

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday July 21, 2021

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

Roll Call: Present: Martin Klauber, Brian Wattleworth & Donna Budil
Other Present: Meganne Trela of Ottosen, Dinolfo et. al., Chief Kavanagh and Jodi Luka.

Oath of Office and Election of Trustees: Ms. Trela administered the Oath of Office to Trustee Wattleworth.

Election of Officers: President Klauber asked if Trustees would like to remain in their current roles. With answers in the affirmative, the following WWFPD Board roster was confirmed.

President: Martin Klauber

Treasurer: Brian Wattleworth

Secretary: Donna Budil

President Klauber made a motion to approve the Warren-Waukegan Fire Protection District Board nominations as presented. Trustee Budil seconded the motion. A roll call was taken.

Ayes: 3

Nays: 0

Motion carried: 3/0

Ms. Trela will submit results and documentation of board confirmations to appropriate entities.

Comments from the Public: None

Approval of Minutes: Trustee Budil made a motion to approve the May 19, 2021, meeting minutes as submitted. President Klauber 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 current assets approximately 6.2M. Trustee Wattleworth noted that half of the extension funds (1.4M) had been

deposited in the BMO Harris account and there had been transfer of 2M from the 606 account to the PMA account leaving 800K in the 606 account. Interest rates remain negligible

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. An amended invoice from Ottosen, Dinolfo et. al. was received after the expenditures report was generated. The additional sum of \$869.00 was added to the report in a separate line item.

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	5/19/21	Recording Secretary	\$180.00
Ottosen, Dinolfo et. al.	5/31/21	Legal	\$1990.29
Andres Medical Billing	5-7/2021	Billing Services	\$3668.04
Dam Snell	5/31/21	CPA	\$1194.00
Cyber Construction	7/1/21	IT Services	\$360.00
Village of Gurnee	7/1/21	WWFPD Contract	\$1,052,802.43
Ottosen, Dinolfo et. al.	5/31/21	Legal	\$869.00
Total			\$1,061,063.76

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

Ayes: 3

Nays: 0

Motion carried: 3/0

Trustee Wattleworth raised the idea of LTD Ladder style accounts offered at BMO Harris as a potential investment option to address the negligible interest rates currently available. Trustee Wattleworth noted that other Lake County official entities are using this method to earn more money on held assets. In LTD Ladder accounts interest earnings are higher but fluctuate and can only be withdrawn quarterly. The investments are staggered to provide accessibility to funds across the fiscal year. President Klauber noted that all BMO Harris accounts are fully insured/collateralized. Trustee Wattleworth would like Mr. Taveirne's opinion. This can be discussed further at the September board meeting.

Secretary's Report:

Trustee Budil had nothing to report at this time.

Fire Chief's Report:

Chief Kavanaugh reported that the Village responded to 646 calls in June making it the busiest June and 4th busiest month for the fire department on record. The calls were for standard issues and the number of *small* fires were addressed indicating that response is rapid which is key to preventing escalation and larger fires.

Station #3 construction remains on schedule and on budget. The Fire Department expects to have the keys in hand mid-August and the punch list items and internal construction i.e., installation of speakers, appliances, gym equipment, furniture etc. completed August – October in time for planned October 2021 Grand Opening. A date convenient to local officials (including the board members of the WWFPD) and invited state and local dignitaries is being sought and a date for the Ribbon Cutting will be announced as soon as it is decided.

Chief Kavanaugh also mentioned that a retirement ceremony for a member of the department with 27 years of service will be held on September 25, 2021. WWFPD board members are welcome to attend.

Attorney's Report:

Ms. Trela stated that Joe Miller of Ottosen, Dinolfo et. al. continues to address any tax objections leveled at the WWFPD. The settlement amounts, when applicable, are expected to be greatly reduced from previous years due to the abatements given taxpayers by the board of the WWFPD.

Old Business:

- a. **Ambulance Billing Complaints:** None
- b. **Annexations:** None
- c. **WWFPD Website:** Ms. Trela stated that it is not mandatory for the WWFPD to maintain their own website, but if they chose to have a page linked to the Village website they must post current WWFPD Board Meeting Minutes, Agendas and Freedom of Information Act requests. Trustee Wattleworth noted that closing the WWFPD website would also close their current document storage capabilities and suggested retaining current Share Point and email addresses provided by Cyber Construction. If approved, Jodi Luka agreed to add the WWFPD page to the Village website.

President Klauber made a motion to approve the creation of a WWFPD page on the Village website
Trustee Budil seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

New Business:

- a. **Res. 2021-R-01 Proposed CY2021 Levy/Truth-in taxation determination.**

Ms. Trela stated that a Truth in Taxation notice will need to be published. The WWFPD board will discuss a larger abatement at the September 2021 meeting for implementation/publication in November 2021.

b. Status of Audit/Annual Financial Report

The WWFPD anticipates an update from Mr. Taveirne by the next board meeting.

c. Discussion and possible action on Auditing Official per Illinois Safe-T Act.

The state of Illinois requires a designated official to address any safety complaints lodged against the WWFPD. Ms. Trela noted that since the board has no employees the issue is mainly moot but reminded the board that Ottosen & DiNolfo represents the WWFPD as a whole and there would be a conflict of interest if a complaint was lodged against any individual board member. That being said Ms. Trela acknowledged that the law firm is eligible to be the Auditing Official.

President Klauber made a motion to have Ottosen & DiNolfo represent the WWFPD as the Auditing Official to satisfy the requirement of the Illinois Safe-T Act. Trustee Budil 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 for next meeting September 15, 2021:

- Audit Report
- Treasurers Annual Report
- Attorney Engagement Letter
- WWFPD web page.
- Truth in Taxation determination/publication.
- LTD Ladder Investing

Having no further business to come before the board, President Klauber made a motion to adjourn the meeting at 6:40 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

9-15-2021

Date minutes approved