

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday March 16, 2022

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: Megan Trela of Ottosen, Dinolfo et. al., Doug Taveirne C.P.A. Chief Kavanagh, Battalion Chief Davis Douglass and Carissa Cabon of the Lake County Board.

Comments from the Public: None

Approval of Minutes: Trustee Budil made a motion to approve the January 19, 2022, meeting minutes as submitted. Trustee Wattleworth 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 noted ambulance billing has increased and the Village Payment was made from PMA account in February. Trustee Wattleworth suggested funds be transferred from 606 account to the PMA account in the near future. Total current assets equal approximately 5M.

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. The amount of the stipends approved at the last board meeting was incorrect and the upcoming payment to the Village missing. After these adjustments were made the expenditures totaled \$1,070,313.64.

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	1/19/22	Recording Secretary	\$200.00

Ottosen, Dinolfo et. al.	1/31-2/28/22	Legal	\$1692.00
Andres Medical Billing	2/10-3/11/22	Billing Services	\$6301.70
Dam Snell	2/28/22	CPA	\$4415.00
Village of Gurnee	1/4/22	Contract Payment	\$1,052,802.43
Brian Wattleworth	1/19/22	Stipend	\$1628.37
Martin Klauber	1/19/22	Stipend	\$1628.37
Donna Budil	1/19/22	Stipend	\$1628.37
Brian Wattleworth	1/31/22	USPS Postage	\$17.40
Total			\$1,070,313.64

President Klauber made a motion to accept the Statement of Expenditures. Trustee Wattleworth 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.

Auditor's Report:

Mr. Taveirne had sent draft of the budget to be approved at the May meeting (with projections) to the board members for their review prior to the meeting. Amounts are based on a 3.5% estimated increase in new Village contract and increased ambulance expenditures based on recent billing. Mr. Taveirne stated that the WWFPD is currently experiencing financial equilibrium, but with expected substantial increase of CPI expected in 2022, future abatements may be difficult. Mr. Taveirne noted that the negative income recorded for the previous fiscal year was due to the funds spent on the newly completed Station #3.

President Klauber made a motion to accept and sign the Financial Projection Letter. Trustee Budil seconded the motion. A roll call was taken:

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

Fire Chief's Report:

Chief Kavanaugh stated the fire department budget had been presented to the Village of Gurnee and will be addressed at meeting in April 2022. The Chief noted that Capital items included in the budget are 750K for a new fire engine, a new command vehicle and funds allocated to fill the Deputy Chief position. Plans also include renovations to Station #1 including upgrades to improve the health and wellness of the employees.

The subject of call times was raised and the Chief stated that currently Grayslake calls are routed through Glenview adding seconds to response times. This is being addressed and a large, centralized dispatch center is in the discussion phase.

Attorney's Report:

Ms. Trela stated that there are two (2) Lake County Zoning court case pending. One will be heard 3/22/22 regarding property in Waukegan and a second on 3/24/22 regarding a parcel in Fremont Township. Ms. Trela also stated that one case had made it the state appeals level and her firm would be monitoring the progress. At this time action was not suggested as appraisals and attorney fees necessary to dispute the case are costly and may not be prudent depending on outcome and action by other interested parties.

Old Business:

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

New Business:

a. **Review Draft FY 2021/2022 Budget & Appropriation Ordinance**

Ms. Trela stated that the draft was consistent with projected costs based on last year's expenses. The main variable is the new contract coming up for approval with the Village. The amount on this draft shows a 5% increase, but after earlier comments from Mr. Taveirne and Chief Kavanaugh, the percentage will be adjusted to 3.5%.

Ms. Trela will ensure that public notification of the May budget discussion/approval meeting is published as required by law and provide the board with an updated packet prior to the meeting.

Closed Session: None

Action from Closed Session: None

Review agenda for next WWFPD board meeting – May 18, 2022

Public Hearing: Budget Discussion/Approval

Trustee Budil Re-appointment

Insurance Renewal

Having no further business to come before the board, President Klauber made a motion to adjourn the meeting at 6:37 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

5-18-2022

Date minutes approved