

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday May 18, 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 and Martin Klauber & 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

Public Comment: None

Approval of Minutes: Trustee Klauber made a motion to approve the March 16, 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 reported it has been a busy two months. The Department of Labor requested a survey from the WWFPD which President DeRuntz has completed. He next presented a Letter of Engagement to retain the services of Doug Traveirne of Dam, Snell & Traveirne LLC for their services in preparing the upcoming audit as well as monthly reconciliation of WWFPD finances. President DeRuntz and Mr. Traveirne have had to spend a great deal of time reviewing the PBS statements for ongoing discrepancies, the latest resulting in a denial of payment for an unsubstantiated charge in the amount of \$530.00. President DeRuntz suggested that eliminating PBS from the WWFPD contract could simplify things greatly. President DeRuntz has broached this subject with the Village manager and if the change can be implemented, our dependence upon Mr. Traveirne would revert back to an annual audit services in lieu of the more frequent meetings which are necessitated by the PBS inconsistencies. A cost analysis and the legal ramifications of changing the contract to omit PBS will have to be explored before going forward. The Village Manager is open to discussing this option. Trustee Wattleworth inquired if the WWFPD was the only district having trouble with PBS. President DeRuntz explained that it varies by location, but the amount of scrutiny that he and Mr. Traveirne put into checking statements may be a reason so many discrepancies are found.

President DeRuntz next stated that a variance request for sprinkler installation by a resident in Third Lake had been resolved with the resident adhering to the national building code. He thanked Chief Friedl and Mr. O'Connor for all of their time and effort in addressing this matter and added that it is important that the standards for sprinklers be maintained not only for current residents but future construction. With that in mind President DeRuntz stated that he had the plans for a subdivision to be built off of Hunt Club Road and would make the plans available for the trustees to review. The plans for the new construction include the standard sprinkler systems endorsed the national code.

President DeRuntz stated that his reappointment to the WWFPD has been deferred until July 2016 following the June meeting of the Lake County board. This will be followed by election of officers at that time.

President DeRuntz declared the opening of the public hearing on FY2016-2017 Budget and Appropriations Ordinance.

There were no public comments.

President then declared the hearing closed.

Treasurer's Report:

Trustee Klauber distributed and presented the Treasurer's Report.

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 WWFPD ended April with 4.3M. Trustee Klauber noted that as of March 31, 2016 the Illinois Funds account had been closed and the WWFPD currently has two accounts at BMO Harris bank, a checking account and a money market account. The possibility of simplifying finances to a single account was discussed, but transferring funds between the accounts to cover expenditures is not difficult and the high rate of interest accrued in the money market account is preferable at this time. President DeRuntz stated that he has been assured that fees incurred for the money market account will be reversed as that was not part of the agreement when the accounts were established.

President DeRuntz noted that Beverly Shannon, the recording secretary for WWFPD meetings has been doing a thorough and professional job and proposed that her compensation be increased by \$20 per occurrence. Trustees Wattleworth and Klauber agreed. The increased amount will take effect at the next board meeting.

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	4/30/16	Recording Secretary	\$159.98
Phil DeRuntz	4/30/16	Training & Expenses	\$ (480.00)
Ottoson, Britz Kelly Gilbert	4/30/16	Legal	\$3822.00

PBS	4/30/16	Collections	\$2807.56
Dam Snell & Taveirne	4/30/16	Accounting	\$1038.00
Northern IL Alliance	4/30/16	Conference Fee	\$675.00
Village of Gurnee	4/30/65	Fire Truck Payment	\$490,021.50
Total			\$498,044.04

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

Ayes: 3 Nays: 0 Motion carried 3/0

In accordance with a vote taken during New Business discussion, a \$5000 payment to support the Annual Gurnee Fire Dept. NFSC Fire pup Fire Safety Education Program was authorized and added to the Treasurer's Report.

Secretary's Report:

Trustee Wattleworth stated that the reconciliation of information on the website and the mobile app is under way and expected to conclude this week.

Trustee produced a survey from the Department of Commerce he had received. President DeRuntz stated he had already addressed the issue.

Trustee Wattleworth had also received certificates of insurance in the mail. Mr. O'Connor asked to have them sent to him in a PDF file where he will electronically store them until they are requested.

Fire Chief's Report:

Chief Friedl stated that the Fire Expo at Gurnee Mills last Saturday was well attended despite the unseasonably cold weather. President DeRuntz noted that MESS was on site with two trucks and a full staff and that he was pleased his request for their presence had been fulfilled.

Chief Friedl mentioned a "Lunch and Learn" opportunity coming in August or September that will be directly related to the sprinkler issue that had been discussed earlier in the meeting. He will provide more information as it becomes available.

Chief Friedl presented pictures of the ladder tower and stated there have been meetings with the engineers.

President DeRuntz asked what makes the new equipment stand out from previous equipment. Deputy Chief Kavanagh explained that the key component is the addition of Class A foam that is a very effective tool in fighting fires and noted that the WWFPD will be the only ones in Lake County to have it. Class A foam results in less time on scene which reduces the exhaustion of the fire fighters and frees them to answer more calls. Class A foam also insures the fire is completely out and causes less damage which is better for the investigators as well as the residents.

President DeRuntz stated that he had learned so much from his “ride along” with BC Pelitari last summer that he would like to arrange something similar this coming summer with a different Battalion Chief. Chief Friedl said that he thought that would be possible.

Attorney’s Report:

Mr. O’Connor Presented copies of a revised Letter of Engagement for the services of Dam, Snell & Taveirne LLC for accounting services. The final amount of fees will be effected by the upcoming decisions regarding the PBS issue discussed earlier in the meeting. An updated letter will be generated as decisions are reached.

Mr. O’Connor stated that there is a bill that has already passed the Illinois House of Representative and is now in the Senate titled the Travel Expense Control Act which if passed will require the WWFPD to pass a resolution and implement a policy regarding travel expenditures.

OLD BUSINESS

None.

NEW BUSINESS

- a. Mr. Connor presented copies of the FY2016-207 Budget & Appropriations Ordinance to the trustees for signatures. Included in the hand out was a spreadsheet outlining annexations and updated expenditures, taxes and revenues.

Trustee Klauber made a motion to approve the Ordinance. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0

- b. Mr. O’Connor presented the trustees with copies of Resolution Approving Prevailing Wage FY2015-2016 for signatures.

Trustee Klauber made a motion to approve the Resolution. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0

- c. Mr. O’Connor presented paperwork to the board to support the Annual Gurnee Fire Dept. NFSC Firepup Fire Safety Education Program.

President DeRuntz made a motion to approve the expense. Trustee Wattleworth seconded the motion. A roll call was taken and the note will be added to the Treasurer’s Report.

Ayes: 3

Nays: 0

Motion carried 3/0

Closed Session: None

Items for July agenda:

1. FY 2016-2017 Draft audit.
2. Ms. Shannon's compensation.
3. Reappointment and election of board members.
4. Revised Letter of Engagement.

Adjournment:

Having no further business to come before the Board, President DeRuntz made a motion to adjourn the meeting at 6:52 PM. Trustee Klauber seconded the motion.

Ayes: 3

Nays: 0

Motion carried 3/0



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

7/20/16
Date minutes approved