

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday March 18, 2020

President Klauber called the meeting of the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 6:01 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, Chief Kavanagh and Mayor Kovarik

Public Comment: None

Approval of Minutes: Trustee Budil made a motion to approve the January 15, 2020 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 the Village of Gurnee meeting where the Village Contract with the WWFPD was approved.

Treasurer's Report:

Trustee Wattleworth distributed the Treasurer's Report Trustee Wattleworth stated that the WWFPD had approximately 6M in assets. Trustee Wattleworth stated that he had spoken with our bank representative today and confirmed that though the WWFPD would not lose money with assets invested in the CD or Money Market accounts, the interest income that has been accruing in previous quarters will likely not materialize in this current Covid -19 environment. Trustee Wattleworth suggested that that be taken into consideration when formulating the upcoming WWFPD budget.

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. Trustee Wattleworth stated that there were a few last-minute entries that could be added to the Proposed Expenditures; a CEU (training) reimbursement of 95.00 to President Klauber, stipends for the WWFPD board members and the IAFFPD renewal. After discussion with Meganne Trela, it was decided that the full amount of the stipends (including the taxes) should be added to the Expenditure Report. The actual payments to the board members will be less the taxes resulting in the same amount paid out as the previous year. Trustee Budil will receive her stipend upon completion of her training in June; the expense was added to the current report.

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	1/15/20	Recording Secretary	\$180.00
Ottosen, Britz, Kelly, Gilbert	2/29/20	Legal	\$1593.90
Andres Medical Billing	3/8/20	Billing Services	\$2424.19
Dam, Snell & Taveirne	1/31/20	CPA	\$925.00
Il Assoc. Fire District	10/7/19	Membership Dues	\$675.00
NIAFFPD	11/18/19	Dues/Conference Fee	\$674.00
Village of Gurnee	3/2/20	Service Contract	\$773,918.27
Trustee Stipends	3/18/20	Stipends	\$6750.00
Martin Klauber	3/18/20	CEU	\$95.00
Total			\$787,235.36

President Klauber made a motion to accept the Statement of Expenditures with above stated inclusions. 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.

Mayor's Report:

Mayor Kovarik wanted to thank President Klauber for attending the Village Meeting and stated that she is very appreciative of the continuing collaborative relationship with the WWFPD especially as it pertains to the construction of new Fire Station #3. She noted that the data driven evidence and perseverance of Chief Kavanaugh helped move everyone in the right direction and she is looking forward to seeing how much the new station will improve the capacity and quality of service in the community.

Fire Chief's Report:

Chief Kavanagh presented a slide show to update the board on the progress of the Station #3. .

FTM Architects were selected for the project and Camosy is the building project management firm.

The location selected is off Milwaukee (Rte. 21) and Manchester Rd. It will be a four (4) bay station and the engines will back in and be visible to the public. The station will accommodate 7 people and include a kitchen, locker rooms, bunks, work stations, a maintenance area, unisex restrooms and a small conference/classroom area.

The Chief stated that having a project manager and builder both well versed in public safety building construction is a plus as they can address any questions and requests brought up by the Village or Fire Department personnel. Chief Kavanagh added that all of the employees of the fire department are extremely excited about the new station.

A tentative date for breaking ground is July 2020 and with a projected 15-month build, the fire department hopes to be working out of Station #3 by the end of summer 2021.

The Chief next addressed the Covid-19 virus. The two stations now cordon off places within the station if a call has been made to a potential infectious location so that all personnel, clothes and equipment can be disinfected. Chief noted how much the third station will help spread out resources in the future and noted that the protocols in place as well as advanced planning being done for necessities like masks and gowns have put the department "ahead of the curve" for the time being.

Chief continued addressing the pandemic by explaining that the medical staff at Highland Medical Center have worked with EMS, police and fire dispatchers to determine the best response to incoming calls. After speaking with a dispatcher, a caller may be directed to call their primary care physician or if emergency response is needed, can receive triage from a distance and/or with the proper protective gear from emergency services who, due to the call screening, will know what to expect.

Chief Kavanagh noted that Covid-19 has not yet surpassed the calls from the flu, and that the amount of anxiety/panic attack calls have increased more than the amount of physical illness calls. He believes the department is well equipped and prepared. The Mayor stated that she has been on two calls/week with both the Governor and the Health Department. The Mayor added that the Lake County Health Department is administering tests and wanted to remind people to not go out and *seek* the test; to listen to only reliably sourced news and not believe everything on social media. The Mayor concluded by saying that experts forecast an increase in the spread of the virus before we see a decrease and unless someone is in severe distress the best thing to do is stay home.

Attorney's Report:

Ms. Trela stated that due to Covid-19 there is now a thing called the Open Meeting Act and that the board may need to look into using Webinar, Skype or some other way to live stream future WWFPD board meetings.

Old Business:

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

- c. Approval/Discussion of Service Contract with Village of Gurnee:
President Klauber made a motion to approve the service contract with the Village of Gurnee.
Trustee Budil seconded the motion. A roll call was taken:
Ayes: 3 Nays: 0 Motion carried: 3/0

Trustee Wattleworth asked for clarification of the schedule of payments to the Village of Gurnee. Mayor Kovarik stated that payment schedule would remain the same with payment due quarterly.

New Business:

- a. Budget

Ms. Trela stated that the estimated budget is comparable to last year. Ms. Trela will work with Mr. Taveirne to ensure accuracy and the approved contract amount of 250,000.00/quarter to the Village is included. The proposed budget will be published and available to the public 30 prior to next meeting.

Closed Session: None

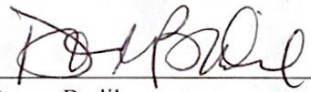
Action Items from Closed Session: None

Review agenda for next meeting May 20, 2020:

- 2020-2021 Budget – Public Hearing
- Possible swearing in of (reappointed) Trustee Wattleworth.

Having no further business to come before the Board, President Klauber made a motion to adjourn the meeting at 6:55 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

5/20/2020

Date minutes approved