

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday September 18, 2019

President Klauber called the meeting of the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 6:00 p.m.

Trustees Present: Brian Wattleworth, Martin Klauber and Donna Budill

Other Officials: Brian J. O'Connor of Ottosen, Britz, Kelly Cooper, Gilbert & DiNolfo, and Chief Kavanagh.

Others Present: Jodi Luka – Management Analysis/Gurnee Fire Dept.

Doug Taveirne CPA for WWFPD

Battalion Chief David Douglas

**Comments from the Public:** None

**Approval of Minutes:**

Trustee Wattleworth made a motion to approve the July 17, 2019 meeting minutes as submitted.

Trustee Budill seconded the motion.

A voice vote was taken. All in favor, motion carried 3/0.

President Klauber made a motion to approve the July 17, 2019

Closed meeting minutes to be retained as confidential.

Trustee Wattleworth seconded the motion.

A voice vote was taken. All in favor, motion carried 3/0.

**REPORTS**

**President's Report:**

No remarks at this time.

**Treasurer's Report:**

Trustee Wattleworth distributed the Financial Reports and stated that the WWFPD had 6.2M at the end of August. Trustee Wattleworth stated that 1M has been moved from BMO Harris account to PMA account. He next stated that the Q2 Village payment appear on the Treasurer's Report and the Q3 payment is listed on the Proposed Expenditures document that he had distributed.

President Klauber made a motion to accept the Treasurer's Report as presented. Trustee Budill seconded the motion. A roll call was taken:

Ayes: 3                      Nays: 0                      Motion carried 3/0

Next Trustee Wattleworth addressed the Statement of Expenditures. As noted above the Q3 Village payment is slated to be paid. Trustee Wattleworth stated that Cyber Construction had completed the work on the website. And all outstanding invoices are on the expenditure report for payment. As mentioned at the previous meeting, Cyber Construction requires a credit card on file to maintain the websites Office 360 availability therefore Trustee Wattleworth included reimbursement for the use of his personal card for this use. Trustee Wattleworth then asked Doug Taveirne about the status of the PBS billing. Mr. Taveirne replied that it is tapering off and that he will be meeting with Erica, the finance director at PBS, regarding remaining charges. Chief Kavanaugh added that the Fire Department and the Village will also be having a conference call with PBS to tie up any loose ends. President Klauber suggested that PBS payment be deferred until the November board meeting.

The total for the Proposed Expenditure is \$783,758.25.

<b><u>Proposed Expenditures</u></b>	<b><u>Date</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
Beverly Shannon	7/17/19	Recording Secretary	\$180.00
Ottoson, Britz Kelly Gilbert	8/31/19	Legal	\$2475.00
PBS		Paramedic Billing	\$
Dam Snell	7/31/19	Insurance	\$2719.00
Cyber Construction	7/15/19, 9/1/19	Web Site	\$1437.00
Andres Medical Billing	8/9/19,9/11/19	Billing Service	\$2702.43
Brian Wattleworth	9/1/19	Office 365 Business	\$180.00

Village of Gurnee	9/3/19	Q2 Contract Billing	\$773918.27
Martin Klauber	9/17/19	Office Supplies	\$146.55

**Total \$783,758.25**

President Klauber made a motion to accept the Statement of Expenditures. Trustee Budill seconded the motion. A roll call was taken:

Ayes: 3                      Nays: 0                      Motion carried 3/0

**Secretary's Report:**

Trustee Budill stated that she and Trustee Wattleworth had completed some online training for the new website.

**Fire Chief's Report:**

Chief Kavanaugh stated that the Federal grant awarded the WWFPD allowed for the purchase of 2 sets of extrication unites, one for a rescue squad and one for a ladder truck. The Chief next announced that the WWFPD has officially moved back into Station #1. He next stated that there have been no major fire since the last board meeting though there have been "water incidents" and an increase in responses to motor vehicle accidents, two of which involved motorcycles.

**Attorney's Report:**

Mr. O'Connor gave Trustee Wattleworth document outlining the five highest WWFPD expenses to be submitted to the County and State. This information is included in Treasurer's Report. President Klauber made a motion to accept the Treasurer's Report. Trustee Budill seconded the motion. A roll call was taken:

Ayes: 3                      Nays: 0                      Motion carried 3/0

Mr. O'Connor will notarize and submit.

**Old Business:**

- a. Ambulance Billing complaints: None
- b. Annexations: None.

**New Business:**

a. Resolution 2019-R-01. 2019 Levy/Truth-in-Taxation

President Klauber made a motion to approve Resolution 2019-R-01. 2019 Levy/Truth-in-Taxation, a draft copy of which had been presented by Mr. O'Connor at the last board meeting. Trustee Wattleworth seconded the motion.

A roll call was taken:

Ayes: 3                      Nays: 0                      Motion carried 3/0

Copies of the resolution were then signed by President Klauber and Secretary Budill.

b. Ordinance-2019-XX. 2019 Levy.

Mr. O'Connor distributed a draft of Ordinance-2019-XX. 2019 Levy for the board to review prior to action at the next board meeting.

c. Financial Report:

Distributed by Doug Taveirne of Dam, Snell & Taveirne.

- I. 2019 Audit:
- II. 2019 Comptroller's Annual Financial Report:
- III. 2019 Treasurer's Annual Financial Report:
- IV. Financial Reports – July & August 2019

Mr. Taveirne presented a snapshot of the reports that detail the financial activity for the WWFPD for 2018 vs. 2019. In 2019 the WWFPD revenue exceeded expenses by 585K which will be reversed by the most recent abatement voted on by the board. There was an increase in ambulance fees during 2019 and decrease in income due to abatements to the taxpayers. Scheduled future levies will restore the WWFPD's funds to meet projected future expenses. Mr. Taveirne stated that a dual-signature process for all WWFPD expenditures is best. President Klauber stated that with the changes in trustees, all current trustees had been to the bank and have been added to the WWFPD accounts and the departed trustee's information had been removed. Mr. Taveirne also mentioned the upcoming contract negotiations with the Village and the upcoming construction of Station #3. With these things in mind, he stressed the importance of following the money models that have been put in place to be in the best position for the future. Mr. Taveirne also suggested that all invoices be centralized for efficiency and simplicity. Trustee Wattleworth suggested a SharePoint file to eliminate emails going back and forth.

**Closed Session:**

None

**Additional Comments:**

President Klauber announced that this will be Mr. O'Connor's last meeting in his capacity as legal representative of the WWFPD. President Klauber thanked him for his contributions and guidance and on behalf of a grateful WWFPD wished him well and noted that he will be missed.

President Klauber also wanted to thank Mr. Taveirne for his excellent work and expertise regarding the finances of the WWFPD.

**Review Agenda for next meeting November 20, 2019:**

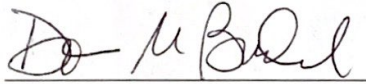
None.

The trustees, having no further business to come before the Board, President Klauber made a motion to adjourn the meeting at 6:37 PM. Trustee Wattleworth seconded the motion. A roll call was taken:

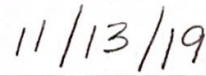
Ayes: 3

Nays: 0

Motion carried 3/0



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



Date minutes approved