

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday January 15, 2020

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

Trustees Present: Martin Klauber, Brian Wattleworth and Donna Budil

Other Officials: Meganne Trela of Ottosen, DiNolfo, Hasenbalg & Castaldo, Jodi Luka, Village Management Analyst, and Chief Kavanagh.

**Public Comment:** None

**Approval of Minutes:** Trustee Wattleworth made a motion to approve the November 13th 2019 meeting minutes as submitted. Trustee Budil seconded the motion.

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

Trustee Budil made a motion to approve the November 20th 2019 meeting minutes as submitted. Trustee Wattleworth seconded the motion.

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

**REPORTS**

**President's Report:**

President Klauber stated that since the last board meeting he had attended a lengthy, productive and congenial meeting with Patrick Mutes, Chief Village Administrator. They met to discuss the renewal of the contract between the WWFPD and the Village. The results of that meeting will be disclosed later in this meeting.

**Treasurer's Report:**

Trustee Wattleworth distributed the Treasurer's Report as well as an amended Treasurer's Report from November 2019. Trustee Wattleworth stated that there had been an error in the amount approved for payment to Cyber Construction at the last meeting. The amount approved should have been \$165.00 not \$1400. The amount paid was \$165.

<u>Amended Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	9/18/19	Recording Secretary	\$180.00
Ottosen, DiNolfo,			
Hasenbalg & Castaldo	10/31/19	Legal	\$1912.50
PBS	9/19/19	Paramedic Billing	\$1141.16
Andres Medical Billing	11/11/19	Quarterly Payment	\$1705.02
Cyber-Construction	9/27/19	Website	\$165.00
Dam, Snell & Taveime	10/31/19	CPA	\$690.00
<b>Total</b>			<b>\$5793.68</b>

Trustee Budil made a motion to approve the amended November 13th, 2019 Treasurer's Report. President Klauber seconded the motion.

A roll call was taken. All in favor, motion carried 3/0.

Trustee Wattleworth noted that due to the holidays and lack of response from his contact at BMO Harris Bank the 1.5M transfer of funds that was approved at the November 13<sup>th</sup>, 2019 board meeting did not take place until 1/3/2020. Trustee Wattleworth also noted that the Village payment will be coming out of the BMO account and the WWFPD assets are currently 5M.

Next Trustee Wattleworth stated that Mr. Taveime had asked for confirmation that the entire \$20,328 Annexation Credit due from Waukegan was forthcoming. Jodi Luka stated that she will investigate this matter and verify the amount and timing.

President Klauber made a motion to approve the Treasurer's Report as presented. Trustee Budil seconded the motion.

A roll call was taken. All in favor, motion carried 3/0.

Trustee Wattleworth next presented a Statement of Expenditures and noted that there were no unusual payees or expenses of note with the exception that the amount due Cyber Construction is zero.



<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	11/13/19	Recording Secretary	\$180.00
Ottosen, DiNolfo,			
Hasenbalg & Castaldo	12/31/19	Legal	\$2145.00
PBS	11/1/19	Paramedic Billing	\$566.94
Andres Medical Billing	12/5/19	Billing Services	\$5292.82
Dam, Snell & Taveirne	10/31/19	CPA	\$7950.00
Village of Gurnee	12/2/19	WWFPD Service	773,918.27
		Contract	
<b>Total</b>			<b>\$790,053.03</b>

President Klauber made a motion to accept the Statement of Expenditures as submitted. Trustee Budil 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 stated that 2019 has resulted in an all time high amount of calls for emergency services.

Total for 2019 = 7771 which was up from 6800 in 2018 and 6200 in 2017. Prior thinking that calls would be higher during the recession of 2008-2009 due to people waiting to get care, resulting in more emergency call has been replaced by the fact that calls are higher with a stronger economy. This is attributed, in part, to increased car accidents and a higher senior population and senior living facilities in the area. Chief Kavanagh remarked he is able to generate a report that tracks repeat responses to a facility or specific residence and stated that his personnel is trained to help both facility managers and individual residents take measures or receive the help they need to avoid repeat calls for emergency services.

The Chief continued that weather-related calls are fewer year to date from last year due to milder weather though the number of calls responding to overdoses was higher (5), this past December than previous though lower compared to surrounding districts.

There was a fire yesterday at the old El Rancho Hotel, now the Garden Inn and Suites and featured in the film *Planes, Trains and Automobiles*, that was contained to a single room and attributed to an overloaded

outlet. The fire was handled within an hour using foam. The room is "red tagged" but the rest of the hotel is open for business.

Trustee Budil asked the Chief if he noticed an increase in calls after the legalization of marijuana in Illinois. The Chief replied that though he had not seen any evidence of this yet, reports from other states lead him to believe it is likely. The Chief also noted that the law has not been in effect long enough nor had there been local availability for a long enough period in our area to see remarkable changes.

**Station #3 Notes from The Chief:**

1. With the property for Station #3 decided upon and a layout agreed to, numbers/costs have become more realistic and firm.
2. The Village is meeting 1/27/20 to approve the budget for Station #3.
3. Construction is scheduled to begin August 2020
4. Move in is projected for August 2021
5. A construction management company is being used in lieu of a General Contractor. The company has been selected but the agreement has not been signed.
6. Use of a construction management company will allow separate contracts for each aspect of construction and is expected to produce better results.

**Attorney's Report:**

Ms. Trela stated attorneys will be presenting at the upcoming NIAFPD conference and that she will be heading the portion of the conference dealing with case law that is being presented Friday. Trustee Wattleworth mentioned that he was having difficulty registering for the conference. Ms. Trela stated that her office would be able to help and President Klauber noted that sections of the conference could be attended online. It was noted that Trustees should give conference receipts to Trustee Wattleworth for reimbursement.

**Old Business:**

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

**New Business:**

a. **Village – District Service Contract:**

President Klauber shared the results of the meeting regarding the renewal of the contract between the WWFPD and the Village of Gurnee. The contract will remain unchanged except for the inclusion of a built-in increase based on the Consumer Price Index (CPI). It was also decided that



the WWFPD would contribute 2M to the building of the new fire station (Station #3). The first 1M will be dispersed between May 2021 – May 2022 and the second 1M will be dispersed between May 2022 – May 2023. The primary benefit the WWFPD will recoup from this contribution is a lower response time to emergency calls and providing better service to our community. A secondary benefit will be access to dedicated (possibly shared) offices for the WWFPD located in Station #3.

President Klauber acknowledged that the tax burden in Lake County is high and while believing that the WWFPD needs to have a minimum of one year's worth of reserve cash on hand, he hopes that contributions to the new station and future tax abatements will address tax objections and show the community the goal of the WWFPD is to be fair and proactive.

b. Adopt 2020-2021 WWFPD Board Meeting Schedule:

Proposed:

- May 20<sup>th</sup> 2020
- July 15<sup>th</sup> 2020
- September 16<sup>th</sup> 2020
- November 18<sup>th</sup> 2020
- January 20<sup>th</sup> 2021
- March 17<sup>th</sup> 2021

President Klauber made a motion to accept the 2020 2021 WWFPD Board Meeting Schedule as submitted. Trustee Budil seconded the motion. A roll call was taken:

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

Closed Session: None

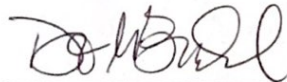
Action Items from Closed Session: None

Review agenda for next meeting March 18, 2020:

- Draft of 2020-2021 Budget

Having no further business to come before the Board, President Klauber made a motion to adjourn the meeting at 6:44 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

3/18/2020

Date minutes approved