

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT
GURNEE STATION #2
Gurnee Fire Station #2 – 6581 Dada Drive, Gurnee, Illinois

Wednesday November 18, 2015

Call to Order: President DeRuntz called the meeting to the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 6:00 p.m.

Roll Call was taken with the following results.

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

Public Comment: None

Approval of Minutes: Trustee Klauber made a motion to approve the September 16, 2015, meeting minutes as submitted. President DeRuntz seconded the motion. A voice vote was taken. All in favor, motion carried 2/0/1.

REPORTS

President's Report:

Referencing an article titled "Paramedics under Assault" President DeRuntz stated that he will be attending a conference in Oakbrook this coming weekend hosted by the Illinois Tactical Officers Association. The focus will be on the role of Fire Services Personnel with a concentration on the events in Ferguson MO and how the FSP were used in that situation. The situations the FSP are being asked to engage in are becoming more dangerous and the goal is to understand the expanding role of FSP and learn how best to keep them safe as this role changes.

With the assistance of Mr. Taveirne and his team (Dam Snell & Taveirne, Ltd.) the WWFPD has begun implementing new procedures including, but not limited to the use of Quick Books. A primary goal is to be able to track the number of runs versus the revenues as it pertains to the Paramedic Billing Services (PBS). It has been decided to collect data through 2015 in preparation for a meeting to address any discrepancies with the PBA. The data compiled during this time should paint a clear picture of the financial flow between our two entities. This process requires additional time on the part of President DeRuntz, but he thinks the effort will pay off. The additional work is also taxing the office equipment that Mr. DeRuntz uses to conduct business for the WWFPD. President DeRuntz suggested looking into updating the equipment before the warranties run out in May of 2016.

President DeRuntz handed three annexation letters to Mr. O'Connor as well as the formal letter of engagement from Dam, Snell & Taveirne, to Mr. O'Connor who will make sure all papers are filed with the correct authorities.

Treasurer's Report:

Trustee Klauber distributed and presented the Treasurer's Report.

Trustee Klauber stated that WWFPD began the last period with \$4.9M and finished with \$5.6M. There was a payment made to the Village and \$1.35M was transferred to PMA to yield a greater interest rate.

President DeRuntz made a motion to accept the Treasurer's Report and the Statement of Investments, as presented. Trustee Klauber seconded the motion. A roll call was taken:

Ayes: 2 Nays: 0 Absent: 1 Motion carried 2/0/1

The following expenses were submitted by Trustee Klauber for review.

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	10/31/15	Recording Secretary	\$159.98
Phil DeRuntz	10/31/15	Training & Expenses	\$1753.71
Ottosen, Britz Kelly Gilbert	10/31/15	Legal	\$1155.00
PBS	10/31/15	Collections	\$3817.98
Dam Snell & Taveirne	10/31/15	Accounting	\$11866.00
NIAFPD	10/31/15	Membership	\$434.08
IAFPD	10/31/15	Dues	\$675.00
VFIS	10/31/15	Insurance	\$2519.00
Total			\$22,380.75

President DeRuntz made a motion to pay expenses in the amount of \$22,280.75, as presented. Trustee Klauber seconded the motion. A roll call was taken:

Ayes: 2 Nays: 0 Absent: 1 Motion carried 2/0/1

Secretary's Report:

Trustee Wattleworth was unable to attend the board meeting. He was in contact with President DeRuntz. There are no pressing issues at this time.

Fire Chief's Report:

Chief Friedl announced that there would be a blood drive at the Dada Dr. Fire station at 9AM this coming Saturday November 21, 2015

Negotiations regarding the ladder truck are on track. A check will not be needed until 2016, most likely in May.

Chief Friedl stated he had met with the Mayor of Beach Park. The meeting went well and the information presented to the Mayor and his attorney had been well received. All questions were

addressed regarding occupancy and the benefits of acting in step with the WWFPD were presented. Chief Friedl pointed out that even if a single sprinkler is activated the stations are notified immediately. This means that even if the building is unattended a quick response can secure the safety of the public, reduce property loss and decrease the time the building is unusable.

Chief Friedl also mentioned the CNN Christmas train would be coming through on Friday December 4, 2015 at approximately 3:30PM and encouraged everyone to see it if they could.

Attorney's Report:

Mr. O'Connor stated that another property tax assessment dispute had surfaced (Warren Township High School District No. 56, for PIN 07-12-302-006) and suggested the same course of action as had been previously executed. In general, an unfavorable outcome is unlikely (assessment appeal being granted) although statutory cases like with the High School District are usually approved. In general, even if the appeal is granted lowering the property values, the loss corresponding loss of tax revenue would normally be less than contesting the appeal. The assessors and State's Attorney will already be representing our side of the case so any further action would be redundant and financially unwise.

Mr. O'Connor presented a draft document to the board in answer to a Lake County request for financial information. President DeRuntz told to Mr. O'Connor not to take any action until the board has had the opportunity to review the document. President DeRuntz also requested that any outstanding invoices Mr. O'Connor may have be sent to him directly.

OLD BUSINESS

Ambulance billing issues or complaints: no discussion.

Mr. O'Connor noted receipt of annexation notices from the Village of Gurnee (PINs 07-21-200-047, 07-21-200-049) and Village of Wadsworth (PINs 07-04-200-020, 07-03-100-002).

Trustee Klauber made a motion to approve **Ord. 2015-O-3** 2015 Levy Ordinance. President DeRuntz seconded the motion. No discussion. A roll call was taken:

Ayes: 2 Nays: 0 Absent: 1 Motion carried 2/0/1

Mr. O'Connor gave copies of Ord. 2015-O-3 2015 Levy Ordinance to the board members for signatures and subsequent filing.

Trustee Klauber made a motion was made to approve **Res. 2015-R-3** 2015 Levy Direction to County Clerk under PTELL. President DeRuntz seconded the motion.

Discussion: Mr. O'Connor explained that this is a formal document directing the Clerk to allocate funds in certain circumstances. It is highly unlikely the document would ever be relevant given our responsible handling of finances. President DeRuntz took this time to acknowledge the Board for being so fiscally responsible especially in light of what is going on in Springfield and with other agencies at this moment.

The question was called and a roll call was taken:

Ayes: 2 Nays: 0 Absent: 1 Motion carried 2/0/1

President DeRuntz stated that he would have the documents (**Ord. 2015-O-3, Res. 2015-R-3**) signed by Secretary Wattleworth and to Mr. O'Connor early next week.

NEW BUSINESS

Mr. O'Connor discussed **Res. 2015-R-4** Authorizing the Transfer of Funds to the Village of Gurnee to defray the cost for the Village purchase of a ladder tower with pump. As noted earlier the funding will not be necessary until next year; a discussion will take place at that time.

Trustee Klauber made a motion to approve **Res. 2015-R-4** Authorizing the Transfer of Funds to the Village of Gurnee to defray the cost for the Village purchase of a ladder truck. President DeRuntz seconded the motion. No discussion. A roll call was taken:

Ayes: 2 Nays: 0 Absent: 1 Motion carried 2/0/1

President DeRuntz stated that he would have **Res. 2015-R-4** signed by Secretary Wattleworth and to Mr. O'Connor early next week along with the other documents.

Discussion about retaining services of CPAs Dam, Snell & Taveirne, Ltd. (DS&T) for monthly fiscal reporting (book keeping) services, and the proposed DS&T engagement letter for that purpose. President DeRuntz made a motion to approve the Engagement Letter for Retention of CPA'S Dam Snell & Taveirne for monthly fiscal reporting services. Trustee Klauber seconded the motion.

Ayes: 2 Nays: 0 Absent: 1 Motion carried 2/0/1

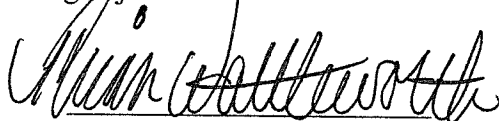
President DeRuntz noted how fortunate we are to have engaged CPA'S Dam Snell & Taveirne and specifically Mr. Doug Taveirne. This addition will not only insure accuracy and enable tracking, but will make WWFPD actions transparent to the public.

Closed Session: None

Adjournment: Having no further business to come before the Board, Trustee Klauber made a motion to adjourn the meeting at 6:32 PM. President DeRuntz seconded the motion.

Ayes: 2 Nays: 0 Absent: 1 Motion carried 2/0/1

Meeting adjourned.



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

Jan 20 2016
Date minutes approved