

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday November 18, 2020

Call to Order: President Klauber called the meeting of the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 7:31 PM via Zoom Link. President Klauber then suggested that Trustee Wattleworth lead the meeting as he was physically present at the meeting

Roll Call: Trustee Wattleworth commenced with the roll call:

Present: Martin Klauber, Brian Wattleworth & Donna Budil

Other Officials Present: Meganne Trela of Ottosen, DiNolfo, Doug Taveirne of Dam, Snell & Taveirne, Ltd., Chief Kavanagh & Jodi Luka of the Village of Gurnee

Public Comment: None

Approval of Minutes: Trustee Budil made a motion to approve the September 16, 2020 meeting minutes as submitted. Trustee Wattleworth seconded the motion. A roll call was taken:

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

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 noted that 1.5M had been transferred from the Harris account to the PMA account. Trustee Wattleworth stated that with interest rates being minimal at this time no new investments have been made though he intends to explore investment opportunity prior to the next meeting. Total assets for the WWFPD currently are approximately 6.3M.

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

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

Trustee Wattleworth next presented a Statement of Expenditures. Trustee Wattleworth noted that there were no unusual expenses and that the \$39.02 to Paramedic Billing Services should be the final payment.

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	9/16/20	Recording Secretary	\$180.00
Ottosen, Britz, Kelly, Gilbert	10/31/20	Legal	\$2767.50
Andres Medical Billing	10/9-11/10/20	Billing Services	\$2802.02
Dam, Snell & Taveirne	10/31/20	CPA	\$8140.00
Trustee Wattleworth	10/12/20	MS 365 License	\$180.00
Paramedic Billing Services	9/20/20	Billing Services	\$39.20
Total			\$14,108.72

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

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

Secretary's Report:

Trustee Budil had nothing to report at this time.

Fire Chief's Report:

Chief Kavanagh presented a video of the progress of Station #3. As of today, the footers and plumbing have been installed and the block walls are partially completed. Next week the sewer and water are scheduled to be connected. The Chief stated that construction is on schedule and that the project manager is very happy with the subcontractors work and collaboration and encouraged the board members to drive by noting that he will schedule a tour of the site when it is safe to do so.

Next Chief Kavanaugh stated that there has been an uptick in responses to Covid-19 calls and that the number is back to the levels seen in Spring of 2020. The Chief noted that while the calls have increased the severity of illness in those infected is reduced. Chief Kavanaugh stated that a few department employees had tested positive for the virus, but all have recuperated and are back to work. Chief Kavanaugh also stated that should the board members want the Covid-19 vaccine when it becomes available he would be able to add their names to his list of essential workers.

The Chief did not report on structure fires occurring since the last board meeting but did note that personnel had been called out to help with wildfires that had erupted with the high winds experienced in the area.

Attorney's Report:

Ms. Trela stated that the business she needed to address would come up later in the meeting.

Old Business:

- a. Ambulance Billing complaints: None
- b. Annexations: None
- c. Mr. Taveirne distributed copies of the 2020 audit report to the board members for required signatures. Ms. Trela stated that with Covid-19 policies in place she would remotely file the document as opposed to going to the County office as in years past.

New Business:

- a. Ordinance 2020-O-02. Ordinance Levying and Assessing Taxes of the Warren-Waukegan Fire Protection District Lake County, Illinois for 2020.

This ordinance keeps the levy at the standard amount. The trustees, Ms. Trela and Mr. Taveirne discussed the timing, possible amount, and prudence of an abatement. Ms. Trela noted that an abatement could be voted on and put into effect at the January 2021 board meeting if a determination is reached in the interim.

Trustee Budil made a motion to accept the Ordinance Levying and Assessing Taxes of the Warren-Waukegan Fire Protection District Lake County, Illinois for 2020. President Klauber seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

- b. CARES ACT:

- i. Application
- ii. Agreement
- iii. Approval

The CARES ACT allows the WWFPD to receive money to be used specifically for the residents of the district and only for Covid-19 related relief. Many other districts/entities have had to use the funds for salaries as well as equipment. Fortunately the WWFPD is in the unique position to be able to take the entire 126K the CARES ACT would provide and purchase heart monitors that will then be “donated” to the Village of Gurnee to help with the treatment of Covid-19 infected residents.

Ms. Luka of the Village of Gurnee provided a copy of the purchase order for equipment that will be processed upon receipt of the funds by the WWFPD as well as the necessary paperwork to apply for the CARES ACT funding.

The request requires three motions to be approved by the WWFPD board:

Trustee Wattleworth made a motion to approve the CARES ACT funding application. Trustee Budil seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

Trustee Wattleworth made a motion to approve the Intergovernmental Agreement Covid-19 Relief Fund. Trustee Budil seconded the motion. A roll call was taken:

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

Trustee Wattleworth made a motion to approve the purchase of cardiac monitors and related equipment in the amount of \$125,650.14 with the CARES ACT funds for the treatment of Covid-19 by the residents of the WWFPD. Trustee Budil seconded the motion. A roll call was taken:

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

The appropriate documents were signed by Trustee Wattleworth and attested to by Trustee Budil.

c. Review and approve Dam, Sell & Taveirne, Ltd. engagement letter for financial reports, the general ledger and payroll tax work.

Trustee Budil made a motion to approve Dam, Sell & Taveirne, Ltd. engagement letter for financial reports, the general ledger and payroll tax work Trustee Wattleworth seconded the motion A roll call was taken:

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

Trustee Wattleworth thanked Mr. Taveirne for his continued assistance noting that his professionalism and organization helped him greatly as the treasurer of the WWFPD.

Closed Session: None

Action Items from Closed Session: None

Review agenda for next meeting January 20, 2020:

- Abatement Discussion
- Set schedule for 2021-2022 WWFPD board meetings

Having no further business to come before the board, Trustee Budil made a motion to adjourn the meeting at 8:21 PM. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 2 Nays: 0 Motion carried 2/0

Donna Budil
Secretary, Board of Trustees
Warren-Waukegan Fire Protection District

Date minutes approved