

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday November 13, 2019

President Klauber called the meeting of the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 6:10 p.m.

Trustees Present: Martin Klauber, Brian Wattleworth and Donna Budil

Other Officials: Meganne Trela of Ottosen, Britz, Kelly Cooper, Gilbert & DiNolfo and Chief Kavanagh

Public Comment: None

Approval of Minutes: President Klauber made a motion to approve the September 18, 2019 meeting minutes as submitted. Trustee Wattleworth seconded the motion.

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

REPORTS

President's Report:

President Klauber stated that the upcoming Trustee Training required for all members of the WWFPD board will be held in Oakbrook IL and is also available online. Both options will satisfy the requirement and all Trustees are free to complete the training either in person or online.

Treasurer's Report:

Trustee Wattleworth distributed the Treasurer's Report and noted that the WWFPD had received a sizeable deposit from property taxes and asked the board's opinion on transferring money from the 606 Money Market account to the PMA account. It was decided to transfer 1.5M.

Trustee Wattleworth next stated that, at the recommendation of Mr. Taveirne, he had created a spreadsheet to track the flow of money in the WWFPD Operations Account and that there were no outstanding checks at this time.

President Klauber made a motion to accept the Investment Statement as submitted by Trustee Wattleworth. 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 and noted that there were no unusual payees or expenses of note.

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	9/18/19	Recording Secretary	\$180.00
Ottoson, Britz Kelly Gilbert	10/31/19	Legal	\$1912.50
PBS	9/19/19	Paramedic Billing	\$1141.16
Andres Medical Billing	11/11/19	Quarterly Payment	\$1705.02
Cyber-Construction	9/27/19	Website	\$1473.00
Dam, Snell & Taveirne	10/31/19	CPA	\$690.00
Total			\$7065.68

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

Ayes: 3

Nays: 0

Motion carried: 3/0

Secretary's Report:

Trustee Budil stated that she is continuing to update the WWFPD website. Trustee Wattleworth added that he had uploaded all of the pertinent information going back the last 3 board meetings on the SharePoint application that all of the trustees now have access to via Office 365.

Fire Chief's Report:

Chief Kavanagh noted that since the last board meeting there have been 3 retirements and added that due to recent hiring all positions are filled.

Chief Kavanagh next updated the board on the status of the proposed Fire Station #3. A civil engineer has been hired and if plans continue at the current pace groundbreaking for the new station would take place in the summer of 2020 with a forecasted move-in date of summer 2021.

The Chief also invited the board members to attend the Holiday Luncheon which will be held at Station #2 on the 12th of December at noon. This is an occasion to recognize department anniversaries and achievements.

Attorney's Report:

Ms. Trela stated that the tax objection issue (previously discussed in closed session until its resolution) was settled for 180K. This was a decrease from previous settlements.

Old Business:

- a. Ambulance Billing complaints: None
- b. Annexations: None
- c. 2019 Audit Report

It was decided by the board to table this discussion until Mr. Taveirne (CPA) could be present.

New Business:

- a. **Ordinance 2018-O-04 Making 2019 Levy Determination:**

Discussion/action of this issue is being delayed until Wednesday November 20th. It is required that a public notice regarding this subject be published so that all interested parties may attend. The meeting date was published as occurring on the 20th of November, therefore a special WWFPD board meeting will take place at Station #2 on Wednesday November 20th, 2019 at 6:30.

Trustee Wattleworth noted that the special meeting will need to be added to the WWFPD website.

Closed Session: None

Action Items from Closed Session: None

Review agenda for next meeting January 15th, 2020:

- ✓ Trustee Wattleworth will continue to attempt to obtain the collateral letters from the bank per Mr. Taveirne's request.
- ✓ Ms. Trela will inquire into how to track/verify direct deposit of property taxes to WWFPD from the State of Illinois.

Having no further business to come before the Board, President Klauber made a motion to adjourn the meeting at 6:49 PM. Trustee Wattleworth 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

1-15-2020

Date minutes approved