

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday July 17, 2024

Call to Order: President Budil called the meeting of the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 6:17 PM

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

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

Comments from the Public: None

Approval of Minutes:

President Budil made a motion to approve WWFPD meeting minutes from May 15, 2024. 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 and noted that a transfer of 1.5M had been made from the 606 account to the PMA account in May and that the 592-account balance had remained the same. Tax receipts had been received in June and the 1M in the BMO Harris account will need to be invested at a future date and WWFPD accounts are to pay the Village Current WWFPD balances are enough to pay the next (7) Village invoices. Total current assets at this time equal \$6,845,131.65.

President Budil made a motion to approve the Treasurer's Report as presented. Trustee Milton 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 the report included the usual expenses as well as a payment to Cyber Construction for minimal maintenance to the WWFPD website and the cost of replacing Trustee Wattleworth's outdated computer. Trustee

Wattleworth noted that the printer did not need to be replaced at this time. Total expenditures equal **\$916,859.03**

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	5/15/24	Recording Secretary	\$200.00
Ottosen, Dinolfo et. al.	5/31-6/30/24	Legal	\$3747.14
Dam Snell	6/30/24	CPA	\$810.00
EMS-MC	5-31-6/30/24	Billing Services	\$2153.32
Cyber Construction	7/1/24	IT Services	\$401.00
Village of Gurnee	7/1/24	Village Contract	\$907,916.63
Brian Wattleworth	8/11/24	CDW (computer)	1630.94
Total			\$916,859.03

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 Kavanaugh reported that a large fire occurred as a result of used fireworks being disposed of next to a garage that then spread to the home early in the morning of July 5th. There were no fire hydrants in the immediate vicinity and other area fire departments were called in to help extinguish the fire. The Chief next stated that another incident of note took place when a communication was lost with kayakers on the Des Plaines River whose last cell phone ping had been in Gurnee. After an extensive search, they were successfully located downstream under a bridge.

The Chief next stated that the cost to replace the cameras on the fire engines had been approved and that representatives of the department would be traveling to Florida to inspect new equipment that had been ordered two years ago and is now ready to be integrated into the WWFPD inventory.

Chief Kavanaugh added that the transition from Johnson Controls to the FSS fire control system will go live in September and the department is working to educate the community on the new system.

Chief Kavanaugh next reported that exterior of the new centralized dispatch center is complete with the interior expected to be finished January 2025. The new dispatch center will be comprised of 22 entities with the current centers in Gurnee and Lake Zurich acting as backups. A governing board, including representatives from all fire districts, will be assembled in the coming months.

Deputy Chief Douglass reported that the First Responders Expo was a huge success. Deputy Chief Douglass added that Gurnee Days will be taking place in August, Training in the Park will take place in September and last Saturday's blood drive collected 21 units of blood. The Deputy Chief also noted that a 14-month long education program for Fire Battalion Chiefs had been completed and the training will be very helpful to the department.

Attorney's Report:

Ms. Trela requested that paperwork regarding the Certificate relating to Open Meetings, FOIA requests etc. be returned to her so that it may be submitted as required.

Old Business:

- a. **Ambulance Billing Complaints:** None
- b. **Annexations:** None

New Business:

a. CY2024 Levy/Truth-in-Taxation determination-discussion.

Ms. Trela stated that the levy percentage will look high due to the abatement previously approved by the board. A *Black Box* notice will be published to inform the public of a hearing that will explain the levy exceeding 5%.

b. Status of Audit/Annual Financial Report - discussion

Ms. Trela stated that the audit and annual financial report would be discussed at the September board meeting with Mr. Taverine expected to be in attendance.

c. Review and possible action on compensation for recording secretary.

Trustee Wattleworth suggested that the compensation for Beverly Shannon, recording secretary for the WWFPD, be increased.

President Budil made a motion to increase compensation to \$250.00. Trustee Milton seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

d. Review and possible action on BMO Harris Fraud Protection Services.

Trustee Wattleworth stated that he had received a notice that BMO Harris would no longer be liable for any fraud perpetrated on accounts at their bank after August 1, 2024, unless the account holders enrolled in fraud protection services. The board decided the amount (approximately \$100/account/month) was acceptable and that it was better to be pro-active given the large amounts of money held in BMO Harris accounts for the WWFPD. Trustee Wattleworth stated he will monitor the expense for the service as the bank statements are received and will report back if the expense exceeds what has been discussed by the board.

President Budil made a motion to have WWFPD accounts enrolled in the Fraud Protection Services. Trustee Milton seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

Closed Session: None

Review agenda items for next board meeting – September 18, 2024

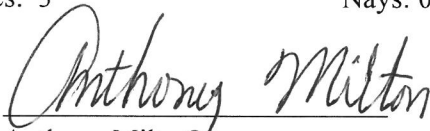
- Truth in Taxation
- Levy Draft

Having no further business to come before the board, President Budil made a motion to adjourn the meeting at 7:09 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