

# MINUTES OF THE WARREN – WAUKEGAN FIRE PROTECTION DISTRICT

## GURNEE STATION #2

Wednesday, November 19, 2014

President DeRuntz called the meeting to the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 7:30 p.m.

Trustees Present: Phil DeRuntz, Martin Klauber and Brian Wattleworth entered the meeting at 7:05 p.m.

Other Officials: Present: Meganne Trela of Ottosen, Britz, Kelly, Cooper, Gilbert & DiNolfo

Others Present: Elizabeth Schroeder, Recording Secretary  
Fred Friedl, Chief, Gurnee Fire Department  
John Kavanagh, Deputy Chief, Gurnee Fire Department  
John McNeill, Gurnee Fire Department  
Members of the public

**Public Comment:** President DeRuntz invited the public for their comments and noted that if the public is still in attendance and has further questions regarding the agenda items, he would address any questions at the end of the agenda.

Celias Leyva of 1102 Massena Avenue, Gurnee indicated that he is a student at College of Lake County (CLC) and taking Fire Science law classes and will be graduating this December. He is submitting applications to fire departments and looks forward to becoming a fire fighter.

Jocelyn Santiago of 1000 Charles Avenue, Winthrop Harbor indicated that she was there to support Mr. Leyva.

Trustee Wattleworth entered the meeting at 7:05 p.m.

**Approval of Minutes:** *Trustee Klauber made a motion to approve the September 17, 2014 meeting minutes as submitted. Trustee DeRuntz seconded the motion. A voice vote was taken. All in favor, motion carried 3/0.*

## **REPORTS**

**President's Report:** President DeRuntz reported that the past two weeks have been very busy.

- President DeRuntz introduced Elizabeth Schroeder, temp staff with Staffing Now Employment Agency as tonight's Recording Secretary. He explained that Recording Secretary Angela Moreno was covering the Lake County Health Board. President DeRuntz indicated he had a conversation with Angela about using Staffing Now agency to cover future meetings in her absence. President DeRuntz welcomed Ms. Schroeder.
- President DeRuntz provided an update on his completion of the CERT (Community Emergency Response Team) Training Certificate Program and briefly explained that the training course educates people about disaster preparedness for hazards that may impact their area. President DeRuntz displayed and described some items contained in the CERT pack and further thanked the Board for this opportunity to get the certificate.
- President DeRuntz shared a newspaper article about reserve fund fraud. Reminded the board about the safety and importance of safely managing the funds.
- President DeRuntz discussed an article in the "Fire Call" magazine by Illinois Association of Fire Protection District regarding fire department billing with incorrect EAV's. President DeRuntz pointed out the problem with the incorrect EAV information and billing issues on the District's invoice for membership renewal. It was noted that the invoice will not be processed until the correction is addressed with Michael Dillion, President of IL Association of Fire Protection District. The invoice show the correct EAV.
- President DeRuntz working with Courtney Rios of PMA checking the cash flow analysis making sure all the payments are done electronically per ordinance.
- Acknowledged Doug Taveirne, Dam, Snell & Taveirne noting the impacts of declining property value and EAV;s will start to showing decling revenue stream.
- President DeRuntz noted that a letter was received from Illinois Department of Revenue asking the District to set up an automatic withdrawal to insure timely for tax payments. President DeRuntz is working with Doug Taveirne of Dam, Snell & Taveirne, and his staff.
- President DeRuntz's acknowledges the receipt of a letter from Marty Paulson, Chief County Assessment Officer of Lake County Assessor's Office, dated July 15, 2014 was



addressed to a past Trustee. President DeRuntz and Attorney Meganne Trela worked with the Assessor's Office to correct this problem.

- President DeRuntz discussed an upcoming law that will impact future purchases in 2015. President DeRuntz referenced ordinance that will be discussed later this evening.
- President DeRuntz provided an update on the TIF District on the McGaw Business Center and noted the annexation was approved. President DeRuntz spoke with Tina Smigielski Director of Finance with the Village of Gurnee regarding the amortization. Tina requested that a bill needs to be submitted to the Village of Gurnee for payment. Further discussion will be needed to determine who will create the invoicing since the District does not staff to perform that task.
- President DeRuntz acknowledged for informational purposes a copy of the Village of Gurnee's Audit.

**Treasurer's Report:** Trustee Klauber distributed and presented the Treasurer's Report.

- There was brief discussion regarding bank fees. President DeRuntz noted that he would follow up on these issues with the banker.

***Trustee Klauber made a motion to approve the Treasurer's Report. President DeRuntz seconded the motion. A voice vote was taken. All in favor, motion carried 3/0.***

***Trustee Wattleworth made a motion to approve expenditures report. President DeRuntz seconded the motion. A roll call vote was taken.***

***AYES: Wattleworth, Klauber and DeRuntz***

***NAYS: none Motion Carried 3/0.***

**Secretary's Report:** Trustee Wattleworth stated that he received a login from the web designer so he can update the agendas and minutes in a timely manner on the district website.

- Trustee Wattleworth provided an update on the TIF meeting he attended at the Village of Beach Park office regarding the TIF District on Green Bay Road. He indicated there was scarce attendance and no action was taken.

**Fire Chief's Report:** Chief Friedl reported that the department completed the public education program for Fire Prevention month in October with the public schools (kindergarten through 4<sup>th</sup> grades). Good relations were established between the students and fire staff.

Deputy John Kavanagh provided the stats on the year to date service calls for the department and answered questions from the Trustees. He noted that there could be a record high for service calls this year. Deputy Kavanagh also reported an update on the recent incident on Route 45.

**Attorney's Report:** Ms. Trela provided an update on the recent tax objection status call. Ms. Trela explained the process should the case not be resolved; therefore causing an additional 15 hours of legal services to move this case forward. Ms. Trela answered questions from the Board pertaining to this issue. The board directed Ms. Trela to move forward in response to this case.

President DeRuntz asked Attorney Trela if she would handle the billing for the annexation to the Village of Waukegan. There was a brief discussion regarding the amortization rate. Ms. Trela agreed.

### **OLD BUSINESS**

**Ambulance Billing Complaints:** There were none at this time.

### **Discuss Annexations:**

**Review and Possible Action on 2014 Levy Ordinance:** Attorney Trela explained the proposed 2014 Levy Ordinance as presented.

***Trustee Klauber made a motion to approve the 2014 Levy Ordinance. Trustee Wattleworth seconded the motion. A roll call vote was taken.***

***AYES: Wattleworth, Klauber and DeRuntz***

***NAYS: None***

***Motion Carried 3/0***

### **NEW BUSINESS**

### **Review and Possible action on Resolution Providing Direction to County Clerk Under PTELL Regarding 2014 Levy Ordinance:**

Attorney Trela reviewed and explained the presented Ordinance and recommended approval.



*Trustee Wattleworth made a motion to approve the Resolution providing direction to County Clerk under PTELL regarding 2014 Levy ordinance. Trustee DeRuntz seconded the motion. A roll call vote was taken.*

*AYES: Wattleworth, Klauber and DeRuntz      NAYS: None      Motion Carried 3/0*

**Review and Possible Action on Resolution Authorizing the Transfer of Funds to the Village of Gurnee for the Purchase of the Road Rescue Ultramedic and Stryker Equipment:** Attorney Trela explained the proposed Resolution as presented.

*Trustee Klauber made a motion to approve the Resolution Authorizing the Transfer of Funds to the Village of Gurnee for the Purchase of the Road Rescue Ultramedic and Stryker Equipment. Trustee Wattleworth seconded the motion.*

**Discussion:** President DeRuntz asked if both pieces of equipment will be covered in this budget. Attorney Trela explained only one piece and the other will have to be in the next budget.

*A roll call vote was called.*

*AYES: Wattleworth, Klauber and DeRuntz      NAYS: None      Motion Carried 3/0*

**Presentation by John McNeill, Fire Department Training Officer, Regarding Paramedic Devices and New Technology Used for Patient Care:** John McNeill provided a demonstration on the new paramedic technology devices, the vein light and the Easyio drill, will be used in life threatening situations.

Chief Friedl noted that John was recently appointed the Training Officer Medical Coordinator.

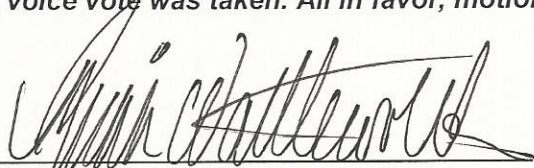
**Closed Session:** None.

**Next Meeting:** The next meeting of the Warren-Waukegan Fire Protection District is scheduled for January 21, 2015.

Ms. Trela reviewed the agenda items with the Trustees.

**Public Questions:** President DeRuntz asked the public for questions. There were no further comments.

**Adjournment:** Having no further business to come before the Board, *Trustee Klauber made a motion to adjourn at 8:34 p.m. Trustee Wattleworth seconded the motion:*  
*A voice vote was taken. All in favor, motion carried 3/0*

  
Secretary of WWFPD

1/21/15  
Date minutes approved