

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday May 18, 2022

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

Roll Call: Present: Martin Klauber, Brian Wattleworth & Donna Budil
Other Present: Megan Trela of Ottosen, Dnolfo, Hasenbalg & Castaldo, Chief Kavanagh and Mr. Bob Brady – Representative for VFIS Insurance Group

Appointment of Trustees & Oath of Office:

Ms. Trela administered the oath of office to Ms. Budil. The oath was signed by Ms. Trela and Ms. Budil

The slate of officers for the WWFPD was determined to remain the same. It is as follows:

President: Martin Klauber

Treasurer: Brian Wattleworth

Secretary: Donna Budil

President Klauber made a motion to elect the slate of officers as listed above. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

Public Hearing on FY2021-2022 Budget and Appropriations Ordinance 2021-O-02

President Klauber made a motion to open the hearing. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

Comments from the Public: None

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

Ayes: 3

Nays: 0

Motion carried: 3/0

Approval of Minutes: Trustee Budil made a motion to approve the March 16, 2022, 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 had nothing to report at this time.

Treasurer's Report:

Trustee Wattleworth distributed the Treasurer's Reports. Trustee Wattleworth noted the payment to the Villager recorded last quarter. Assets in report equal approximately 4.5M. This does not include Harris 606 Account with assets of approximately 1.5M.

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. There were no unusual expenditures. Trustee Wattleworth noted that taxes had been paid and were reflected on this report.

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	3/16/22	Recording Secretary	\$200.00
Ottosen, Dinolfo et. al.	3/31-4/30/22	Legal	\$2749.50
Andres Medical Billing	4/13-5/10/22	Billing Services	\$2680.61
Dam Snell	4/30/22	CPA	\$810.00
VFIS	4/5/22	Insurance	\$2297.00
VFIS	4/27/22	Insurance	\$5561.00
IRS		Form 940 Q1 2022	\$2045.25
IL Dept. of Revenue		IL 941 Q1- 2022	\$336.00
Total			\$16,679.36

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 the beacon for Fire Station #3 has been installed.

Chief Kavanaugh stated that so far in 2022 there is a 200 call increase in calls from this time last year and the District is back to pre-pandemic levels. The calls still include responses for complications due to Covid-19.

Chief Kavanaugh stated there was one fire in the District located in Park City. The rapid response kept the incident to a single unit and there were no injuries.

Attorney's Report:

Ms. Trela stated that a letter had been received and forwarded to Trustee Wattleworth from Striker the company that provided the heart monitors that were part of the Covid relief award to the District. A rebate is being sent in the amount of \$552.52.

Old Business:

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

New Business:

a. **Ordinance 2022-O-01 FY2022-2023 Budget & Appropriation.**

Ms. Trela stated that the notice regarding this ordinance had been posted and published as required and that the only change to the draft from the last meeting had been to adjust the projected increase for the next Village contract from a 5% to 3.5%.

Trustee Budil made a motion to approve Ordinance 2022-O-01 FY2022-2023 Budget & Appropriation. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

b. **Renewal of Accident & Sickness and Commercial Package: Insurance policies with VFIS.**

Mr. Brady of VFIS presented the board with copies of the insurance policies for the WWFPD and summarized coverage. There are (2) policies, Accident & Sickness and Property & Casualty. There was a slight decreases in both premiums. (\$116.00 and \$76.00 respectively).

Trustee Budil made a motion to approve the insurance policies with VFIS. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

Trustee Wattleworth will issue the check for VFIS tonight and present to Mr. Brady.

c. Dan Snell & Taveirne, Ltd. Audit Engagement letter for April 30, 2022 audit.

Ms. Trela stated that this was in line with previous engagement letters from Mr. Taveirne outlining scope of work required to address audit for WWFPD.

President Klauber made a motion to approve the audit engagement letter from Dan Snell & Taveirne, LTD. Trustee Budil seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

Closed Session: None

Action from Closed Session: None

Review agenda for next WWFPD board meeting – July 20, 2022

Possible levy discussion with Mr. Taveirne.

Having no further business to come before the board, President Klauber made a motion to adjourn the meeting at 6:24 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

7/27/2020

Date minutes approved