

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday March 20, 2024

Call to Order: President Budil called the meeting of the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 6:03 PM

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

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

Comments from the Public: None

Approval of Minutes:

Ms. Trela noted a change to correct the amount of the abatement to 1,793,000.00 was made and is reflected on the minutes currently before the board. President Budil made a motion to approve WWFPD meeting minutes from January 17, 2023. Trustee Milton 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 Report. Trustee Wattleworth stated that the last of Lake County taxes have been received. Ms. Trela stated that the tax notices reflecting the abatement should be sent out to the public soon. Trustee Wattleworth stated that the interest rate earned in the 606 account is only 1.5% compared to the interest earned in the BMO account which yields 5.25%. As has been the practice in the past, a transfer between accounts will be made to take advantage of the higher interest rate leaving approximately 600K in the 606 account. The current balance for WWFPD accounts is \$7,110,932.47.

Trustee Wattleworth 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 stated the report shows a new payment for EMS-MC. This is the billing company that has taken over Andres. Chief

Kavanaugh noted that the new company is very efficient and provides nightly reports. Trustee Wattleworth noted that the revenue stream is more consistent. Next Trustee Wattleworth stated that the Cyber Construction expense was to continue to keep the WWFPD domain name and that the stipend amounts for the Trustees had been calculated by Mr. Taverine. The higher amount paid to Trustee Milton includes reimbursement for his mandatory attendance at the NIAPPD conference. Total expenditures equal **\$12,397.04**.

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	1/17/24	Recording Secretary	\$200.00
Ottosen, Dinolfo et. al.	1/31-2/29/24	Legal	\$2621.50
Andres Medical Billing	1/31/24	Billing Services	\$2033.50
Dam Snell	1/31/24	CPA	\$1040.00
EMS-MC	2/29/24	Billing Services	\$1269.61
Cyber Construction	3/1/24	IT Services	\$32.00
Anthony Milton	2/23 & 3/20/24	NIAFPD & Stipend	\$1943.69
Brian Wattleworth	3/20/24	Stipend	\$1628.37
Donna Budil	3/20/24	Stipend	\$1628.37
Total			\$12,397.04

President Budil made a motion to approve Expense Report. Trustee Milton 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.

Auditor's Report:

There is no Auditor's Report at this time.

Fire Chief's Report:

Deputy Chief Kavanaugh stated that there were no large emergency calls since the last meeting and the numbers of calls averages 21.2 call/day, many of them being transport to the hospital. Chief Kavanaugh

stated that Vista Hospital, which had temporarily lost its trauma care status, is now back to accepting trauma patients.

Chief Kavanaugh stated that increase in the number of calls year over year justifies the addition of another ambulance to add to the rotation of emergency vehicles; a matter he will address at the next Village board meeting. The Chief explained that due to the amount of time it takes to produce an ambulance, the order must be placed years in advance. The Chief also noted the ambulance expected to deliver this year cost 600K and that the same order today would cost 1M. Chief Kavanaugh noted that the same company always supplied the vehicles, so that the department can use in house people for repairs. Their familiarity with the parts and specifics decreases the time vehicles are out of service.

Chief Kavanaugh stated that the recruitment process continues to ramp up with the department currently interviewing 26 people. Chief Kavanaugh added there is a consistent department presence at schools and job fairs and opportunities to learn about the Fire Department careers begin as early as the junior year of high school and can include in person visits to fire stations and ride-alongs. Chief Douglass added that a partnership with College of Lake County is also in place to promote Fire/EMS careers.

Chief Kavanaugh stated that training continues throughout the department stressing the basics and including the use of smoke simulators and a new procedure to open airways for trauma patients prior to arriving at the hospital. The Chief also stated that a blood drive was held March 16th resulting in 18 units and they hope to schedule more drives in the future.

Chief stated that the County wide communication center is set to go live soon. Waukegan & the Lake Co. Sheriff Dept. will not be participating but for all other departments this will be the first time all emergency entities will be connected through a central location. The new communication building is set to open June/July 2024.

Lastly, Chief Douglass stated that the department had a chance to work with the Make A Wish foundation inviting Miss Gladden to get dressed up in fire protection gear and ride on a fire truck.

Attorney's Report:

Ms. Trela stated that she has received and responded to the City of Waukegan's request for an invoice and completion of the vendor form but no payment has been received. The payment should be for 1063.80. If the payment does not arrive in the next month, Ms. Trela asked to be notified so she could address it.

Old Business:

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

New Business:

- a. **Review Draft FY 2023/2024 Budget & Appropriation Ordinance**

Ms. Trela handed out the draft budget to the board. Ms. Trela stated that the draft is similar to last year with a few adjustments made to the corporate fund. The draft has been sent to Mr. Taverine for review. Ms. Trela will arrange for publication of the budget hearing and noted that the approved

budget must be available to the public in hard copy at the fire stations and online on the Village website link.

b. Engagement Letter for Dam, Snell & Taverine.

Ms. Trela stated that the fee for the WWFPD audit has increased by 5% from last year for a total of \$8680.00.

Trustee Wattleworth made a motion to approve the Engagement Letter from Dam, Snell & Taverine. President Budil seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

c. Review and possible approval of Insurance renewal questionnaire (VFIS Property and Casualty)

Ms. Trela distributed the insurance questionnaire to the board members noting that Martin Klauber had been replaced by Anthony Milton as a named board member. Once filled out, Ms. Trela will remit to the insurance company.

Closed Session: None

Review agenda items for next board meeting – May 15, 2024

- Budget approval
- Insurance renewal

Having no further business to come before the board, President Budil made a motion to adjourn the meeting at 7:02 PM. Trustee Milton 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

05/15/2024

Date minutes approved