

*Minutes*

*VILLAGE FIRE DEPARTMENT  
REGULAR MONTHLY BOARD MEETING*

*Wednesday, May 30, 2023, 6:00 P.M*

**CALL TO ORDER**

**Present & Voting Were:**

**City of Hedwig Village  
City of Bunker Hill Village  
City of Spring Valley Village  
City of Hunters Creek  
City of Hilshire Village**

**Commissioner Matt Woodruff, Chair  
Commissioner Keith Brown, Vice Chair  
Commissioner Allen Carpenter, Secretary  
Commissioner Rob Adams, Member  
Commissioner Robert (Bob) Buesinger**

**Present Were:**

**City of Hedwig Village  
City of Spring Valley Village  
City of Bunker Hill Village  
City of Piney Point Village  
Village Fire Department**

**Alternate Mayor Tom Jinks  
Alternate John Lisenby  
Alternate Clara Towsley  
Alternate Aliza Dutt  
Interim Fire Chief, Howard Miller  
Administrator, Marlo Longoria  
Attorney Brandon Morris**

**Randle Law Firm**

**Not Present Were:**

**City of Hunters Creek  
City of Hilshire Village  
City of Piney Point Village**

**Alternate Fidel Saipen  
Alternate Mike Garofalo  
Commissioner Zeb Nash, Treasurer**

**1. COMMENTS FROM THE PUBLIC (Comments are limited to 3 minutes each)**

None

**2. CONSIDERATION OF AND POSSIBLE ACTION ON THE FOLLOWING** - The Board will discuss and consider possible action on the following:

a. 2023 Possible Amendments

Commissioner Woodruff asked for a motion to approve the 2023 Amendment, moved by Commissioner Brown and seconded by Commissioner Carpenter.

MOTION CARRIED UNANIMOUSLY

Commissioner Carpenter stated professional services line item needed to be reviewed. The two numbers highlighted in red are Accounting and HRIS software and Microsoft 365 licensing.

Commissioner Woodruff stated the importance of Microsoft 365 and asked for future commission discussions as the department begins implementing an accounting software program before being placed into action. This requested number does not include the two

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numbers \$6,000 for Accounting & HRIS and \$7,000 for Microsoft 365 licensing.

Commissioner Woodruff asked for a motion to approve an increase of \$441,777 as the 2023 Amendment with the professional services moved by Commissioner Brown and seconded by Commissioner Carpenter.

Commissioner Woodruff stated he would entertain that motion request to Cities the amount previously stated correcting professional services so that we have a full year of Microsoft licensing.

Commissioner Woodruff asked for a motion to amend the entire motion with the changes made to professional services. This amendment for 2023 will total \$451,277. Moved by Commissioner Brown and seconded by Commissioner Carpenter.

MOTION CARRIED UNANIMOUSLY

Commissioner Buesinger requested a letter to be drafted and emailed to the commission.

Commissioner Woodruff requested the letter by Friday. He stated he would draft a cover letter and this amendment should be amendment # 4.

b. 2024 Proposed Budget

Marlo Longoria presented the 2024 proposed budget.

Consideration and discussion continued by the commission on each line item for the proposed 2024 budget.

Commissioner Woodruff stated that the titles needed to be changed for the Presentation of the Proposed 2024 Budget

- Audit 2021 - 1<sup>st</sup> column
- Audit 2022 - 2<sup>nd</sup> column
- 2023 original – 3<sup>rd</sup> column
- 2023 as amended – 4<sup>th</sup> column
- 2024 proposed – 5<sup>th</sup> column
- \$ Change comparison from the as amended to 2024 proposed – 6<sup>th</sup> column
- % Change from the as amended to 2024 proposed – 7<sup>th</sup> column

Commissioner Woodruff asked for a motion to adopt the 2024 proposed budget seconded by Commissioner Brown.

MOTION CARRIED UNANIMOUSLY

c. 2022 Intra-Budgetary Transfers

Marlo Longoria presented the intra-budgetary transfers and the options for changes to be made to the 2022 budget.

Commissioner Woodruff stated as a consequence of the Audit, the department is too true up the number for 2022. Amendment #3 to the 2022 budget should say that any line items that have changed the 2022 budget as amended through amendment #2 proposed change and the new number, their difference. So, the commission can take amendment #3 to the cities and ask for approval. Even though they only have to approve those over \$10,000. I think the

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commission should just set out the whole thing for clarity's sake and say here are the changes the commission is proposing to make to the 2022 budget to true it up. Since the commission is not asking them for more money, it is just a fiscal cleanup, we will need to add this proposed amendment to consider the next meeting.

**3. NEXT MEETING DATE**

**June 28, 202 – regular commission meeting  
2022 #3 amendment**

**4. ADJOURNMENT**

Commissioner Woodruff asked for a motion to adjourn at 8:08 p.m. seconded by Commissioner Carpenter

**MOTION CARRIED UNANIMOUSLY**

Respectfully submitted.

Commissioner Matt Woodruff, Chair

Attest:

Commissioner Allen Carpenter, Secretary