

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday, March 18, 2015

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

Roll Call: Attendance as noted.

Trustees Present: Phil DeRuntz, Martin Klauber and Brian Wattleworth

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

Others Present: John Kavanagh, Deputy Chief, Gurnee Fire Department
Fred Friedl, Fire Chief, Gurnee Fire Department
Barb Meister, Recording Secretary

Public Comment: None

Approval of Minutes: Trustee Wattleworth made a motion to approve the January 21, 2015, meeting minutes as submitted. Trustee Klauber seconded the motion. A voice was taken. All in favor, motion carried 3/0.

REPORTS

President's Report: President DeRuntz stated that business was not as busy as usual.

President DeRuntz presented a document signed by new Lake County Treasurer David Stolmanor about backpacks that we have received. He also had a document from Solid Waste of Lake County program that is set up so that hazardous materials do not end up in the landfill. Through SWACO there are scheduled times and sites where people can drop off unused paints and other materials to be disposed of properly. Along the same lines, people can drop off unused prescription drugs so that they can as well be disposed of properly.

Fire Chief Fiedl mentioned that there is also a container for gym shoes for the citizens to recycle their shoes. These containers are emptied and the shoes collected for SWACO.

President DeRuntz gave the invoice from General Plan Review that passed a Resolution for new construction. This hasn't happened in a long time due to the economy. Money would come in to the department in the account. The treasurer would create a spreadsheet to track this work with the date, invoice number and the individual the work was done for along with the amount that is outstanding.

President DeRuntz mentioned how the CERT training for the community is very important to have available. Homeland security will have the community members better trained for CPR, AEDs, gas valves, and become force multipliers. This helps build community resilience.

President DeRuntz mentioned the 18th Annual Fire Service Legislative Day and Reception is in Springfield on March 25. He is not able to go but anyone else who is interested can go.

President DeRuntz stated that he has the document that certifies the training for advanced training. We need to keep the hard copy.

President DeRuntz stated that elections are coming up April 11. There are 5 protection districts that are going up for referendums. The Warren-Waukegan Fire Protection District is doing very well with building reserves and will not have to have a referendum. He pointed out this is due to great leadership and community support.

President DeRuntz was contacting by the state and federal section of Verizon to get a contract to share with the board for cell phones. He will explore further into their option to see if we will consider this route.

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

Trustee Klauber reported that there was not a lot of income in January and February. The fund balance went down from \$5.3 million to \$4.6 million. Almost all were payments to Village of Gurnee \$735,000. We have good reserves. Most was invested in PMA. We closed Midwest and have one less account. We made a deposit to US Bank. We don't need another bank. President DeRuntz noted that they have come a long way from having 10 CDs.

President DeRuntz indicated that there is a correction in the proposed expenditures for SNI. It would be corrected to \$160 from \$200. All concurred.

Trustee Klauber reported that the expenses included purchasing a printer, legal fees, collections, accounting, fire/ambulance services (April 30), and membership fee will be paid out of funds by next meeting. Payments will be made from PMI.

Trustee Klauber noted that if they did the 1099 stipend they would have to pay self employment tax. We will keep the W2 combined number for all trustees.

President DeRuntz explained that an Apple computer or other equipment can also be purchased for use by trustees just for items pertaining to Warren-Waukegan Fire Protection District and is owned by the district. The old equipment will be disposed of properly and the new equipment would be up to date for use. This is to use for this purpose only. No one will have to purchase any equipment if they don't want to, but they

want to add that expenditure to the budget so that it would be available for those who do need it. It will be documented when items are purchased and for what purpose. And it will also document any old equipment and how it was disposed. This is to keep the trustees from using their own personal equipment for the functions of their positions.

President DeRuntz reported that he has talked with others about how efficient the district is with less than 1% for administrator fees. This is a legal reason that we can work without an administrator for the district. Spreading out the responsibilities among the trustees has been working. Also purchasing the equipment for specific uses would be appropriate.

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

AYES: DeRuntz, Klauber, and Wattleworth NAYS: none Motion Carried 3/0.

President DeRuntz made motion to approve investments as presented. Trustee Klauber seconded. A roll call vote was taken.

AYES: DeRuntz, Klauber, and Wattleworth NAYS: none Motion Carried 3/0.

President DeRuntz made motion to approve the treasurer's report as presented. Trustee Klauber seconded. A roll call vote was taken.

AYES: DeRuntz, Klauber, and Wattleworth NAYS: none Motion Carried 3/0.

Secretary's Report:

Trustee Wattleworth stated that he is working with Stacy to maintain the website.

Trustee Wattleworth reported that she put in links and to delete 2013 from the links as well the 2014 ones. The links would take you to the website to the 2014 dates. Mr. O'Connor also commented that the agenda for the upcoming meeting would be useful to the public. He proposed to keep the minutes from the last 12 months of the current year online. The agenda can be taken down after the meeting.

President DeRuntz reminded everyone who will be up for reappointment that they need to email him.

President DeRuntz also noted that the website developer did not send an invoice. Trustee Wattleworth stated that he would be interested in doing the website, but Stacy said it was easier for her to do it herself than to train him. President DeRuntz said to direct her and have her invoice the district since we do have money for professional services. We appreciate all that Stacy does for our website.

Fire Chief's Report:

Fire Chief Friedl reported that on Saturday, May 16 the Lake County Fire Chiefs Education Team will hold their Fire Expo at Gurnee Mills. They are working on the advertisement and graphics to email to Trustee Wattleworth for the website. Gurnee Mills gives this opportunity for every department from Lake County, including Condell Hospital, Vista Systems. Home Depot will have wooden fire trucks to be made by the children. Lego will also contribute to the expo along with ID Kids and members from special response teams.

President DeRuntz stated how wonderful the Expo event is for the community and also informing them about the different services we offer. It's a great way to communicate and have the community know about our district.

Fire Chief Friedl reported that the rescue engine that village purchased this time around has had a lot of fabrication due to keeping in line with the budget. They will replace old equipment with the new by the end of April along with training. The new ambulance will be added by September or October. All 4 engines have new lift systems. The ladder and aerial device can be used anywhere.

Deputy Fire Chief Kavanagh reported that the Antioch fire was not a big fire.

Deputy Fire Chief Kavanagh reported that they had a call from Walmart concerning fumes, possibly from chemicals. This is one of the scariest calls they can get since they go into the circumstance unsure what the chemical is and all the effects it can have on people. The store was evacuate and the customers where checked out at the ambulances. Oxygen levels were good and therefore ruled out cyanide with the meter. The response team went inside to check where the fumes were possibly coming from, but they couldn't find the source. Only through the security videos could they assess that there was a subject walking around the store with what they believe was pepper spray mostly in the front area of the store affecting a lot of people. The team responded quickly and thoroughly using the meters and gear designed for this purpose.

President DeRuntz reported there are now backpack that are meth kits with 2 liter bottles. They are explosive and flammable. He also mentioned the condo fire in Rolling Meadows. Fire Chief Friedl stated that the most common cause of fires is the oxygen that is in the house making situations more tense as the firefighters are not sure what they will encounter at each call. There are no rules or laws making it mandatory to report or display that oxygen is used in a certain residence. Also flammable containers in a garage also pose a scary situation. A high level of cyanide is also very common in a call and is very scary. We bought a cyanide reader from the fund given to use from Key Lime Cove from their Community Days. We are among the few in Lake County to have one.

Attorney's Report: None

OLD BUSINESS

Ambulance Billing Complaint: None

Discussion of Annexation:

President DeRuntz tracked the annexation to give to Megan. It is where it is when she left and he found spreadsheet and gave it to Trustee Wattleworth. There are 5 years to track annexation of properties and reimbursements have ended.

President DeRuntz noted that Attorney O'Connor will be sending Waukegan the invoice after May 1st seeking contributions for the City's recent annexation.

Review and Possible Action on Addendum to Contract with the Village of Gurnee:
None

NEW BUSINESS

Review 2015 Tentative Budget:

Mr. O'Connor reported budget will be adopted in May and reviewed points in the draft budget.

He stated that we won't use the levy amount in this draft but will replace that once we know from Lake County what the property tax extensions for each fund will be.

The Annexation credit \$50,800 in each fund is half of what Waukegan's contribution will generate this year.

The administrative expenses line items in the corporate and ambulance funds increased to cover the need for replacement of obsolete equipment as stated in the resolution.

The service contract with the Village increased \$25,000 each in the corporate and ambulance funds to account for the contracted increase in the service contract costs.

Mr. O'Connor mentioned that here is new line item which includes the contribution by the District to the Village to purchase an ambulance vehicle and equipment, which was discussed at the January meeting, and is \$225,000. This was approved by Resolution in November 2014. The reserve will accumulate for big purchases for large capital purchases. We are budgeting for most capital expenditures. Future capital expenses include contribution by the District to the Village to purchase a new engine in the next fiscal year.

Since President DeRuntz joined the board the collective effort has been to get the district out of debt. The District has evolved from \$800,000 in debt to now building an appropriate reserve.

Mr. O'Connor also mentioned that we need to publish a notice to the Lake New Sun or Daily Herald. New Sun is more cost effective. The Board agreed. Mr. O'Connor said he'd seek similar proposals for costs to publish the budget in its entirety.

District Payments to Village for new ambulance in FY2015-2016 and ladder truck in FY2016-2017: None (discussed during the budget review).

Resolution 2015-R-01 Approving Disposal Obsolete Equipment:

Mr. O'Connor advised the Trustees on Resolution No. 2015-R-01. This Resolution approves the disposal of surplus equipment of the Warren-Waukegan Protection District. It states that the equipment used will be disposed of properly and when needed there are funds to replace old and outdated equipment that will just be used for the intention of the district. This will help to track the equipment, both old and new. Trustee Wattleworth inquired about the background to the program, resulting in brief but thorough review of the program, and cost savings to the District.

President DeRuntz made motion to approve the Resolution as presented. Trustee Klauber seconded. A roll call vote was taken.

AYES: DeRuntz, Klauber, and Wattleworth NAYS: none Motion Carried 3/0.

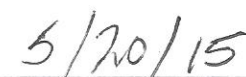
Closed Session: None

Next Meeting: The next meeting of the Warren-Waukegan Fire Protection District is scheduled for May 20, 2015.

Adjournment: Having no further business to come before the Board, Trustee Wattleworth made the motion to adjourn at 8:37 p.m. President DeRuntz seconded the motion.

AYES: DeRuntz, Klauber, and Wattleworth NAYS: none Motion Carried 3/0.


Secretary of WWFPD


Date minutes approved