

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday September 15, 2021

Call to Order: President Klauber called the meeting of the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 6:00 PM

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

Comments from the Public: None

Approval of Minutes: President Klauber made a motion to approve the July 21, 2021, meeting minutes as submitted. Trustee Budil seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

REPORTS

President's Report:

President Klauber inquired if attending upcoming picnic was mandatory. Chief Kavanaugh stated that it was a very low key affair. Neighboring agencies and public bodies i.e. representatives from the townships and libraries, attend. Chief Kavanaugh offered to introduce the board members and/or represent the WWFPD if needed. Next President Klauber inquired about the policy regarding laptops for WWFPD board members. President Klauber stated that his was over 7 years old and he would like to purchase a new one. It was agreed that he could purchase a new laptop and present the receipt for reimbursement at the next board meeting.

Treasurer's Report:

Trustee Wattleworth distributed the Treasurer's Reports. Trustee Wattleworth stated current assets approximately 5.5M. Trustee Wattleworth noted that the large transfer of funds (PMA to BMO Harris) and large payment (Village) are reflected on report.

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	7/21/21	Recording Secretary	\$180.00
Ottosen, Dinolfo et. al.	7/31/21	Legal	\$2160.00
Andres Medical Billing	8/9/21	Billing Services	\$1422.14
Dam Snell	7/31/21	CPA	\$765.00
Cyber Construction	9/1/21	IT Services	\$327.00
Total			\$4854.14

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

Secretary's Report:

Trustee Budil had nothing to report at this time.

Fire Chief's Report:

Chief Kavanaugh was pleased to announce that the Grand Opening of Station #3 will be October 13, 2021. The Chief stated that construction of Station #3 has come in on time and on budget and that the architect did a beautiful job. Only minor equipment installation needs to be completed. A "soft" open will begin with personnel staying overnight at the new station October 5, 2021.

The opening of Station #3 will decrease response times in some cases to seconds and in locations like Park City the response time may be cut in half. After analysis of data the Department hopes the workload will be evenly divided between the three stations. Chief Kavanaugh stated that at any given time there are 6 vehicles available to respond including 4 ambulances. President Klauber asked if another vehicle is needed. Chief Kavanaugh stated that the need is being constantly assessed and in the future another vehicle will likely be required. Chief Kavanaugh noted that it is not only the cost of the vehicle, but the cost of the additional personnel necessary to operate it that needs to be considered.

Chief Kavanaugh stated that the past months continue to see a historic number of calls. The majority of the calls are for accidents and rescues though he did note a fire in a manufactured home in Park City that spread to a second home. The fire was contained to the two structures and no one was hurt.

Trustee Wattleworth inquired about the progress with vaccinations within Department. Chief Kavanaugh stated that 88% were already vaccinated with remaining personnel to receive 1st shot by 9/19/21 and 2nd shot 3 weeks later. Until all are fully vaccinated, the Chief has instituted a testing policy in line with current public health guidelines.

Lastly Chief Kavanaugh stated that the ambulance ordered for September delivery was delayed to January 2022 due to shortage of parts.

Attorney's Report:

Ms. Trela stated that her firm had reviewed any large tax objections and determined that the cost of litigation (including expensive appraisals) precluded any action at this time.

Old Business:

- a. **Ambulance Billing Complaints:** None
- b. **Annexations:** None
- c. **PMA Investment Option:** Mr. Taveirne stated that he had spoken with our representative at BMO Harris and while the LTD investment option does not yield a great deal (.03%) it is better than the amount of interest currently accruing.

President Klauber made a motion to approve 750,000.00 to be invested in 1 year/2 year/3 year LTD (ladder) investment option with BMO Harris. Trustee Budil seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried: 3/0

- d. **Website:** Ms. Luka projected the WWFPD web page (now live on the Village website) for the board to review. The page will be maintained by Ms. Luka and will include WWFPD Mission Statement, meeting minutes, upcoming meeting dates & times, meeting agendas and an option for F.O.I.A. requests. Ms. Luka will add historical data at a later date. Ms. Trela stated that the data need only go back two (2) years with any older data being accessible through a F.O.I.A. request. Ms. Trela will send the contact information to Trustee Budil to cancel contract with Cyber Construction (30 day notice required). The WWFPD will retain the domain name wwfpd.org and Ms. Luka will create a link to the WWFPD page on the Village site.

President Klauber made a motion to switch WWFPD website from independent site to a web page on 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-02 Making 2021 Truth in Taxation Determination.**

Ms. Trela stated that a Truth in Taxation notice will need to be published in newspaper prior to adoption of levy due to increase of more than 5% from last year. Ms. Trela stated that 3,418,248.00 is full levy amount possible this year. Mr. Taveirne stated that there is a risk to imposing another consecutive abatement since future levies would be based on the lowest levy and with CPI increasing next year WWFPD expenses (including payments to the Village) will increase. President Klauber asked Ms. Trela what impact levies & abatements have on tax objections. Ms. Trela stated that there will always be tax objections though recent abatements have offset arguments put forth in the most recent complaints. President Klauber stated that he did not want to abate money year after year at the risk of lowering the amount the WWFPD is able to levy resulting in the need for a referendum to raise funds. President

Klauber suggested the levy be for the full amount this year and asked Mr. Taveirne to continue to provide updated forecasts, as information becomes available, allowing the board to make decisions on the prudence and feasibility of future abatements. Trustee Wattleworth noted that there are tangible items to justify the full levy. Money has been re-invested in the community, most notably in the form of Station #3, but also in increased staffing and updated equipment. President Klauber agreed noting that with these additions, response times and general services have improved. Ms. Trela stated that the levy would not be adapted until the November meeting, but that a roll call vote need be taken on the resolution stating that there will be a levy increase of more than 5%. Ms. Trela will ensure the required notifications are published in a timely manner.

President Klauber made a motion to adapt **Res. 2021-R-02 Making 2021 Truth in Taxation Determination** Trustee Budil seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

b. Ord. 2021-O-03 Making 2021 Levy DRAFT.

Ms. Trela distributed a draft of the levy agreement to be voted on at the next board meeting. Included in the packet were the calculations for the levy and a draft of the notice to the public to be published prior to the next meeting. Ms. Trela noted that the levy funds will be split evenly between WWFPD Ambulance and Corporate funds.

c. Dam, Snell & Taveirne Financial Reports - UPDATE.

- **2021 Audit Report**

Mr. Taveirne distributed the draft Audit Report to the board. Mr. Taveirne noted that the only document missing was collateralization information.

President Klauber made a motion to approve the **2021 Audit Report** subject to Trustee Wattleworth providing collateralization information to Mr. Taveirne. Trustee Budil seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

- **Financial Reports – July & August 2021**
- **2021 Comptroller’s Annual Financial Report**
- **2021 Treasurer’s Annual Financial Report**

President Klauber made a motion to approve the **2021 Treasurer’s Annual Financial Report.** Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

The reports listed above were distributed by Mr. Taveirne for review by the board members. Mr. Taveirne will file the necessary documents with the state online once required signatures are obtained from board members. Mr. Taveirne noted that the CARES ACT funds and Station #3 expenditures were the main causes for variations from previous years and asked the board members to contact him with any questions or concerns they may have.

d. Review Closed Session Minutes:

Closed Session: None

Action Items from Closed Session: None

Review agenda for next meeting November 17, 2021:

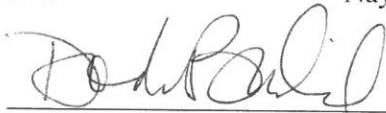
- Audit Report
- Levy Resolution
- Attorney Engagement Letter

Having no further business to come before the board, Trustee Budil made a motion to adjourn the meeting at 7:05 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

11-17-2021

Date minutes approved