

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday September 21, 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: Meganne Trela of Ottosen, Dinolfo, Hasenbalg & Castaldo, Doug Taveirne and Battalion Chief David Douglass

**Comments from the Public:** None

**Approval of Minutes:** The trustees tabled the consideration of the minutes until the November meeting.

**REPORTS**

**President's Report:**

President Klauber reported that he had an informal meeting with representatives of the Village of Gurnee and a tentative proposal for the next contract between the WWFPD and the Village will include and increase of CPI with a minimum of 2% and a maximum of 5%.

**Treasurer's Report:**

Trustee Wattleworth distributed the Treasurer's Reports. Trustee Wattleworth noted the payment made to the Village stated WWFPD total current assets are approximately 5.5M.

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 is a question about invoice for Cyber Construction. Trustee Budil stated that she will contact Jodi Luka from the Village to determine which services are necessary since the merging of the WWFPD web page onto the Village website and will report back at the next meeting.

<b><u>Proposed Expenditures</u></b>	<b><u>Date</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
Beverly Shannon	7/27/22	Recording Secretary	\$200.00
Ottosen, Dinolfo et. al.	7/31-8/31/22	Legal	\$1621.50
Andres Medical Billing	8/11-9/14/22	Billing Services	\$3041.37

Dam Snell	7/31/22	CPA	\$810.00
Cyber Construction	9/1/22	IT Services	\$327.00
Village of Gurnee		WWFPD Contract	\$830,900.51
<b>Total</b>			<b>\$867,900.38</b>

President Klauber made a motion to approve Expense Report pending possible change to payment to Cyber Construction. 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:**

Battalion Chief Douglass stated that two new people have been hired including the first woman and first African American. The department is continuing the testing/interview process to fill another opening which will have the department fully staffed. The department is also to actively seeking a candidate for the Deputy Chief position that will available in the near future.

Battalion Chief Douglass stated that rescue task for training, in coordination with the police department, is ongoing. President Klauber inquired about the availability of license plate readers in response to recent shooting at Six Flags. Battalion Chief Douglass stated that these are not currently available but are part of the discussion at the police department as that technology would fall under their jurisdiction

**Attorney's Report:**

Ms. Trela stated that a Notice of Annexation for property at Northbrook and Grand was received but did not recommend contesting. President Klauber requested Ms. Trela determine what kind of property this is before Monday hearing and contact him with the information.

Ms. Trela stated that property tax appeals have been received and recommended that only those over 1M be addressed. Ms. Trela will investigate and report back on those over 1M at the next meeting.

**Old Business:**

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

**New Business:**

**a. Resolution 2022-R-01 2022 Truth in Taxation Determination**

Ms. Trela stated that if the tax levy will exceed 5% (which is an option given current economic circumstances) the public must be notified. Ms. Trela stated that she will have the appropriate notices published.

President Klauber made a motion to approve Res. 2022-R-01 2022 Truth in Taxation Determination. Trustee Budil seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

**b. Ordinance 2022-O-02 2022 Levy (Draft)**

Ms. Trela stated that due to increased CPI/inflation her colleague, attorney Joe Miller suggested a 7% increase over the previous year for levy to capture any new growth that might be available. Ms. Trela will provide updated forecasts using that figure at the next meeting.

**c. Dam, Snell & Taveirne Financial Reports (Update)**

Mr. Taveirne provided the following reports to the WWFPD board members:

- 2022 Audit Report
- 2022 Comptroller's Annual Financial Report
- 2022 Treasurer's Annual Financial Report
- Financial Reports July & August 2022

The reports were based on a 90% tax collection rate. Mr. Taveirne stated that if an abatement was approved or if levy was based on lower percentage the board would lose the ability to recapture funds in the future. Mr. Taveirne noted that tax objections are accounted for and maintaining a levy of between 5% and 7% would protect the WWFPD funds even if some of the objections were granted. Mr. Taveirne also stated that the board needed to watch that the contract cost does not exceed tax revenue. Mr. Taveirne mentioned that there is a question of how some of the funds were labeled/categorized that should be addressed by Trustee Wattleworth.

**d. Review and possible approval of 2022 Audit**

President Klauber made a motion to approve 2022 Audit Report and Annual Treasurer's Report subject to Trustee Wattleworth's reclassification of funds. Trustee Budil seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

**Review Closed Session Minutes:**

None

Closed Session: None

Action Items from Closed Session: None

Review agenda items for next board meeting – November 16, 2022

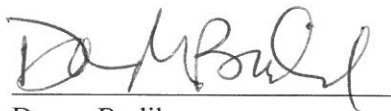
- Review Ordinance 2022-O-02 2022 Levy

Having no further business to come before the board, President Klauber made a motion to adjourn the meeting at 6:58 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

11-16-2022

Date minutes approved