

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday November 16, 2022

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

Roll Call: Present: Trustees Brian Wattleworth & Donna Budil
Other Present: Meganne Trela of Ottosen, Dinolfo, Hasenbalg & Castaldo, Chief Kavanaugh and Battalion Chief David Douglass

Comments from the Public: None

Approval of Minutes: Approval of July 2022 Minutes that had been tabled at last meeting:

Trustee Budil made a motion to approve WWFPD meeting minutes from July 2022.. Trustee Wattleworth seconded the motion. A roll call was taken.

Ayes: 2 Nays: 0 Motion carried: 2/0

Trustee Wattleworth made a motion to approve WWFPD meeting minutes from September 2022.. Trustee Budil seconded the motion. A roll call was taken.

Ayes: 2 Nays: 0 Motion carried: 2/0

REPORTS

President’s Report:

President Klauber is not present – No report at this time.

Treasurer’s Report:

Trustee Wattleworth distributed the Treasurer’s Reports. Trustee Wattleworth noted the additional income of approximately 2K had been identified as annexation income.

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

Ayes: 2 Nays: 0 Motion carried: 2/0

Trustee Wattleworth next presented a Statement of Expenditures. Trustee Wattleworth noted there is an invoice listed with expenditures that has not yet been paid pending clarification of services. Payment to Trustee Wattleworth is for Microsoft 365 used for WWFPD business i.e. SharePoint for document storage

and sharing. The WWFPD owns the domain name but Chief confirmed that WWFPD page/domain name has been integrated onto Village website.

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	9/21	Recording Secretary	\$200.00
Ottosen, Dinolfo et. al.	9/30-10/31/22	Legal	\$3061.50
Andres Medical Billing	10/12/22	Billing Services	\$1066.30
Dam Snell	10/31/22	CPA	\$8910.00
Cyber Construction	9/1/22	IT Services	\$327.00
Brian Wattleworth	10/12/22	Windows 365	\$216.00
Total			\$13,780.80

Trustee Budil made a motion to approve Expense Report. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 2

Nays: 0

Motion carried: 2/0

Secretary's Report:

Trustee asked Chief Kavanaugh if there was a drawer available at one of the station houses for document storage. Chief confirmed that a locked drawer is available for WWFPD use. Ms. Trela stated that any destruction of official documents needs to be approved by the state archivist. If document is saved electronically, approval is not necessary.

Fire Chief's Report:

Chief Kavanaugh stated that car accidents have increased significantly. There is no reason for the increase. Calls for fire incidents have been low and associated mostly with leaf burning getting out of control and put out with little damage.

The centralized 911 Center is still on track with approvals by the county proceeding through the budgetary process. Chief Kavanaugh is working with the process to make sure the transition is seamless especially the integration of land line responses.

Chief Kavanaugh also attended meetings concerning the creation of a 22 acre truck sales site and stated that the rumor that the site will be a truck stop is not true. There are no plans for facilities associated with a truck stop and the Chief will be attending future county meetings regarding this subject and update as information becomes available. The fire department interest is in the sprinkler system that would be required for the new construction.

Attorney's Report:

Ms. Trela received a request for information regarding WWFPD from the county. She will return requested information promptly. This is a normal/annual request from the county.

Old Business:

- a. **Ambulance Billing Complaints:** None
- b. **Annexations:** None
- c. **Financial Reports:** Mr. Taveirne sent a compilation report to board members, but as he is not present, there will be no discussion.

New Business:

a. Truth in Taxation Levy Hearing

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

Ayes: 2 Nays: 0 Motion carried: 2/0

Ms. Trela stated that notice of the hearing was published as required by law.

There was no public comment/attendance.

Trustee Budil made a motion to close Truth in Taxation Levy Hearing. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 2 Nays: 0 Motion carried: 2/0

b. Ordinance 2022-O-02 2022 Levy Determination

Ms. Trela stated that total levy as agreed to previously is 3,666,246.00 split evenly between the corporate and ambulance funds.

Trustee Wattleworth made a motion to approve Ordinance 2022-O-2022 Levy Determination. Trustee Budil seconded the motion. A roll call was taken:

Ayes: 2 Nays: 0 Motion carried: 2/0

Trustees present signed the Levy Determination. Ms. Trela stated she will make arrangements to obtain President Klauber's signature and submit to proper authorities.

Closed Session: None

Action Items from Closed Session: None

Review agenda items for next board meeting – January 18, 2023

- Adopt new meeting dates
 - Consider moving November meeting date.
- NIAA conference attendance/reimbursement.

Having no further business to come before the board, Trustee Wattleworth made a motion to adjourn the meeting at 6:40 PM. Trustee Budil seconded the motion. A roll call was taken:

Ayes: 2

Nays: 0

Motion carried 2/0

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

Date minutes approved