

**MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT
GURNEE STATION #2 – 6581 Dada Drive, Gurnee, Illinois
Wednesday July 15, 2015 – Reconvened July 16, 2015**

Call to Order: President DeRuntz called the meeting to the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 7:33 p.m. on Wednesday, July 15, 2015.

Roll call was taken with the following results.

Trustees Present: Phil DeRuntz and Martin Klauber
Trustees Absent: Brian Wattleworth
Others Present: Brian J. O'Connor of Ottosen, Britz, Kelly Cooper, Gilbert & DiNolfo
Fred Friedl, Chief, Gurnee Fire Department
John Kavanagh, Deputy Chief, Gurnee Fire Department
Beverly S. Shannon, Recording Secretary

Public Comment: None

Approval of Minutes: President DeRuntz made a motion to approve the May20, 2015, meeting minutes as submitted. Trustee Klauber seconded the motion. A voice vote was taken. All in favor: 2 yes, 0 no, 1 absent. Motion carried.

REPORTS

President's Report: President DeRuntz reported that the past two months had been very busy.

He stated the he would be involved as a trainer with a Firefighter Suicide Prevention panel. He noted that in the past firefighters had communal therapy commonly based in the kitchen where they could share thoughts, concerns and the stressors they deal with on a daily basis. Now, with the prominence of cell phones, isolation is more common than camaraderie. During a "ride a long" with Battalion Chief Peliteri President DeRuntz asked how he faces this new challenge and was told that the key is to know your firefighters very well so that you can notice any change in behavior or reactions. President DeRuntz also had the opportunity to discuss this topic with the Battalion Commander in Lincolnshire, Scott Neely, who mentioned Dr. Sara Gura. She is a therapist with Firefighter Behavioral Health of Illinois and had great success with his firefighters in Lincolnshire. President DeRuntz has placed calls to Dr. Gura and hopes to meet with her in the future. President De Runtz also mentioned Dr. Sharla Waxman of Rosecrans who could be a resource on this topic.

President DeRuntz will be representing the WWFPD and Sheriff's Department at the Midwest Police Security Conference and Expo to be held in Tinley Park. His presentation will be entitled "Senior Moments: Awareness to Action". President DeRuntz will be educating first responders about things to look for in the first minutes when entering a

senior living environment and how to deescalate specific situations. Seniors are over medicated and disoriented and his goal is to raise awareness of the problems unique to seniors in these unregulated environments where cash instead of care is often the primary motivation. This is a very important topic as 10,000 Americans each day are becoming senior citizens.

A projector will need to be purchased for the presentation.

President DeRuntz had a two hour meeting with Doug Taveirne to go over the Audit Draft. The Management Report and Final Audit will be ready for September Board meeting

Treasurer's Report:

Trustee Klauber distributed and presented the Treasurer's report.

Trustee Klauber reported that 1.6 million dollars were transferred from the Illinois Funds to PMA. This is important as the Illinois Funds do not generate income and by managing the money into CD's it can generate income at the rate.45%. The total accounts balance at the end of June was 5.5 million. Money has been received since that time that is not reflected on the report. The only major expense was the May ambulance payment.

President DeRuntz brought up a letter that he had received from Illinois Funds stating that they are now prohibited from providing checking account services and that a separate account would need to be opened with their partner US Bank to perform these functions. The letter was addressed to a former Board member. President DeRuntz found out that 11 year old data had been used to create the letter. This disconcerting fact and the concern of Trustee Klauber that the entirety of the money will be insured will be addressed by President DeRuntz and Trustee Klauber prior to the new account being opened.

President DeRuntz had received the VFIS insurance invoice. He spoke with Mr. Bob Brady and ascertained that the premiums had stayed the same and forwarded the invoice to Trustee Klauber for payment.

The detailed expense report was not available at this time, but will be presented at a continuation of this meeting tomorrow 7/16/15 at 4:30 p.m. at Station 2.

President DeRuntz made the motion to approve the Treasurer's Report. Trustee Klauber seconded. A roll call vote was taken: 2 yes, 0 no, 1 absent. Motion carried.

Secretary's Report:

Trustee Wattleworth was not in attendance.

Fire Chief's Report:

Fire Chief Friedl reported that the new ambulance had arrived this week. The communication equipment is being checked and the ambulance is being supplied with medical supplies. The dedication for the new ambulance will be Monday August 3, 2015 at 10:30AM here at Station #2. The Fire Chief explained that with this addition all four of the ambulances have been upgraded, including stretchers and lifts, and that all of the fire engines are foam capable. This upgraded equipment is not only good for the community we serve but is great for the moral of the firefighters. The next addition will be a ladder truck, but the date of procurement has not been determined.

President DeRuntz thanked Chief Friedl for the WWFPD shirts that had been given to the board. They are proud to wear them. Chief Friedl thanked the Board for making all of the additional equipment possible and noted that this community really works together and the department is a backup to many other communities as well.

Attorney's Report:

Mr. O'Connor presented a receipt for publishing the Adoption of Prevailing Wage Notice. President DeRuntz advised the invoice had been paid.

Mr. O'Connor wanted the Board to be aware of pending Illinois State Senate Bill 316 which would in effect freeze property taxes (and thereby WWFPD funding) for two years. This has the potential to be devastating to state funded programs including fire, police and school districts. President DeRuntz stated that he was very proud of our fiscal responsibility and strategic financial planning and that it would serve us well going forward.

OLD BUSINESS

Ambulance Billing Complaints: None

Discussion of Annexations: None

Status of District Audit:

Mr. O'Connor stated that when looking at the Audit draft it is a good practice to begin with the opinion. It provides good detail and all should take time to digest the draft to be ready to finalize it in September. President DeRuntz wanted to publically thank Trustee Klauber and Mr. Taveirne for their diligent work on the Audit and for keeping it on schedule.

A major concern is the discrepancies among the Paramedic Billing Service (PBS), The Village of Gurnee and the WWFPD. This issue was first raised two years ago and President DeRuntz had agreed to 12 months to resolve these issues, but there is still a

problem. President DeRuntz asked Mr. Traveirne to create an agenda for a meeting including President DeRuntz, Trustee Klauber, Mr. Traveirne, Kim (or a representative from the PBA) and Erica (or a financial representative for the Village of Gurnee). The issue is how the number of paramedic runs can be increasing while the payments are decreasing. President DeRuntz has made his position on this clear to the mayor and all involved and hopes to see this resolved before September and before contract negotiations with the Village of Gurnee begin.

President DeRuntz also would like a serious discussion regarding Station #2 being automated. This discussion would include the Mayor, Fire Chief Friedl and the building manager. Trustee Klauber stated that the Board is receiving a bill every other month and making all expected payments. PBS told Trustee Klauber there is a cumulative bill outstanding while the Village shows a credit. It is all very confusing and could be due to a transition in office management. President DeRuntz will include this question in the upcoming meeting with Mr. Taveirne.

Trustee Klauber stated that going forward he will be keeping electronic as well as hard copies of all financial records, thinks QuickBooks is not necessary at this time.

NEW BUSINESS

The Recording Secretary position formerly supplied by Select Staffing will now be permanently filled by Beverly Shannon who will be compensated directly by the WWFPD.

Closed Session: None

Recess:

A motion was made to recess the meeting by Trustee Klauber to reconvene at 4:30 p.m. tomorrow, July 16, 2015, at the same location, Gurnee Fire Station 2. It was seconded by President DeRuntz. A voice vote was taken. All in favor: 2 yes, 0 no, 1 absent. Motion carried.

The meeting was recessed to reconvene at 4:30 on July 16, 2015.

REASSEMBLY

President DeRuntz reconvened the meeting at 4:30 p.m. on July 16, 2015, at Gurnee Fire Station 2.

Roll call was taken with the following results.

Trustees Present: Phil DeRuntz and Martin Klauber
Trustees Absent: Brian Wattleworth
Others Present: Beverly S. Shannon, Recording Secretary

Treasurer's Report:

Trustee Klauber distributed and presented the Treasurer's report.

Warren-Waukegan Fire Protection District Expenses 7/16/15:

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Select Staffing	6/30/15	Recording Secretary	\$159.98
Phil DeRuntz	6/30/15	Training & Expenses	\$995.75
Ottoson, Britz Kelly Gilbert	6/30/15	Legal	\$87.22
PBS	6/30/15	Collections	\$1819.72
Dam Snell & Taveirne	6/30/15	Accounting	\$0.00
VFIS	6/30/15	Insurance	\$5408.00
Village of Gurnee	8/17/15	Fire Service	\$750,080.50
Chicago Tribune	6/30/15	Public Notice	\$31.20
Martin Klauber	6/30/15	Postage	\$19.60

The above expenses were submitted by Trustee Klauber for review.

President DeRuntz made a motion to approve the expenditures as submitted. Trustee Klauber seconded the motion. A roll call vote was taken. Motion carried: 2 yes, 0 no, 1 absent.

Adjournment:

Having no further business to come before the Board, Trustee Klauber made a motion to adjourn the meeting at 4:40 p.m. President DeRuntz seconded the motion. A voice vote was taken. All in favor: 2 yes, 0 no, 1 absent. Motion carried.

Respectfully submitted,

Beverly Shannon
Recording Secretary



Brian Wattleworth
Secretary, Board of Trustees
Warren-Waukegan Fire Protection District

9/16/15
Date minutes approved