

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Tuesday May 28, 2019

Trustee Klauber called the meeting of the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 6:00 p.m.

Trustees Present: Brian Wattleworth, Martin Klauber and Donna Budil

Other Officials: Brian J. O'Connor of Ottosen, Britz, Kelly Cooper, Gilbert & DiNolfo and Chief Kavanagh

Others Present: Kristina Kovarik, Mayor – Village of Gurnee, Steve Carlson – Lake County Board, Jodi Luka – Management Analysis/Gurnee Fire Dept.

Public Attendees: Brian Budil, Brian Davies, Toyoka Nishishra

Donna M. Budil was appointed to serve on the Board of the WWFPD.

Mr. O'Connor administered the Oath of Office to Donna Budil.

Election of Officers:

Trustee Klauber proposed the following slate of Officers for the Warren-Waukegan Fire Protection District:

Martin Klauber – President

Brian Wattleworth – Treasurer

Donna Budil – Secretary

President Klauber made a motion to accept the Slate of Officers as proposed. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried 3/0

Open Hearing:

President Klauber opened the floor to:

Public Hearing of FY2019-2020 Budget & Appropriations Ordinance 2019-3

Public Comment: None

The hearing was closed.

Approval of Minutes: Trustee Wattleworth made a motion to approve the March 20, 2019 meeting minutes as submitted. Trustee Budil seconded the motion.

A voice vote was taken. All in favor, motion carried 3/0.

REPORTS

President's Report:

President Klauber noted that with the changes in personnel and positions, now is a good time to implement a policy that all Trustees have access to all WWFPD documents and information. Trustee Wattleworth agreed with this and stated that with the addition of Office 360 (which is part of the Cyber Construction agreement) everyone would have an independent WWFPD email and access to WWFPD documents via SharePoint if the Cyber Construction contract is approved later in meeting. President Klauber also stated that all of the current Trustees would need to be signatories on the WWFPD accounts and asked that they meet at the bank on the Saturday following this meeting. President Klauber also noted that Mr. DeRuntz would need to be removed from all documents and correspondence regarding the WWFPD and addresses and emails of current board members updated and sent to the appropriate parties. Mr. O'Connor stated that he would facilitate this.

Treasurer's Report:

Mr. Taveirne is sending a packet of financial information to Trustee Wattleworth to bring him up to speed. During this transitional period, President Klauber will deliver Treasurer's Report.

President Klauber distributed the Statement of Investments. The WWFPD has a balance of 5.7M. This amount will decrease due to the \$1.2M tax levy rebate/decrease (\$600K Corporate + \$600K Ambulance) approved at the last meeting. President Klauber stated that Courtney Soesbe, the manager of the new investment fund WWFPD recently joined, mentioned that rates are going down and suggested moving some of the WWFPD liquid assets to lock in current rates. President Klauber asked Trustee Wattleworth to contact Ms. Soesbe to discuss and find out the current rates on CDs prior to the next meeting.

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

Ayes: 3

Nays: 0

Motion carried 3/0

Next President Klauber distributed the Statement of Expenditures. The WWFPD is still receiving invoices from PBS though they are expected to end soon as Andres now handles the billing for

the WWFPD. There are two (2) invoices submitted from Cyber Construction. Trustee Wattleworth suggested paying the oldest and holding the latest until the website is operational. For the website to go "live" information from the original website host (GoDaddy.com) will need to be obtained. Mr. O'Connor was asked to contact Mr. DeRuntz as he was the liaison with GoDaddy and has the contact information. Again, it was brought up that all information should be accessible to all board members to avert this type of confusion. Chief Kavanaugh asked if he should send documents to all trustees and was given the okay to do so.

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	5/28/19	Recording Secretary	\$ 180.00
Ottosen Britz Kelly Gilbert	5/18/19	Legal	\$ 5,760.00
PBS	5/28/19	Paramedic Billing	\$ 368.44
Cyber Construction	3/20/19	Web Site	\$ 1,028.75
Andres Medical Billing	5/28/19	Billing Service	\$ <u>4,365.19</u>
Total			\$11,702.38

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

Ayes: 3 Nays: 0 Motion carried 3/0

Secretary's Report:

During this transition period, Trustee Wattleworth delivered the Secretary's Report.

Cyber Construction website is a work in progress. There is one (1) revision remaining and the information needed from GoDaddy.com mentioned above. Trustee Wattleworth will send the proposed website to Trustee Budil for her review. Once the website is up and running the implementation of Office 360 including independent emails for each trustee, and file sharing will be added to the meeting agenda for discussion.

Fire Chief's Report:

Chief Kavanaugh announced that the Fire Department budget had been approved by the Village of Gurnee at the last meeting. At that time, it was agreed that one (1) new ambulance every two (2) years is adequate and noted that the fire department is waiting to find out if the ambulance that was hit on the tollway recently was a total loss or will be fixed and returned to service. The ambulance that ordered in April is due to arrive in August.

Chief Kavanaugh stated that all six vacant positions in fire department have been filled and he is very pleased with the new hires.

Regarding a possible Fire Station #3 Chief Kavanaugh stated that the Village had allocated money for an architect to begin plans for the building and three (3) firms have been contacted to interview. In addition, potential sites are being explored. It is possible that funding for Station #3 will appear in the budget March 2020.

Chief Kavanaugh noted that the chemical explosion that occurred on Sunset and Northwestern was a Waukegan call and lasted from 9:30pm to 5:30am. Hazmat was called though no evacuation was necessary. Chief Kavanaugh assured President Klauber that the department had all the equipment they required and Mayor Kovarik stated that she was very proud of the communication and execution by everyone during this emergency and stated that all of the investments in equipment and training were apparent during the call. She noted that while there was no danger to the public, and therefore no public announcements, social media had generated a lot of interest and a round table discussion is planned to address how to handle this in the future.

Lastly Chief Kavanaugh noted that two (2) fires in the past three (3) months were detected by sprinkler systems that are now required due to code changes and compliance with the Fire Sprinkler Alliance in new construction. The department also has two (2) full time inspectors who are able to work more efficiently using electronic applications allowing for more time in the field.

Auditor's Report:

Mr. O'Connor stated that reports from Mr. Taveirne had been sent to board members via email May 21, 2019.

Attorney's Report:

Mr. O'Connor is researching a bid received from the Illinois Coalition of Local Governments who collect and distribute WWFPD taxes to see if they are in compliance and have the authority to collect government fees as well as comparing their costs to the organization currently in use.

Old Business:

- a. Ambulance Billing complaints: None
- b. Annexations: A few small annexation requests was received by the WWFPD and forwarded to Mr. O'Connor who stated that no action was required at this time as the annexation would not take effect until 2020.

New Business:

- a. Ordinance 2019-O-3. FY2019-2020 Budget and Appropriations.

Four (4) copies of Ord. 2019-O-3 were presented by Mr. O'Connor to be signed by trustees. Mr. Taveirne has made the updates discussed at the last board meeting and once signed, Mr. O'Connor will confirm that the appropriate agencies receive a copy. Mr. O'Connor noted that the WWFPD and Lake County financial projections for the WWFPD agree at this time.

President Klauber made motion to approve Ordinance 2019-O-3, FY2019-2020 Budget and Appropriation. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0

b. Prevailing Wage Determinations after PA 100-1177.

Mr. O'Connor explained that the law has changed, and this issue does not apply to the WWFPD. No action is necessary.

c. VFIS Insurance.

President Klauber will follow up with the insurance company about the feasibility and economy of doing background checks in connection with the WWFPD insurance policies and report back at the next meeting.

d. Cyber Construction Contract.

Mr. O'Connor has reviewed the contract and found it acceptable. Trustee Wattleworth stated that for a one-time cost of \$750 and annual cost of \$180 Cyber Construction will provide individual emails for the trustees as well as file sharing via SharePoint. The MS 365 service will include file storage and MS applications i.e., Word, Excel.

This will eliminate the use of personal email for WWFPD business. Trustee Wattleworth also mentioned that a contract should accompany any invoice submitted to the WWFPD. Mr. O'Connor agreed but added that he believes Mr. Taveirne has all supporting documents.

President Klauber made a motion to approve the Cyber Construction contract. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0

Three (3) copies of the contract (confirming 3 separate emails) were signed by the trustees and Trustee Wattleworth will forward the documents to Cyber Construction.

e. Fire Pup Safety Program.

Mr. O'Connor noted that the donation is already accounted for in the budget. Chief Kavanaugh stated that the (supplemental) money will go to provide supplies and further fire education in district schools.

President Klauber made a motion to present a check to the Fire Pup Safety Program in the amount of 5000.00. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0

The check for the Fire Pup Safety Program was given to Jodi Luka.

Closed Session– None

Additional Comments:

Mr. O'Connor and the other board members discussed various training sessions available to Ms. Budil at least one of which is required to serve as a fire district board member/trustee. President Klauber explained that the training would be paid for by the WWFPD. The locations vary from Springfield, Peoria, Oak Brook Terrace or online.

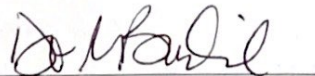
In addition, each trustee can acquire office equipment necessary to perform the duties of trustee. President Klauber explained that an invoice could be presented to the board for repayment after purchase or an invoice brought to the board prior to payment. The tax-exempt letter with the WWFPD number will be provided to Ms. Budil and should be used when purchasing the office equipment.

Review Agenda for next meeting July 17, 2019:

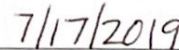
- Please contact Mr. O'Connor at least one week prior to next board meeting to add items to agenda.
- Engagement letter from Mr. Taveirne
- Cyber Construction invoice.

The trustees, having no further business to come before the Board, Trustee Klauber made a motion to adjourn the meeting at 7:37 PM. Trustee Wattleworth 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



Date minutes approved