

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday March 16, 2016

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

Trustees Present: Phil DeRuntz, Martin Klauber and Brian Wattleworth
Other Officials: Brian J. O'Connor of Ottosen, Britz, Kelly Cooper, Gilbert & DiNolfo
Others Present: Fred Friedl, Chief, Gurnee Fire Department, John Kavanagh, Deputy Chief, Gurnee Fire Department, Beverly S. Shannon, Recording Secretary, Chuck Ugaste, COO MESS, Ron Yori, Deputy COO MESS (Metropolitan Emergency Support Services Inc.)

Public Comment: None

Approval of Minutes: Martin Klauber made a motion to approve the January 20, 2016 meeting minutes as submitted. Trustee Wattleworth seconded the motion. A voice vote was taken. All in favor, motion carried 3/0.

REPORTS

President's Report:

President DeRuntz announced that since the last meeting all of board members had successfully completed the NIPD "Trustee Training" required to receive their stipends. President DeRuntz then related his experience at a Conference concerning school safety plans. There is a new protocol in place identified as A.L.I.C.E. which stands for Alert, Lockdown, Inform, Counter and Evacuate. There is an "app" named "Go Crisis" which, when installed on mobile phones parents, teachers, faculty, law enforcement and students will provide alerts and enable tactics to **counter** active shooter events if they occur and facilitate safe and speedy evacuations. The idea is to no longer wait until the situation unfolds but to be proactive and reactive. In conjunction with this paradigm shift there will be expanded attention given to early detection of mental instability that could lead to violence.

President DeRuntz announced that a new business agreement is being created that will allow the CPA, Doug Traveirne, access to documents necessary to continue his work for the WWFPD.

President DeRuntz received a notice from the US Department of Commerce alerting him to a forthcoming request by the US Census Bureau for information. President DeRuntz stated that he will complete the form when it arrives.

Paperwork regarding the tax objection filed by Edgewood LLC was given to Mr. O'Connor who is supervising the issue.

President DeRuntz reminded the board members that they will be receiving an economic interest statement via e-mail and requested that they complete and submit it in a timely manner.

The information previously requested by Lake County has been completed and submitted. The board thanked Mr. O'Connor for his assistance with that issue.

In accordance with the board's vote on January 20, 2016 President DeRuntz has established a new WWFPD account with BMO Harris bank. This account will replace the Illinois Funds account. President DeRuntz noted that the board must be vigilant in tracking deposits that had previously been automatically deposited to the IL Funds account and efforts should be made to notify depositors. Mr. O'Connor added that will supply the form required by the State Comptroller to complete the above mentioned banking changes.

A motion was made by Trustee Klauber to authorize President DeRuntz to close the Illinois Funds account and transfer any remaining monies to the new BMO bank account. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried 3/0

President DeRuntz mentioned a meeting scheduled for early April with representatives from The Village, the Mayor's office and Chief Friedl concerning the updating and modernization of WWFPD facilities. This idea was raised at the last board meeting. Since that time President DeRuntz has talked briefly with the Mayor and stated that both the Mayor's office and Chief Friedl have invested a great deal of time developing options. He is eager to explore the possibilities with an eye toward improvements that will support the WWFPD for the next 20 to 30 years.

Treasurer's Report:

Trustee Klauber distributed the Treasurer's Report. The report included monies deposited in the new BMO account. The current numbers are up to date barring any transactions that appear in the February IL Funds statement which has yet to be received. President DeRuntz added that a request has been made for the February statement.

President DeRuntz made a motion to accept the Treasurer's Report. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried 3/0

Trustee Klauber stated that the current balance is approximately 4.7M.

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	2/29/2016	Recording Secretary	\$159.98
Phil DeRuntz	2/29/2016	Training & Expenses	\$2366.76
Ottoson, Britz Kelly Gilbert	2/29/2016	Legal	\$3003.00
PBS	2/29/2016	Paramedic Billing	\$2624.61
Dam Snell & Taveirne	2/29/2016	Accounting	\$811.00
Village of Gurnee	3/31/2016	Fire & Ambulance Services	\$750,080.50
MESS	2/29/2016	Donation	\$600.00
Phil DeRuntz	3/16/2016	Stipend	\$1655.99
Martin Klauber	3/16/2016	Stipend	\$1655.99
Brian Wattleworth	3/16/2016	Stipend	\$1655.99
US Treasury	3/16/2016	Withholding	\$2045.25
Illinois Dept. of Revenue	3/16/2016	Withholding	\$253.14
CDW	3/16/2016	Office Equipment	\$3532.09
CDW	3/16/2016	Office Equipment	\$1309.60
Total			\$769,455.51

President DeRuntz made a motion to approve the expense report. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried 3/0

Secretary's Report:

Trustee Wattleworth had nothing to report at this time.

Fire Chief's Report:

Chief Friedl stated that he will be making a presentation on April 4, 2016 in front of the Village for final approval before manufacturing begins on the new ladder truck. Trustee Klauber asked what happens to the old equipment when replacements arrive. Chief Friedl indicated that old equipment is either sold, traded in or donated

Chief Friedl announced the Fire Safety Expo Saturday May 14th 2016 at Gurnee Mill Mall.

Attorney's Report:

Mr. O'Connor announced that the Illinois Association of Firefighters convention will be in Peoria IL this year June 23-24.

OLD BUSINESS

None.

NEW BUSINESS

Mr. O'Connor handed out draft copies Ordinance NO. 2016-01 detailing the budget and appropriations for fiscal year 5/1/16 to 4/3/17. Highlighted items included minor increase in property taxes, annexation credit decrease, additional office equipment and auditing expenses as well as the ladder truck expenditure. All told there is a decrease in Corporate Funds which was expected. This draft is a precursor to the final version which will be presented at the next board meeting. The final document must be posted 30 days before a final vote.

MESS Presentation:

Prior to a donation being made, the board requested that representatives of MESS appear to outline their services. Here is a summary of their presentation:

MESS (Metropolitan Emergency Support Services Inc.) responds to both fire and police requests for support during emergency operations. To re-equip a used ambulance to meet these needs costs approximately \$5500. The work to revamp an ambulance is done "in house" by Mr. Ugaste and Mr. Yori. They receive calls via box alarm systems or direct contact from any one of the departments they serve. Though calls have decreased over the past year, the duration of the aid given has increased. Mr. Ugaste gave assurances that MESS would be a presence at the Fire Safety Expo in May (2 trucks). President DeRuntz thanked them for attending the board meeting and explained that the presentation was necessary

since the WWFPD is responsible to the taxpayers and must be able to account for any expenditures.

President DeRuntz asked that discussion of the joint agreement with the Village be added to the agenda for the next board meeting. He added that the business administration of the Lake County Board, as seen recently on television, is exemplary and is proud that this board mirrors their example. The fiscal responsibility demonstrated by this board will allow the WWFPD to continue to serve the public well for many years to come.

Closed Session: None.


Adjournment:

Having no further business to come before the Board, Trustee Klauber made a motion to adjourn the meeting at 6:48 PM. Trustee Wattleworth seconded the motion.

Ayes: 3

Nays: 0

Motion carried 3/0



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

5/18/16

Date minutes approved