

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday July 19, 2023

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

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

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

Comments from the Public: None

Approval of Minutes:

President Budil made a motion to approve WWFPD meeting minutes from May 24, 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 noted that approximately 2M in tax payments have been deposited in the 606 accounts since the last meeting. Trustee Wattleworth will transfer the 2M from the 606 account to the WWFPD investment account reducing the amount in the 606 account to the usual 500-600K. Currently all WWFPD assets total approximately 7.2M. After deducting expenses to be approved at this meeting, (including the payment to the Village), total assets will be approximately 6.1M.

Trustee Milton made a motion to approve the Treasurer's Report as presented. President 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. Trustee Wattleworth stated payees were all the usual expenses noting a rise in the cost of billing services. Deputy Chief Douglass stated that calls have increased 8% over previous months. Total expenditures equal **\$889,949.08**.

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	5/24/23	Recording Secretary	\$200.00
Ottosen, Dinolfo et. al.	5/31 & 6/30/23	Legal	\$4772.50
Andres Medical Billing	5/31/23, 7/5/23	Billing Services	\$5454.08
Dam Snell	5/31/23	CPA	\$1100.00
Cyber Construction	-	IT Services	\$360.00
Village of Gurnee	7/3/23	WWFPD Svc Cont.	\$878,062.50
Total			\$889,949.08

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.

Fire Chief's Report:

Deputy Chief Douglass reiterated that calls had increased overall by 8%. There is not an obvious factor to attribute to the rise in calls though noted that medical transport is counted in with medical calls

Next the Deputy Chief stated that the renovation to fire Station #1 is almost complete pending completion of the fire sprinkler systems and various inspections required to finish the project.

Lastly Deputy Chief Douglass stated that with retirements and promotions leaving positions to be filled, the fire department is actively recruiting and screening new candidates.

Attorney's Report:

Ms. Trela stated she has nothing to report noting her comments to the board will be addressed during the New and Old Business sections of the meeting.

Old Business:

- a. **Ambulance Billing Complaints:** None
- b. **Annexations:** None
- c. **Amendment to Ord. 2023-O-02**
Creating and Authorizing a committee pursuant to and in compliance with the Decennial Committees on Local Government Act.

As discussed at the last meeting, two (2) district residents in addition to WWFPD board members are necessary to complete the composition of the Decennial Committee designed to study efficiency in local government. The names of the (2) residents put forth are David and Kelly Deiler. Ms. Trela noted that meeting times for the committee have not been determined and provided the board members with a template that can be used to create an agenda/meeting plan for the Decennial Committee business.

President Budil made a motion to approve the addition of the David and Kelly Deiler to the Decennial Committee roster. Trustee Milton seconded the motion. A roll call was taken:

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

New Business:

➤ **CY2023 Levy/Truth-in Taxation**

Ms. Trela explained that an abatement/levy reduction should be discussed when the WWFPD CPA Doug Taveirne is present at the next meeting and wanted the board to have time to think about possible actions prior to the next meeting. To that end she passed out the previous years paperwork on this issue as a reminder of how various options can impact both the WWFPD assets, the board's future ability to tax/abate as well as the effect on the community's tax bill.

➤ **Status of Audit/Annual Financial Report**

Ms. Trela noted that this issue will be best discussed next meeting when CPA Doug Taveirne is present.

➤ **Discussion of signatory authorizations for WWFPD bank accounts.**

Previous documents listing the board members with authority to be signatories on WWFPD accounts need to be amended to reflect the current make-up of the board.

President Budil made a motion to approve the edits to the Bank signatory information. Trustee Wattleworth seconded the motion. A roll call was taken:

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

Trustee Wattleworth will submit this updated documents to the bank.

Closed Session: None

Action Items from Closed Session: None

Review agenda items for next board meeting – September 20, 2023

- Audit Review
-
- Abatement/Levy discussion

Having no further business to come before the board, President Budil made a motion to adjourn the meeting at 7:32 PM. Trustee Milton seconded the motion. A roll call was taken:

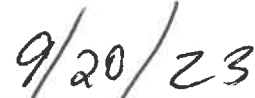
Ayes: 3

Nays: 0

Motion carried 3/0



Anthony Milton
Secretary, Board of Trustees
Warren-Waukegan Fire Protection District



Date minutes approved