

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday January 18, 2023

**Call to Order:** Ms. Trela called the meeting of the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 6:02 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:**

President Klauber made a motion to approve WWFPD meeting minutes from November 16, 2022. 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 stated the accounts at BMO Harris remained steady noting that money was in fixed assets not variable assets on the advice of our contact at the bank. The 606 account has a balance of approximately 1.5M and total assets at this time are approximately 6.7M which will decrease with upcoming payment to Village.

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. Trustee Wattleworth noted that when completing registration for upcoming NIAFPD conference it was found that no payment had been made since 2020. He made payment for 2021 and cost is listed below. Reimbursements for attendance at NIAFPD conference, quarterly taxes, reimbursement to replace President Klauber's six year old computer and the Village payment are also listed in Expenditures. Total \$842,363.56.

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	11/16/22	Recording Secretary	\$200.00
Ottosen, Dinolfo et. al.	11/30-12/31/22	Legal	\$2232.50
Andres Medical Billing	10/30,12/30,1/12	Billing Services	\$5376.89
Dam Snell	11/30/22	CPA	\$840.00
NIAFPD	11/8/21	Membership Dues	\$426.00
US Treasury		Q4 Taxes	\$60.75
Village of Gurnee	1/3/23	Service Contract	\$830,900.51
Martin Klauber	12/18/22	Computer Upgrade	\$1926.91
Donna Budil	1/3/23	NIAFPD Conf. CEU	\$200.00
Brian Wattleworth	1/9/23	NIAFPD Conf. CEU	\$200.00
<b>Total</b>			<b>\$842,363.56</b>

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

Ayes: 3

Nays: 0

Motion carried: 3/0

#### **Secretary's Report:**

Trustee Budil reported on call with Cyber Construction. Though the WWFPD is not using the website, cancelling service will affect access to emails and stored documents. The cost for Cyber Construction to maintain is minimal (\$25/year for the domain & \$232.00/year to host). Ms. Trela suggested adding link directing people who access Cyber Construction hosted site to WWFPD page on Village website. Trustee Budil suggested scheduling a call with Jodi Luka from the Village, Cyber Construction and herself to discuss.

President Klauber brought up the idea of a WWFPD newsletter. Trustee Budil stated that newsletters are not widely read and Chief Kavanaugh added that the work involved to reach a small audience would not be worthwhile with other ways of getting information already available.

#### **Fire Chief's Report:**

Chief Kavanaugh stated that 2022 ended showing a near 9% increase in calls averaging 19 patients per day. The Chief noted that there was a marked increase in transport calls. Chief noted that there continues to be an increase in auto accident responses adding to the increased volume of transport calls.

Chief next announced that for the first time in many years the department is fully staffed. He continued that there are 4 retirements predicted in the coming year so recruitment continues, but given the statewide understaffing, department is in good shape.

President Klauber inquired about response times. Chief Kavanaugh stated that the forecasts made when the idea of adding an additional station was first discussed has borne out and the response times have been good and calls divided evenly across the three station houses.

**Attorney's Report:**

Ms. Trela stated that though she will not be presenting at NIAFPD conference, she will be attending and looks forward to seeing everyone there.

Ms. Trela next stated that tax objections received have been forwarded to Joe Miller, the firm's tax expert, who is working to mitigate the impact of the claims. President Klauber asked if the objections were filed by the same people as the last few years and Ms. Trela confirmed that the same group of people continue to file the objections and Mr. Miller will research to find best way to respond.

**Old Business:**

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

**New Business:**

**a. Adopt 2023-2024 Meeting Schedule**

President Klauber asked if the November meeting can be moved to accommodate an annual commitment he has every November that overlaps the WWFPD meeting. The board agreed to move the meeting. Ms. Trela will bring updated meeting schedule to next board meeting.

President Klauber made a motion to adopt 2023-2024 meeting schedule. Trustee Budil seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

**b. Review and consider 2022-2023 Budget Process**

Ms. Trela stated that the budget is usually addressed at May meeting of the WWFPD board. All board members agreed that there is no need to change the process.

**c. Review Dam Snell & Taveirne, Ltd. Engagement Letter**

Ms. Trela distributed a copy of the engagement letter from CPA firm. The only change from previous years is the cost. There is a 5% increase.

President Klauber made a motion to accept the Dam Snell & Taveirne, Ltd. Engagement Letter. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

The letter was signed by the WWFPD board members.

d. **Review and possible approval of IML foreign fire Insurance board resolution**

The Illinois Municipal League has asked for a formal resolution designating them as the entity that will collect the fees for the Foreign Fire Insurance fund. This is not a change, only a confirmation that the WWFPD will continue to use them as they have in the past.

President Klauber made a motion approve IML/Foreign Fire Insurance resolution. Trustee Wattleworth 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 – March 15, 2023**

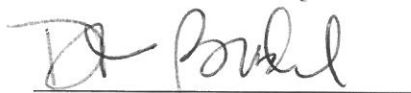
- Discussion of Village contract – Trustee Wattleworth asked that a copy of the contract be sent to all board members prior to next meeting.
- Insurance Premiums
- Audit/Draft Budget.

Having no further business to come before the board, President Klauber made a motion to adjourn the meeting at 6:38 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

3-15-2023

Date minutes approved