

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday July 15, 2020

**Call to Order:** President Klauber called the meeting of the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 6:01 p.m.

**Roll Call:** Trustees Present: Martin Klauber, Brian Wattleworth and Donna Budil.  
Other Officials Present: Meganne Trela of Ottosen, DiNolfo and Chief Kavanagh

**Public Comment:** None

**Approval of Minutes:** Trustee Wattleworth made a motion to approve the May 20, 2020 meeting minutes as submitted. Trustee Budil 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 stated that the WWFPD had received approximately 1M in property taxes and the funds had been deposited in the BMO account. Trustee Wattleworth suggested that a transfer of funds be made from the BMO Harris account to the PMA account.

After discussing the balances and interest rates President Klauber made a motion to transfer 1.5M from the BMO Harris account to the PMA (variable) account. Trustee Budil seconded the motion. A roll call was taken.

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

President Klauber made a motion to approve the Treasurer's Report as presented. Trustee Budil 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 stated that the expenditures were standard noting that a third insurance payment. President Klauber inquired about the increased amount of the payment to The Village. Trustee Wattleworth stated that the payment was a combination of the regular Village payment plus the quarterly payment toward the expansion (Station #3). Chief Kavanaugh added that Erica (Village Finance) had not included the 2.2% CPI that was part of the contract and asked if it could be added to the next payment. This would result in a higher payment next quarter and “regular” payments thereafter. Trustee Wattleworth agreed this was acceptable.

<b><u>Proposed Expenditures</u></b>	<b><u>Date</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
Beverly Shannon	5/20/20	Recording Secretary	\$180.00
Ottosen, Britz, Kelly, Gilbert	6/30/20	Legal	\$1800.00
Andres Medical Billing	7/25/20	Billing Services	\$4276.27
Dam, Snell & Taveirne	5/31/20	CPA	\$690.00
Cyber Construction	7/1/20	Website Maintenance	\$360.00
Trustee Wattleworth	5/21/20	Stamps/Postage	\$27.50
VFIS	6/1/20	Insurance	\$2413.00
Village of Gurnee	6/30/20	Service Contract	\$1,023,918.25
<b>Total</b>			<b>\$1,033,665.02</b>

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

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

**Secretary’s Report:**

Trustee Budil stated that she has been working with Cyber Construction to complete updates to the website and inquired about the \$360.00 on the Expense Report. Trustee Wattleworth replied that that was part of the initial/ongoing agreement with Cyber Construction. Trustee Budil added that she would like to include Station #3 progress reports on the website and will coordinate the release of information with the Chief and the board as the project moves forward.

**Fire Chief’s Report:**

Chief Kavanaugh stated that the past few months have been stressful on the department and informed the board about four fires that had taken place recently within the district. The locations were off Delany, Zion, Heather Ridge and Park City. There were no injuries.

The call rate that had been lower than average due to the Covid-19 stay home order has not returned to the average for this time of year less the activity usually associated with Six Flags open to the public. The

park is due to open next Monday to season pass holders with the water park opening soon after. Six Flags is working with state government to implement best practices to keep everyone safe.

Chief stated that two of the new hires will start on the 6<sup>th</sup>. President Klauber asked about diversity in the hiring process and the Chief replied that one of the new hires is Samoan and that the department is also hoping to hire more women. Ms. Trela added that because candidates are often on multiple lists of applicants that departments can contact when seeking new recruits, that the best intentions for diversity can be affected by who is still available at a given time a department is hiring.

President Klauber asked where one could get tested for Covid-19 in this community. Chief Kavanaugh stated that there is drive thru testing in downtown Waukegan. The Chief stated that it is efficient and results are usually available within 48 hours. President Klauber next asked if the firefighters and EMTs have been tested for Covid-19. Chief Kavanaugh stated that they had not, but that PPE is always used, and no instances of infection have been reported. The Chief went on to say that all of the staff remain vigilant including reporting any contact with others in their orbit who have tested positive, and that there is a fund in place to pay the salary of any staff member who is required to quarantine.

President Klauber next asked if opioid and/or alcohol use has been on the rise. Chief Kavanaugh stated that four doses of Narcan had been administered last month and while there was not an uptick in alcohol incidents, the psychological calls have increased with the stress of Covid-19 being the main cause.

Lastly, Chief Kavanaugh wanted to explain a line item included in the EMS billing. R1 has been retained to collect the balance of the money for services provided to Medicare patients. The federal government pays a flat fee for service which is less than the actual cost. After performing a cost analysis, it has been determined that the fee paid to R1 for their services is cost effective it as they are collecting money that the district that would not otherwise be recouped.

#### **Attorney's Report:**

Ms. Trela stated that the issues being discussed in Springfield are primarily Covid-19 related and there is nothing that will affect the WWFPD to report at this time.

#### **Old Business:**

- a. Ambulance Billing complaints: None
- b. Annexations: None
- c. Station #3 update:

Chief Kavanaugh stated that although the Village is concerned with cash flow during this pandemic, plans for construction of Station #3 continue. Camosy (Project Management Company) will be collecting sealed bids from all contractors through July 30<sup>th</sup> at which time all bids will be presented to Chief Kavanaugh, the Village and the board.

#### **New Business:**

- a. Res 2020-R-01 Proposed CY2020 Levy/Truth-in-Taxation:

Ms. Trela provided the trustees with information on past levies and abatements for context and consideration for future action.

b. Status of Audit/Annual Financial Report:

Mr. Taveirne has all documents and information necessary for presentation to the board at the September meeting.

c. Discussion of possible 2020 tax abatement and timing:

Ms. Trela confirmed that abatements should not occur three consecutive years. The board has already approved 2018 and 2019 abatements therefore a levy should be collected in 2020. President Klauber suggested that in 2021 the board should abate a larger amount than in previous years back to taxpayers in addition to continuing with the scheduled funding of the expansion (Station #3). It was agreed that the ramifications of this action should first be discussed with Mr. Taveirne. Ms. Trela stated that since this decision does not need to be decided tonight, it can be addressed at a future board meeting, after Mr. Taveirne has had time to weigh in.

**Closed Session:** None

**Action Items from Closed Session:** None

**Review agenda for next meeting September 16, 2020:**

- Levy Draft
- Financial Report

Having no further business to come before the Trustee Wattleworth made a motion to adjourn the meeting at 6:40 PM. Trustee Budil seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried 3/0

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

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Date minutes approved