

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday July 17, 2019

President 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 Budill

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

Others Present: Jodi Luka – Management Analysis/Gurnee Fire Dept.

Comments from the Public: None

Approval of Minutes: Trustee Wattleworth made a motion to approve the May 28, 2019 meeting minutes as submitted. Trustee Budill seconded the motion. A voice vote was taken. All in favor, motion carried 3/0.

REPORTS

President's Report:

President Klauber stated that all current Trustees are signatories on all WW FPD financial accounts though, as Treasurer, Trustee Wattleworth is the only one with online access. President Klauber also passed paperwork concerning the PMA account to the other Trustees for signatures.

Treasurer's Report:

Trustee Wattleworth distributed the Financial Reports. The WWFPD has a balance of about \$5.7M. Trustee Wattleworth stated that he had met with Mr. Taveirne (WW FPD's CPA) to better understand the finances of the WW FPD, and with Courtney Sosebe (BMO Harris Bank) to ensure that former Trustee/President DeRuntz was removed from all accounts. While meeting with Ms. Sosebe Trustee Wattleworth learned that short term interest rates (.66%) are not currently advantageous to the WW FPD and suggested that the board invest in long term CDs (currently 2.4%) whose maturity would coincide with forecasted payments. The term for future CDs would be 1 year and Ms. Sosebe would continue to make the major WW FPD payments from the liquid assets which Mr. O'Connor noted will be added to by upcoming levy collections. It was also decided to transfer \$1M from the BMO Harris to PMA account. President Klauber noted that by monitoring and adjusting to interest rates the WW FPD could realize over \$100K per year and supports the board's fiduciary responsibility to the taxpayers of the district.

It was also decided that the physical address for all hard copies of financial documents would be mailed to Gurnee Fire Department Fire Station #1 and that Chief Kavanaugh would then scan and send them to the Trustees via email.

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

Ayes: 3 Nays: 0 Motion carried 3/0

Next President Klauber distributed the Statement of Expenditures. An addition was made to reimburse Trustee Budill for office supplies and equipment in the amount of \$2,849.33. The new total is \$792,532.64.

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	5/28/19	Recording Secretary	\$ 180.00
Ottoson, Britz Kelly Gilbert	6/30/19	Legal	\$ 3,512.30
PBS	7/17/19	Paramedic Billing	\$ 151.31
VFIS	6/1/19	Insurance	\$ 8,127.00
Cyber Construction	3/13/19	Web Site	\$ 1,028.75
Andres Medical Billing	7/17/19	Billing Service	\$ 2,584.68
Martin Klauber	6/28/19	Computer Service	\$ 181.00
Village of Gurnee	6/11/19	Q1 Contract Billing	\$773,918.27
Donna Budill	7/17/19	Office Equipment	\$ 2,849.33
Total			\$792,532.64

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

Ayes: 3 Nays: 0 Motion carried 3/0

Secretary's Report:

Trustee Budill ceded the floor to Trustee Wattleworth who has been the lead with Cyber Construction and the new WW FPD website. Trustee Wattleworth stated that the website went "live" 7/16/19. Chief Kavanaugh said that though it was working yesterday (7/16) it was

unavailable today showing the message "bandwidth exceeded". Trustee Wattleworth will contact Cyber Construction tomorrow to follow up.

Fire Chief's Report:

Chief Kavanaugh announced that an architect has been selected to design the new Gurnee Fire Station #3. The firm, FGS, has been to potential sites and will perform soil testing prior to any negotiations by the Village to purchase the land. The design is scheduled to be complete by March of 2020 with a budget to follow soon after and construction to start of June 2020. Chief Kavanaugh suggested setting a meeting between the Village, Fire Department and WW FPD to discuss the role and future participation of the WW FPD in development and construction of Station #3 and the board agreed. Mr. O'Connor noted that \$400K is already allotted for the project design in the current budget and that attorney attendance would not be necessary for the preliminary meetings. Chief Kavanaugh stated that with the new hires now in place they are in a good position regarding the staffing for the new fire station.

Chief Kavanaugh stated that the department is experiencing increased call volume due to the summer heat; approximately 20-30 calls/day. There have been 2 single room fires since his last report with no injuries and the homes are repairable.

The new ambulance is scheduled for delivery in September. The ambulance that was involved in a traffic accident earlier this year is being repaired. After reviewing the vehicle, the insurance company decided it was less costly to repair than replace. The Chief has asked qualified mechanics knowledgeable about ambulances for their opinions and is confident that the ambulance will be fit for service.

****At this point Megan Trela from Ottosen, Britz, Kelly Cooper, Gilbert & DiNolfo joined the meeting.

Attorney's Report:

Mr. O'Connor stated that all is quiet in Springfield and he has nothing to report at this time.

Old Business:

- a. Ambulance Billing complaints: None
- b. Annexations: None.
- c. VFIS Insurance: Payment was approved previously and is due 7/20. Trustee Wattleworth will expedite payment.

New Business:

- a. Dam, Snell & Taveirne, Ltd. - Audit Engagement Letter.
Mr. O'Connor distributed copies of engagement letter for Trustee's signatures as well as additional notes from Mr. Taveirne.

Trustee Wattleworth made motion to approve Dam, Snell & Taveirne, Ltd. - Audit Engagement Letter. President Klauber seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0

b. Resolution 2019-R-01 Proposed CY 2019 Levy/Truth-in-Taxation

Mr. O'Connor presented a draft of past and proposed WW FPD abatements for the past 2 fiscal years to the board, and reviewed the proposed 2019 levy determination, intended to maintain adequate funding for the WW FPD. The Board would actually approve the Resolution at the September meeting.

c. Status of Audit/Annual Financial Report.

Mr. Taveirne will begin year end audit for presentation at September board meeting once current fiscal year finances are complete.

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

d. Cyber Construction.

Trustee Wattleworth explained that Cyber Construction will need a credit card on file to provide monthly trustee emails, Office 365 and website maintenance. The board agreed to be efficient and would avoid having a WW FPD issued a credit card if Trustee Wattleworth used a personal card and remitted receipts, he would be reimbursed by the board. Mr. O'Connor stated that \$10K had been budgeted for Cyber Construction. Trustee Wattleworth outlined the cost which currently includes an improved search option. Trustee Wattleworth will contact Cyber Construction to see if this option can be eliminated.

President Klauber made a motion to approve \$591.00 per year to Cyber Construction for maintenance of the WW FPD website. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0

Next Trustee Wattleworth asked for board approval to pay three (3) Cyber Construction invoices upon completion of the work:

1. #10558	\$750.00	Office 365
2. #10559	\$72.00	Website Monitoring
3. #19560	\$288.00	Website Hosting

These invoices would be part of the September expense report.

President Klauber made a motion to approve payments to Cyber Construction at September board meeting. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0

- e. Request for contribution to M.E.S.S. (Metropolitan Emergency Support Services).
Mr. O'Connor suggested that any request be sent to the WW FPD in writing. Chief Kavanaugh stated that M.E.S.S. is a welcome asset during large emergency calls and the Village of Gurnee donates \$500 each year. It was decided to revisit this when the written request is received.

Closed Session:

Motion to go into closed session at 6:57PM by Trustee Klauber, seconded by Trustee Wattleworth, for the purpose of discussing litigation pending before Lake County Circuit Court pursuant to Section 2(c)(11) of the Open Meetings Act. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0

Reconvene Open Session:

President Klauber reconvened open session at 7:11PM

Action on Items from Closed Session: None

Review Agenda for next meeting September 18, 2019

- a. Mr. O'Connor reviewed the draft meeting agenda.
- b. Please contact Mr. O'Connor at least one week prior to next board meeting to add items to agenda.

The trustees, having no further business to come before the Board, Trustee Wattleworth made a motion to adjourn the meeting at 7:18 PM. Trustee Budill seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0



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

9/18/19

Date minutes approved