



GRAYSLAKE FIRE PROTECTION DISTRICT

Headquarters Station • 160 Hawley Street • Grayslake, IL 60030 • Tel. 847.223.8960 • Fax 847.223.8964
www.grayslakefire.com

Fire Chief
John R. Christian

March 15, 2018

Mr. Jeff Werfel
County Board, District 6
18 N. County St. 10th Floor
Waukegan, IL 60085

Board of Trustees

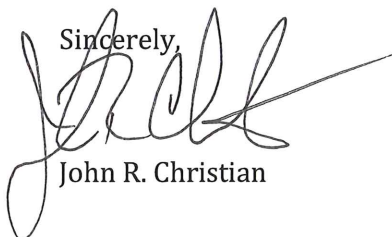
Ellen L. Dimock
President
Karen Wojciechowski
Treasurer
Terry Toth
Secretary

Dear Mr. Werfel:

I am writing this letter in unequivocal support of the reappointment of Ms. Karen Wojciechowski to the Grayslake Fire Protection District Board of Trustees. Ms. Wojciechowski is the current Treasurer of the Board of Trustees and has been extremely valuable in the planning and implementation of District policy and operations. She continues to be dedicated to growing this organization properly while maintaining fiscal responsibility. Karen Wojciechowski has demonstrated her commitment and desire to serve the Grayslake Fire Protection District and its citizens by attending regularly scheduled board meetings, attending community functions in her role, and attending fire district trustee training. Karen is deep rooted in the Grayslake community having been born and raised here. Further, she routinely attends District functions and has a true desire to serve in whatever capacity necessary. The Board of Trustees is actively involved in strategic planning and developing long range goals for the District. Ms. Wojciechowski understands the economic challenges and issues that taxing bodies face and her vision of necessary operational objectives is extremely beneficial to all of us. Karen Wojciechowski continues to provide guidance to our administration and as a trustee and former commissioner, has successfully overseen our organization grow to a three fire station operation serving 24.5 square miles and over 35,000 residents. I truly believe it is in the best interest of the officers, members, and citizens of the Grayslake Fire Protection District for Ms. Karen Wojciechowski to be reappointed as a member of the Grayslake Fire Protection District Board of Trustees.

If you have any questions, please feel free to contact me at any time.

Sincerely,



John R. Christian

March 9, 2018

Mr. Jeff Werfel
Lake County Board, District 6
18 N. County St., 10th Floor
Waukegan, IL 60085

Dear Mr. Werfel:

I am writing this letter to express my interest in continuing my current position as a Trustee for the Grayslake Fire Protection District.

I have been a lifelong resident of Grayslake and sincerely care about the needs of our community and our citizens.

Since the inception of the Grayslake Fire Protection District's Board of Commissioners, it was both an honor and privilege to serve on the Commission for twenty years.

Since 2015, I have had the privilege to serve as a Trustee and Treasurer on the Board of Trustees for the Grayslake Fire Protection District. I am also serving as the Treasurer of the Grayslake Fire Protection District's Pension Board.

I believe that the Grayslake Fire Protection District has some of the most talented firefighters and paramedics in the fire service. I am proud to say that during my service as a Commissioner and Trustee, it has been very rewarding to see many of them advance their careers with the Grayslake Fire Protection District.

I believe that my banking background of more than thirty years assists me in performing the duties of a Trustee/Treasurer. I understand and accept Chief Christian's expectation of support of fiscal responsibility within our Fire District. I understand, accept and perform the responsibilities and duties of a District Trustee and the commitment to the citizens, organization and the County.

I understand and accept the challenges that await me if I am chosen to remain on the Grayslake Fire Protection Board of Trustees. I truly believe that I am an important asset to the continued success of the Grayslake Fire Protection District.

I have included my resume for your review. If you have any questions, please contact me:

Home:

Cell:

Thank you for your consideration.

Respectfully,

Karen Wojciechowski
Trustee/Treasurer, Board of Trustees, Grayslake Fire Protection District

KAREN WOJCIECHOWSKI

Phone: [REDACTED] Cell [REDACTED]

Email: [REDACTED]

CAREER SUMMARY

Banking Professional possessing proven ability and superior sales results of retail and commercial banking products and services throughout Lake, Cook and McHenry counties. Branch Management experience including staff hiring, training, and supervision of personnel to ensure a professional customer service environment and successful sales team.

Day to day responsibilities of managing the branch to ensure goals are met/exceeded in checking, retail loans, investments, and both mortgage and commercial loans,. I am dedicated to providing value and superior service to our customers, to our shareholders and to our communities. I welcome the challenge and opportunity to provide excellent service, develop staff to perform in a successful sales environment and to deliver exceptional results.

PROFESSIONAL EXPERIENCE**Village of Grayslake**

January 2014 – Present

Customer Service Representative

- Customer Service duties including assisting residents with payment of water bills, completing requests for service from residents, assisting residents with issues/concerns they may have in person or over the phone, at the same time always providing the highest level of customer service.
- Issue Purchase Orders for payment of invoices
- Establishing in Laser fiche new escrow files along with posting any activity to the account.
- Review building, electrical and plumbing applications when they are submitted to ensure all required information is completed along with supporting documentation and payment as required.
- Review business license applications and collect payments.
- Assist customers requiring assistance from the Police Department.
- Assist in preparing Aquatic Center membership payments and deposits. Copy and move supporting documentation to the AQ cash receipt files on a monthly basis.
- Scan, move and file bank statements on a monthly basis.
- Balance the money drawer from the previous business day.
- Community Garden registration, payment processing, correspondence with participants
- Assist in the training of new employees.

US Bank, Vernon Hills and Mundelein, IL

September 2003-July, 2013

Branch Manager

- Manager, Vernon Hills Branch September 2003-Dec. 2005
- Manager, Mundelein Branch December 2005 - July 2013
- Promote a positive team attitude to ensure the success of the team/branch.
- Coach and mentor assistant branch manager and teller supervisor to ensure their participation and commitment to the sales process. Provide visual aids for tracking sales results on a branch and per employee level. Promote sales challenges to help increase sales production and results.
- Monitor branch reports (i.e. income/expense/revenue, overdraft, kiting and loan reports).
- Ensure proper scheduling of staff to accommodate customer needs.
- Maintain employee files, including monitoring time off, behaviors, training, and performance reviews.
- Conduct interviews for prospective employees and assist in the training of new employees.
- Do weekly coaching sessions to help enhance employee behaviors, product knowledge and help overcome obstacles pertaining to their sales success.
- Ensure that each employee meet and exceed their goals.

- Outside business development, including small commercial loans (up to \$250,000), Merchant Services, Business accounts and Cash Management Services, etc.
- Service customers in all areas of banking, including opening accounts, customer service issues, processing loans.
- Work with all lines of business to increase sales of products and services.
- Work with ADP for referrals of business customers.
- Ensure the bank's policies and procedures are being followed at all times.
- Community involvement through participation in area Chamber and other local organizations.
- **MAJOR ACCOMPLISHMENT: 2010 ANNUAL PINNACLE WINNER (TOP 10% OF BRANCH MANAGERS IN THE COMPANY ACROSS THE UNITED STATES)**

State Financial Bank, Libertyville, IL

February 2002-August, 2003

Branch Manager

- Outside business development.
- Coach and mentor branch managers to ensure their understanding and commitment to referral and sales process.
- Coach and mentor branch staff regarding product knowledge, referral and sales goals, and ensure that bank policies and procedures are being followed.
- Monitor branch reports including income, expense, overdraft, kiting and loans.
- Conduct interviews for prospective employees.
- Maintain employee files, including preparing annual reviews.
- Community involvement to increase awareness and image in the community.

Harris Bank, BARRINGTON, IL

MARCH 2001-FEBRUARY 2002

Assistant Branch Manager/Manager in-training

- In-house training for Harris Branch Manager position.
- Supervision of four personal bankers, six tellers, four vault attendants, and receptionist.
- Develop sales incentive programs to increase teller and personal banker referrals and sales.
- Monitor On Target reports to ensure utilization of client contact lists to help increase sales.
- Service customers in all areas of customer service including opening new accounts, processing loans, account servicing.

COMMUNITY INVOLVEMENT

Treasurer Board of Trustees, Grayslake Fire Protection District

Treasurer, Grayslake Fire Protection District Pension Board

Past-President and Treasurer, Exchange Club of Grayslake

References:

Fire Chief John Christian



Joyce Campbell



Judy Haga

