

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday September 16, 2020

Call to Order: President Klauber called the meeting of the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 6:01 p.m.

Roll Call: Trustees Present: Martin Klauber, Brian Wattleworth

Trustee Absent: Donna Budil.

Other Officials Present: Meganne Trela of Ottosen, DiNolfo, Doug Taveirne of Dam, Snell & Taveirne, Ltd. and Chief Kavanagh

Public Comment: None

Approval of Minutes: Trustee Wattleworth made a motion to approve the July 15, 2020 meeting minutes as submitted. President Klauber seconded the motion. A roll call was taken:

Ayes: 2

Nays: 0

Motion carried: 2/0

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 confirmed that the transfer of funds from the BMO account to the PMA (variable) account, approved at the July board meeting, had been completed in August. He also noted that most of the funds in the PMA (fixed account had been used to make the September 2020 payment to the Village of Gurnee. Total assets for the WWFPD currently are approximately 6M.

President Klauber inquired about the rate of return on investments. Trustee Wattleworth stated that the variable rate is currently .09% and that their contact at BMO Harris bank had mentioned she had recommendations for future investments. President Klauber stated that he would follow up with the bank.

Trustee Wattleworth made a motion to approve the Treasurer's Report as presented. President Klauber seconded the motion. A roll call was taken.

Ayes: 2

Nays: 0

Motion carried: 2/0

Trustee Wattleworth next presented a Statement of Expenditures. Trustee Wattleworth noted the payment to the Village was included in the expense report adding that the remaining entries were standard expenses.

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	7/15/20	Recording Secretary	\$180.00
Ottosen, Britz, Kelly, Gilbert	7/31/20	Legal	\$1612.50
Andres Medical Billing	7/25/20	Billing Services	\$2966.48
Dam, Snell & Taveirne	7/31/20	CPA	\$690.00
Cyber Construction	9/1/20	Website Maintenance	\$1077.00
Trustee Wattleworth	9/8/20	Printer Ink	\$87.11
Village of Gurnee	6/30/20	Service Contract	\$1,057,970.65
Total			\$1,064,583.74

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

Ayes: 2

Nays: 0

Motion carried: 2/0

Secretary's Report:

Trustee Budil was not present for the meeting.

Fire Chief's Report:

Chief Kavanagh began by thanking the board for their part in Station #3 becoming a reality. Dirt on site has begun to be moved and the projected 12-month completion goal is still intact. The official address for Station #3 is 5330 Manchester Road and the Chief invited the board members to stop by any time during construction to see the progress being made. Chief Kavanagh then made a visual presentation of the interior and exterior of the most current plans. The interior will include a Conference/Meeting/Classroom, a Watch Office for the Lt./Supervisor on duty, computer workstations for on duty personnel, a Great Room/kitchen, gender neutral locker room, seven individual bunks, laundry, IT room and work out area. The exterior is a black/gray brick with metal panels with a flagpole and hose tower out front. There will be a 911 emergency phone on site connected to a dispatcher who can see the person seeking help and address the situation if the station personnel are not present. The Chief ended the presentation by stating that the conference room/office space in the new station is available to the WWFPD board any time and reiterated the appreciation and excitement the fire department personnel all have for the new station.

During construction of station #3, the Chief will be meeting with the construction project manager every two weeks and be provided a written report which he will forward to the board. The Chief will also present a status update at each WWFPD board meeting. The Chief mentioned that an official ground breaking ceremony is impractical during the pandemic, which the board agreed was correct, but stated that he hoped the conditions will have changed enough over the next 12 months to enable a Grand Opening of Station #3 upon its completion.

Chief next reported on service calls. There are still calls to address Covid-19 and all personnel continue to wear PPE to all calls. To date there have not been any cases of Covid-19 among the fire department. If a family member is affected there is a protocol in place to allow someone time off without using accrued personal time which has been very helpful. Regular calls are back to 100% after decreasing due to stay at home orders. Summer calls were down a bit due to Six Flags never fully opening and there has not yet been a determination whether Six Flags will open for Fright Fest or Christmas season. There have been many auto accidents, a few small fires and a few active shooter calls that the fire department has responded to and while drug usage seems to have increased, overdose average 1 to 2 per month.

Chief Kavanaugh ended his report by stating that the fire stations remain closed to the public and no public events, or community outreach programs have been scheduled due to the pandemic.

Attorney's Report:

Ms. Trela stated she had nothing to report at this time.

Old Business:

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

New Business:

- a. Approval of Engagement Letter for Dam, Snell & Taveirne, Ltd.

Mr. Taveirne presented the letter of engagement to continue as the Certified Public Account for the WWFPD.

President Klauber made a motion to accept the letter of engagement from Dan, Snell & Taveirne. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 2 Nays: 0 Motion carried: 2/0

- b. Review and Approval of Financial Reports:

Mr. Taveirne presented the board with the 2020 Audit Report, the 2020 Comptroller's Annual Financial Report and the 2020 Treasurer's Annual Financial Report.

The 2020 Audit Report is missing the letter of collateral from BMO Harris. Trustee Wattleworth stated that he had requested it to no avail. President Klauber noted that this had happened in the past and Trustee Wattleworth would need to speak with a Supervisor at the bank. Ms. Trela stated that the audit could be approved with the condition that the collateral letter would be included at a later date as well as the signature of the board secretary, Trustee Budil, who was unable to attend tonight's meeting. Ms. Trela will ensure the proper notice to the public regarding the audit is posted.

Mr. Taveirne made note of two specific lines in the audit.

1. Property income had decreased due to previous tax abatement passed by the WWFPD.
2. Property tax abjections had been settled but not yet paid.

President Klauber made a motion to accept the 2020 Audit Report, the 2020 Comptroller's Annual Financial Report and the 2020 Treasurer's Annual Financial Report from Dan, Snell & Taveirne with the condition a collateral letter will be obtained from BMO Bank and included with the final audit. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 2

Nays: 0

Motion carried: 2/0

At this point Mr. Taveirne presented the board with documents projecting possible WWFPD financial outcomes integrating various levy, abatement, and collection scenarios. Mr. Taveirne used the previous two years for reference and the forecasts were based on 95% collection of property taxes and 2% CPI. Mr. Taveirne reminded the board that the ongoing and unknown ramifications of the Covid-19 virus make projections as well as the amount to hold in reserve accounts more uncertain. When asked by the board when levy/abatement decisions needed to be made, Ms. Trela stated that the levy determination needs to be approved at the November board meeting, but that any abatement determination can wait until the January meeting. The board members asked many questions and it was decided to discuss the issues after Trustee Budil had been given the documents and all the board members had had a chance to review them.

c. Review of Closed Session Minutes

Ms. Trela will gather any closed session minutes for review and determination of action to the next board meeting.

d. Review of notice of Joint Review Board Meeting – City of Park City/ Old Skokie Road Redevelopment Project Area.

A request for a representative to attend the Joint Review Board Meeting – City of Park City/ Old Skokie Road Redevelopment Project Area meeting on September 23, 2020 at 1PM was sent to the WWFPD. It was decided that either Chief Kavanaugh or Jodi Luka would attend, take notes and report back to the WWFPD board what if any impact the actions decided upon at the meeting would have on WWFPD services.

Closed Session: None

Action Items from Closed Session: None

Review agenda for next meeting November 18, 2020:

- Levy Determination

Having no further business to come before the board, President Klauber made a motion to adjourn the meeting at 7:40 PM. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 2

Nays: 0

Motion carried 2/0

Brian Wattleworth
Treasurer, Board of Trustees
Warren-Waukegan Fire Protection District

Date minutes approved