

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday May 20, 2020

Appointment of Trustee: Meganne Trela administered the oath of office to serve as a trustee for the WWFPD to Martin Klauber. The document was signed by President Klauber and witnessed by Meganne Trela.

Call to Order: President Klauber called the meeting of the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 6:03 p.m.

Election of Officers: Trustee Wattleworth made a motion to keep the current assignments for the trustees on the board of the WWFPD. Donna Budil seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried:

3/0

The current assignments are as follows:

President: Martin Klauber

Treasurer: Brian Wattleworth

Secretary: Donna Budil

Roll Call: Trustees Present: Martin Klauber, Brian Wattleworth and Donna Budil.
Other Officials Present: Meganne Trela of Ottosen, DiNolfo and Chief Kavanagh

Public Hearing on FY2020-2021 Budget & Appropriations O-1:

Hearing was opened at 6:06PM

No members of the public were present for comment. Ms. Trela noted that notice of the hearing had been published and all requirements met to hold the public hearing.

Hearing was closed at 6:07PM

Public Comment: None

Approval of Minutes: Trustee Wattleworth made a motion to approve the March 18, 2020 meeting minutes as submitted. Trustee Budil seconded the motion. A roll call was taken:

carried: 3/0

Ayes: 3

Nays: 0

Motion

REPORTS

President's Report:

President Klauber had nothing to report at this time.

Treasurer's Report:

Trustee Wattleworth distributed the Treasurer's Report. Trustee Wattleworth stated that there had been no substantial asset movements since the last board meeting and that there is approximately 700K in the BMO Harris account and 45-50K in the Operating account. Cash balances have decreased as expected in line with the previously approved tax rebates.

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 and noted that the state and federal tax payments had already been submitted and cleared the bank. Trustee Wattleworth stated that the insurance expense listed on the report will be addressed later in the meeting.

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	3/18/20	Recording Secretary	\$180.00
Ottosen, Britz, Kelly, Gilbert	4/30/20	Legal	\$3105.00
Andres Medical Billing	5/7/20	Billing Services	\$3465.38
Dam, Snell & Taveirne	4/30/20	CPA	\$905.00
Chicago Tribune	4/30/20	Classified Listing	\$26.57
IRS	3/30/20	Q1 2020 Taxes	\$2045.25
Il Dept. of Revenue	3/30/20	Q1 Tax Payment	\$336.00
VFIS	4/23/20	Insurance	\$5650.00
Total			\$15,173.30

President Klauber made a motion to accept the Statement of Expenditures. Trustee Budil seconded the motion. A roll call was taken:

Secretary's Report:

Trustee Budil stated that she did not currently have administrative access to the WWFPD website and therefore was having trouble keeping it up to date. After discussing the option of purchasing a training package versus having the webmaster upload WWFPD material, Chief Kavanaugh suggested that Trustee Budil contact Jodi Luka at the Village who could help her with the website maintenance. Trustee Budil agreed and confirmed that she would contact Ms. Luka once she had gotten authorization to administer the website.

Fire Chief's Report:

Chief Kavanaugh stated that the call rate compared to last year is down approximately 70-80% due to the suppressed social activity brought on by Covid-19 protocols. The length of each call is increased due to prevention and clean-up measures required for each call. The Chief stated that he believes masks will need to be worn to every call for at least the next 6-8 months. The Chief related that the local statistics for Covid-19 have improved over the past weeks from 4-5 positive tests per day to 1 positive test every 3-4 days. To date no fire department personnel have tested positive and the Chief attributes this to the training and preparation undertaken by his people. Temperature checks are performed at home prior to reporting for a shift and flexibility has been implemented to give time off to those who may have come in close contact with a person who has tested positive. He is proud of the department and feels they are prepared as they can be for the next phases of response to this pandemic.

Chief Kavanaugh commented that although the recent heavy rains have not yet necessitated evacuating Station #1 to the police department building as has happened in the past, the combined departments have been proactive in preparing the space by cordoning off specific sections in line with the best safety practices and Covid-19 guidelines.

Chief Kavanaugh noted there are currently three vacancies in the department due to retirement. There is a diverse list to choose from left from and interviews are underway. The Chief expects to have the vacancies filled by July 2020.

Chief Kavanaugh stated that the department's application for the Emergency/Illinois Infrastructure grant had been submitted Monday May 18, 2020. This is a 25M grant that is for entire state of Illinois. Chief Kavanaugh added that the minimum and maximum requests were for 500K and 5M respectively, but due to the needs of other districts in the state he feels we have "less than a 1% chance" of receiving any part of the grant. Chief Kavanaugh noted that information regarding the upcoming construction of Fire Station #3 was included which may improve the chances.

Chief Kavanaugh ended by stating that although the Covid-19 restrictions have greatly reduced traffic, there have been 3 fatalities due to automobile accidents. The annual average is 10. There was also a house fire due to unattended burning of brush setting a neighboring home on fire. Fortunately no one was injured.

Auditor's Report:

None

Attorney's Report:

Ms. Trela had nothing to report at this time.

Old Business:

- a. Ambulance Billing complaints: None
- b. Annexations:

Ms. Trela stated that 5 annexations had occurred in April and May. Ms. Trela is currently assessing the impact to the WWFPD budget. As these are small parcels, the impact is expected to be minimal.

New Business:

- a. Ordinance 2020-O-1 Approving FY 2020-2021 Budget & Appropriation:

President Klauber made a motion to accept Ordinance 2020-O-1 Approving FY 2020-2021 Budget & Appropriation. Trustee Wattleworth seconded the motion. A roll call was taken:

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

Three copies of the ordinance were signed by the trustees. One copy will be uploaded to the WWFPD SharePoint site the remaining two were kept by Ms. Trela to be filed accordingly.

- b. VFIS Property & Casualty and Accident & Sickness Insurance Renewal:

Ms. Trela stated that copies the insurance policies were included in the board packets distributed to the trustees. The payment of \$5650.00 is included in the Expenditure Report approved earlier in the meeting. The premium had decreased from last year.

President Klauber made a motion to approve the payment of VFIS Property & Casualty and Accident & Sickness Insurance Renewal. Trustee Wattleworth seconded the motion. A roll call was taken:

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

- c. Dam, Snell & Taveirne, Ltd. Audit Engagement Letter:

Ms. Trela stated that a copy of the engagement letter was included in the board packets distributed to the trustees. Ms. Trela stated that this letter is standard and similar to previous letters of engagement with Dam, Snell & Taveirne. The cost for services listed in the letter is \$7345.00.

President Klauber made a motion to approve the payment of VFIS Property & Casualty and Accident & Sickness Insurance Renewal. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3
3/0.

Nays: 0

Motion carried:

President Klauber signed the Audit Engagement Letter. Trustee Wattleworth will forward the document to Mr. Taveirne.

d. Foreign Fire Insurance Tax Collection – IML – Collection of Funds:

Ms. Trela stated that these are funds collected from out of state corporate entities to support local fire protection districts. The WWFPD has an ongoing relationship with The Illinois Municipal League (IML) and Ms. Trela has received a request for information from them. Ms. Trela wanted direction from the board before providing the information. President Klauber asked if there were any other entities providing this service. Ms. Trela stated that she was not aware of any at this time.

President Klauber made a motion to maintain the current relationship with the Foreign Fire Insurance Tax Collection – IML and have Ms. Trela provide the information requested. Trustee Budil seconded the motion. A roll call was taken:

Ayes: 3
3/0.

Nays: 0

Motion carried:

e. Lake County Property Tax Deferment Ordinance:

This item requires no action. It is for budgetary insight only. Due to the financial impact of Covid-19 on the community, up to 50% of a property tax bill may be deferred for up to 60 days. This will result in the income to the WWFPD being spread over a longer period. Fortunately, the board has been fiscally responsible and has kept assets in reserve so that the impact will be minimal. President Klauber asked Chief Kavanaugh what the economic impact of Covid-19 would mean to the construction of Station #3. The Chief responded that so far construction remains on schedule (permit applications and plans submitted for review etc.) and that the contractor *may* come in under budget. The Chief continued by stating that upcoming weeks will be telling for the Village of Gurnee and that the gradual re-opening of the economy will be key. The Village of Gurnee has suffered substantial loss of revenue highlighted by closing of Six Flags as well as day to day businesses. The Chief stated that the Village will reach out to the WWFPD as needed. President Klauber stated that the WWFPD is ready and willing to help.

Closed Session: None

Action Items from Closed Session: None

Review agenda for next meeting July 15, 2020:

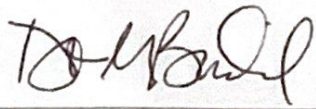
- Status of 2020-2021 Budget
- Update on construction costs for Station #3.

Having no further business to come before the Board, President Klauber made a motion to adjourn the meeting at 6:54 PM. Trustee Budil 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

7/15/2020

Date minutes approved