt 2022-2023 WWFPD meeting schedule.

May 18, 2022

July 20, 2022

September 21, 2022

November 16, 2022

January 18, 2023

March 15, 2023

***All meetings at Fire Station #2 at 6:00PM

President Klauber made a motion to adopt 2022-2023 meeting schedule listed above. Trustee Budil seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

b. Review and consider 2021-2022 budget process:

Mr. O'Connor stated that the past process had been to have a draft at the March board meeting with a vote taken at the May board meeting in advance of June deadline. The board agreed to keep with this schedule

c. Review and possible approval of action: Notice of Unclaimed Property (CDW & State of IL)

Mr. O'Connor stated CDW may be holding money belonging to the WWFPD. Trustee Wattleworth would need to sign and submit document to make a claim.

President Klauber made a motion to authorize Trustee Wattleworth to sign and submit the document to CDW. Trustee Budil seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

d. Review Dam Snell & Taveirne Ltd. Engagement Letter.

President Klauber made a motion to accept the engagement letter from Dam Snell & Taveirne. Trustee Budil seconded the motion. A roll call was taken:

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

e. Review and approve compensation for Recording Secretary

President Klauber made a motion to increase the compensation for the Recording Secretary from \$180.00 to \$200.00 per meeting. Trustee Budil seconded the motion. A roll call was taken:

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

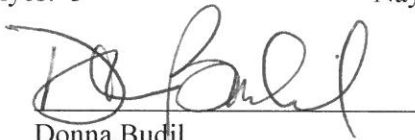
Closed Session: None

Review agenda for next WWFPD board meeting – March 16, 2022

Mr. O'Connor stated that any issues that need to be addressed at the next meeting could be emailed to Ms. Trela to be added to the meeting agenda.

Having no further business to come before the board, President Klauber made a motion to adjourn the meeting at 6:28 PM. Trustee Wattleworth 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

3-16-2022
Date minutes approved