

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday May 24, 2023

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

Appointment of Trustee & Oath of Office:

Ms. Trela administered the Oath of Office to new trustee Anthony Milton.

Two (2) copies of the Oath were signed. One for Trustee Milton and one to be retained by Ottosen, Dinolfo, Hasenbalg & Castaldo.

Roll Call: Present: Trustee Milton, Trustee Brian Wattleworth & Trustee Donna Budil

Other Present: Meganne Trela and Matt Simo of Ottosen, Dinolfo, Hasenbalg & Castaldo and Chief Kavanaugh.

Election of Officers:

The new slate of Officers is as follows:

- President – Donna Budil
- Treasurer – Brian Wattleworth
- Secretary – Anthony Milton

Trustee Wattleworth made a motion to approve the new slate of Officers. Trustee Budil seconded the motion. A roll call was taken.

Ayes: 3

Nays: 0

Motion carried: 3/0

Public Hearing on FY 2023-2024 Budget & Appropriations Ordinance 2023-O-021

a. Open Hearing

Trustee Wattleworth made a motion to open a public hearing for discussion of Budget and Appropriation discussion. Trustee Budil seconded the motion. A roll call was taken.

Ayes: 3

Nays: 0

Motion carried: 3/0

b. Public Comment

No one from the public was in attendance for the hearing. Ms. Trela noted that all required public notifications had been posted.

c. Close Hearing

President Budil made a motion to close the public hearing for discussion of Budget and Appropriation discussion. Trustee Wattleworth seconded the motion. A roll call was taken.

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

Comments from the Public: None

Approval of Minutes:

President Budil made a motion to approve WWFPD meeting minutes from March 15, 2023. Trustee Wattleworth seconded the motion. A roll call was taken.

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

REPORTS

President's Report:

President Budil had nothing to report at this time.

Treasurer's Report:

Trustee Wattleworth distributed the Treasurer's Reports and gave a brief overview of the financial structure and accounts used to conduct WWFPD business for the edification of new trustee Milton. Trustee Wattleworth noted that all financial documents since 2019 are stored on the WWFPD SharePoint site and that arrangements for access and the creation of new WWFPD email (and deletion of former President Klauber's email and access) will need to be coordinated with Cyber Construction. Chief Kavanaugh stated that all records prior to 2019 are locked in file cabinet designated for WWFPD use only within the fire station. Total assets at this time are 5,309,212.12.

President Budil made a motion to approve the Treasurer's Report as presented. Trustee Milton 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 Wattleworth noted expenses included an Andres invoice that had been overlooked at the last meeting. With approval of payment today, Andres will be paid to date. Total expenditures equal **21,458.06**.

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	3/15/23	Recording Secretary	\$200.00
Ottosen, Dinolfo et. al.	3/31 & 4/30/23	Legal	\$2894.57
Andres Medical Billing	2/28-5/10/23	Billing Services	\$6875.24
Dam Snell	3/31/23	CPA	\$1288.00
VFIS	3/13-4/20/23	Insurance	\$7619.00
IL Dept of Revenue	Q1 2023 Est.	Taxes	\$336.00
IRS	Q1 2023 Est.	Taxes	\$2045.25
Martin Klauber		NIAFPD Conf.	\$200.00
Total			\$21,458.06

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

Ayes: 3

Nays: 0

Motion carried: 3/0

Secretary's Report:

There is no Secretary's Report at this time.

Fire Chief's Report:

Chief Kavanaugh reported that a very large fire was responded to in the Brookside neighborhood. All persons were evacuated with no serious injuries.

Chief Kavanaugh stated that the trend for increased calls comparing the same months in previous years continues. April and May 2023 are the busiest April and May ever recorded. This reflects 6b straight months of increase and the requests spread evenly between Fire and Rescue.

Chief Kavanaugh also provided new Trustee Milton with a brief overview of personnel and workings of the Fire Department.

Auditor Report:

There is no Auditor's Report at this time.

Attorney's Report:

Ms. Trela stated she will advise Trustee Milton of any training requirements that need to be satisfied for his new role with the WWFPD.

Old Business:

- a. **Ambulance Billing Complaints:** None
- b. **Annexations:** None
- c. **Renewal of Accident & Sickness and Commercial Package insurance with VFIS**

President Budil made a motion to approve Renewal of Accident & Sickness and Commercial Package insurance with VFIS.

. Trustee Wattleworth seconded the motion. A roll call was taken:

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

New Business:

- a. **Ordinance 2023-O-01 approving FY 2023-2024 Budget & Appropriation**

Ms. Trela distributed packets for board review and stated that some of the figures in the budget are estimated as they are based on historical data and actual numbers are not yet available. Trustee Wattleworth explained to Trustee Milton that the goal was to maintain approximately 12 months operating costs available at all time and that this balance was accomplished by the annual review of levies collected vs. abatements granted.

Trustee Milton made a motion to approve Ordinance 2023-O-01 approving FY 2023-2024 Budget & Appropriation. President Budil seconded the motion. A roll call was taken:

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

Ms. Trela stated she would register the approved budget with Lake County and publish for the public as required.

- b. **Collateralization agreement for BMO Harris Bank**

Ms. Trela explained that collateralization is the method used to insure accounts with assets over the 250K insured by the FDIC. This is not new to the WWFPD and the vote is only to change the provider from Bank of America to BNY Mellon.

President Budil made a motion to approve changing collateralization provider from Bank of America to BNY Mellon. Trustee Wattleworth seconded the motion. A roll call was taken:

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

Trustee Wattleworth signed the necessary documents.

- c. **Ordinance 2023-O-02. Committee Pursuant to and in compliance with the Decennial Committees on Local Government Efficiency Act.**

Ms. Trela stated that every 10 years the state of Illinois requires a committee be formed to assess the efficiency of public entities across the state. The committee would need to meet three times over the next 18 months and provide a final report. These meetings can coincide with the WWFPD scheduled board meetings and must include at least two members of the public in addition to the WWFPD board members. Fire Chief Kavanaugh is also eligible to be a member of the committee and agreed to do so. The two members of the public nominated to serve are (1) Martin Klauber and (2) Dino Fenton. These individuals will be contacted and dates for the committee meetings set. Ms. Trela noted that in the event the members of the public mentioned above cannot serve, the names can be amended at the next meeting. Ms. Trela noted that the report must be submitted no later than 10/24/24.

President Budil made a motion to approve Ordinance 2023-O-02. Committee Pursuant to and in compliance with the Decennial Committees on Local Government Efficiency Act. Trustee Milton seconded the motion. A roll call was taken:

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

Closed Session: None

Action Items from Closed Session: None

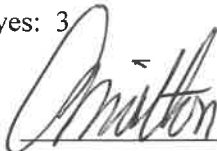
Review agenda items for next board meeting – July 19, 2023

Trustee Wattleworth mentioned that he will seeking approval to replace computer equipment used to WWFPD business and that if Trustee Milton also needs equipment, this action item can be addressed at the next meeting.

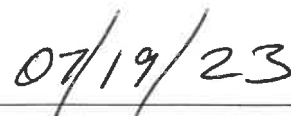
Prior to closing the meeting, Chief Kavanaugh read a letter to the board from former President Klauber. In it he noted his gratitude for the opportunity to be a part of the WWFPD with special thanks to all those he served with over the past 20 years.

Having no further business to come before the board, President Budil made a motion to adjourn the meeting at 7:36 PM. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0



Anthony Milton
Secretary, Board of Trustees
Warren-Waukegan Fire Protection District



Date minutes approved