



**LAKE VILLA**  
FIRE PROTECTION DISTRICT

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**BOARD OF TRUSTEE MEETING**

**REGULAR MEETING**

**Open Session Minutes**

910 E Grand Ave, Lake Villa, IL 60046

December 4, 2023, 5:00 PM

**BOARD OF TRUSTEES**

James Stout, President

Ingrid Skidmore, Treasurer

Howard Schnitzer, Secretary

1. **CALL TO ORDER**

The meeting was called to order by President Stout at 5:01 PM.

2. **PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Trustee Stout.

3. **ROLL CALL**

The following members were present: Trustee James Stout, Trustee Ingrid Skidmore, Trustee Howard Schnitzer

**OTHERS PRESENT IN-PERSON**

Chief Slazes, Lt. Justin Biggs, Heather Welsch – Administrative Assistant, Dave Harrington of Sawyer Falduto Asset Management

**VIA ZOOM**

Deputy Chief Becker, James Howard of Government Accounting Services, Megan Lamb of Ottosen, Dinolfo, Hasenbalg & Castaldo Ltd.

4. **PUBLIC COMMENT**

NONE

5. **APPROVAL OF MEETING MINUTES**

a) **November 6, 2023 Open Meeting Session Minutes:** Trustee Skidmore motioned to approve the minutes and release as presented. The motion was seconded by Trustee Schnitzer. Roll Call Vote: Trustee Stout: Aye. Trustee Skidmore: Aye. Trustee Schnitzer: Aye. Motion passed.

b) **November 6, 2023 Closed Meeting Session Minutes:** Trustee Skidmore motioned to approve the minutes and release as presented. The motion was seconded by Trustee Schnitzer. Roll Call Vote: Trustee Stout: Aye. Trustee Skidmore: Aye. Trustee Schnitzer: Aye. Motion passed.

6. **FINANCIAL REPORTS**

a). **Financial Statements:**

- Dave Harrington presented the District Investment Performance Report ending November 3, 2023. Trustee Skidmore motioned to approve the Financial Report as presented. The motion was seconded by Trustee Schnitzer. Roll Call Vote: Trustee Stout: Aye. Trustee Skidmore: Aye. Trustee Schnitzer: Aye. Motion accepted.



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- James Howard presented the District Financial Report ending October 31, 2023. Trustee Skidmore motioned to approve the Financial Report as presented. The motion was seconded by Trustee Schnitzer. Roll Call Vote: Trustee Stout: Aye. Trustee Skidmore: Aye. Trustee Schnitzer: Aye. Motion passed.
- b). **Treasurer's Report** – Trustee Skidmore presented the Bill List for November 7 – December 4, 2023. Trustee Schnitzer motioned to approve payment of bills, including two (2) payroll periods in the amount of \$486,604.34. The motion was seconded by Trustee Stout. Roll Call Vote: Trustee Stout: Aye. Trustee Skidmore: Aye. Trustee Schnitzer: Aye. Motion passed.

### 7. OLD BUSINESS/DISCUSSION AND POSSIBLE ACTION

- Decennial Committee continues to have an opening for a member who lives in district
- Trustee Stout motioned to open a public hearing at 5:16 PM to approve the Truth and Taxation Notice. The motion was seconded by Trustee Skidmore. Roll Call Vote: Trustee Stout: Aye. Trustee Skidmore: Aye. Trustee Schnitzer: Aye. Motion approved.
  - Proper notice was published in the Daily Herald 7-14 days before the public hearing (November 24, 2023).
  - No public comment.
  - Trustee Stout motioned to close the public hearing at 5:17 PM. The motion was seconded by Trustee Skidmore. Roll Call Vote: Trustee Stout: Aye. Trustee Skidmore: Aye. Trustee Schnitzer: Aye. Motion approved.
- Trustee Skidmore motioned to approve Ordinance 2023-05 an Ordinance Levying and Assessing Taxes of the Lake Villa Fire Protection District for 2023. The motion was seconded by Trustee Schnitzer. Roll Call Vote: Trustee Stout: Aye. Trustee Skidmore: Aye. Trustee Schnitzer: Aye. Motion approved.

### 8. NEW BUSINESS/DISCUSSION AND POSSIBLE ACTION

- Megan Lamb presented a recommended policy that aligns with the PLAWA Act.
  - Two policies presented, full-time and part-time, comply with the Act.
  - Trustee Skidmore motioned to approve the proposed PLAWA time off policy for part-time employees. The motion was seconded by Trustee Schnitzer. Roll Call Vote: Trustee Stout: Aye. Trustee Skidmore: Aye. Trustee Schnitzer: Aye. Motion approved.
  - Trustee Skidmore motioned to approve the proposed PLAWA time off policy for full-time employees. The motion was seconded by Trustee Schnitzer. Roll Call Vote: Trustee Stout: Aye. Trustee Skidmore: Aye. Trustee Schnitzer: Aye. Motion approved.
- Trustee Skidmore motioned to approve the proposed Board of Trustee 2024 General Meeting Dates. The motion was seconded by Trustee Schnitzer. Roll Call Vote: Trustee Stout: Aye. Trustee Skidmore: Aye. Trustee Schnitzer: Aye. Motion approved.



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### 9. ADMINISTRATION REPORTS

#### a). Fire Chief Slazes:

- An update on construction on Grand Avenue was given.
- November 2023 reported incidents resulted in 308 calls, 151 were transports. An overview of fires, EMS incidents and trainings was given.
- Update on new procedures and training for future Allendale resident rescues.
- Update on new equipment coming from Pierce.
- Insurance renewals are almost completed.
- November training hours performed by members was 752, with an average of 19.2 hours per member.
- A report on member training and certifications was given.
- Shared upcoming opportunity to participate in "Operation North Pole" event.

#### b). Fire Prevention Bureau: presented by Lt. Biggs

- Inspections for Lake Villa are almost completed for the year.
- Public education events done for the year. Members were very supportive, helping with the events.
- Commented on the great help FF Danielle Goosinow has been assisting with Pub Ed and Fire Bureau.

#### d). Attorney:

- Deferred to Closed Session

#### e). Trustees:

- Trustee Stout shared about the success of the Lindenhurst Holiday Parade event.

### 10. Closed Session

- Trustee Stout motioned to enter into Closed Session at 5:57 PM for the purpose of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity (5 ILCS 120/2 (c) 1). Pending, Probable, or Imminent Litigation (5 ILCS 120/2 (c) 11)
- The motion was seconded by Trustee Skidmore. Roll Call Vote: Trustee Stout: Aye. Trustee Skidmore: Aye. Trustee Schnitzer: Aye. Motion approved.
- Present in Closed Session: Trustee Stout, Trustee Skidmore, Trustee Schnitzer, Fire Chief Slazes, Deputy Chief Becker (via Zoom), Megan Lamb (via Zoom)
- Trustee Stout motioned to adjourn Closed Session at 6:13 PM. The motion was seconded by Trustee Skidmore. Roll Call Vote: Trustee Stout: Aye. Trustee Skidmore: Aye. Trustee Schnitzer: Aye. Motion passed.

### 11. REPORT UPON RETURN FROM CLOSED SESSION

- Trustee Stout motioned to return to Open Session at 6:13 PM. The motion was seconded by Trustee Skidmore. Roll Call Vote: Trustee Stout: Aye. Trustee Skidmore: Aye. Trustee Schnitzer: Aye. Motion passed.
- Nothing to report and no action was taken in Closed Session.



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12. **ADJOURNMENT**

There being no more business to come before the Board of Trustees, Trustee Stout motioned to adjourn at 6:13 PM. The motion was seconded by Trustee Skidmore. Roll Call Vote: Trustee Stout: Aye. Trustee Skidmore: Aye. Trustee Schnitzer: Aye. Motion passed.

Next Regular Board Meeting: February 5, 2024

\_\_\_\_\_  
Howard Schnitzer, Secretary

\_\_\_\_\_  
Date

Submitted by: \_\_\_\_\_  
Heather Welsch, Recording Secretary

\_\_\_\_\_  
Date