

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2
6581 Dada Dr, Gurnee, IL 60031

Wednesday July 20, 2016

President DeRuntz called the meeting to the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 6:01 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, Beverly S. Shannon,
Recording Secretary.

Oath of Office: Mr. O'Connor administered the Oath of Office to President DeRuntz and witnessed his signature upon completion.

Election of Officers: President DeRuntz made a motion to approve the following slate of officers for the WWFPD:

Phillip DeRuntz, President

Brian Wattleworth, Secretary

Martin Klauber, Treasurer

Mr. Klauber seconded the motion. A voice vote was taken. All in favor, motion carried 3/0.

Public Comment: None

Approval of Minutes: Trustee Klauber made a motion to approve the May 18, 2016, meeting minutes as submitted. President DeRuntz seconded the motion.
A voice vote was taken. All in favor, motion carried 3/0.

REPORTS

President's Report:

President DeRuntz stated that, as always, it has been a very busy two months. There is a continuous flow of requests from various governmental agencies that must be addressed.

One is an item from the Department of Labor that Mr. O'Connor will advise us on during his report. Next is a request for confirmation from Marty Paulson who is the chief county assessment official. He is asking for the names of the officials responding to requests for changes in their assessments. Currently President DeRuntz and Mr. Ottosen, of Ottosen, Britz et al. are listed. President DeRuntz asked if that is still acceptable to the board. All answered in the affirmative. The paperwork was handed to Mr. O'Connor for filing.

President DeRuntz is involved with the Lake County Opioid Initiative. He informed the Board that through this involvement he has learned of a severe shortage of Naloxone, the opioid overdose antidote, administered by first responders. Trustee Klauber asked Chief Friedl about the supply within the WWFPD and it became obvious that through the increased frequency of applications (sometimes more than one in the same day to the same person) are sapping the supply. The initial grant that purchased the Narcan (the same as Naloxone though administered differently) has run out and there are only 50 kits remaining. An additional problem facing the personnel treating opioid overdose is the introduction of Fentanyl into the mixing/cutting of the drug. Fentanyl is a synthetic opioid that is more potent for the user, requires increased dosage of the antidote and poses a lethal threat to first responders due to the volatility and toxicity of the chemical. President DeRuntz stated that there is an opportunity to partner with a foundation that is matching donations to purchase Narcan kits dollar for dollar and he will go into further detail during the New Business section of the meeting. Trustee Klauber noted that it is our primary duty to help those in need.

President DeRuntz then presented a spreadsheet supplied by Chief Friedl that compared the various fire protection districts across Lake County. President stated that the results support his belief that the WWFPD is the best fire protection district in Lake County if not the state of Illinois. The WWFPD ranked extremely high in services rendered per dollar spent and President DeRuntz pointed to the fiscal responsibility and dedication of the board in producing these results.

Treasurer's Report:

Trustee Klauber distributed the Treasurer's Report. Trustee Klauber stated that the Illinois Fund account is now closed and the WWFPD has two accounts with BMO Harris Bank. A majority of the WWFPD reserves are in the PMA account. Trustee Klauber reported that over the past two months the WWFPD assets have risen from 4.2M to 5.5M and though that is admirable with all of the expenditures made to improve the infrastructure of the WWFPD, it is still short of our desired cushion of two times the annual budget or 7M.

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 submitted the following expenditures for review.

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	6/30/2016	Recording Secretary	\$180.00
Phil DeRuntz	6/30/2016	Training & Expenses	\$473.64
Ottosen, Britz Kelly Gilbert	6/60/2016	Legal	\$2625.00
PBS	6/30/2016	Paramedic Billing	\$6926.48
Dam Snell & Taveirne	6/30/2016	Accounting	\$690.00
Martin Klauber	3/16/2016	Postage	\$18.80
Village of Gurnee	7/15/2016	Fire & Ambulance Services	\$765,082.00

ADDED DURING MEETING

Jordan Michael Filler

Foundation	6/30/2016	Narcan Kits	\$3750.00
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VFIS Insurance Premiums:

	7/20/2016	Property/Casualty	\$4021.00
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	7/20/2016	Accident/Sickness	\$1862.00
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Total **\$785,610.12**

VFIS Insurance invoices were submitted for addition to the existing expenditures.

Mr. O'Connor stated that he has examined the VFIS insurance policies and found them sufficient and competitively priced. President DeRuntz noted that it is this kind of attention to detail that demonstrates the diligence of the WWFPD board which, in turn, meets or exceeds the expectations of the Lake County Board.

Trustee Wattleworth made a motion to approve the VFIS insurance policies and premiums and add them to the current expenditures document. President DeRuntz seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried 3/0

President DeRuntz made a motion to accept the expenditures as amended. Mr. O'Connor stated that the amended total was now \$785,610.12. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried 3/0

Secretary's Report:

Trustee Wattleworth reported that the WWFPD website had been updated and the modifications will provide easier access and navigation for the public.

Fire Chief's Report:

Chief Friedl stated that the WWFPD was present at the Granwood Park Summer Fest and discussed with the event coordinators the prospect of attending Octoberfest.

Chief Friedl noted that the WWFPD would have a presence at the Merit Club in Libertyville which is the site of the upcoming ladies golf tournament, The UL International. Chief officers from MABAS Division 4 in Lake County will be training some of our WWFPD officers in the use of the Incident Commander Vehicle. EMT, Lake Forest Hospital and the police will all be represented. President DeRuntz commented that he had the opportunity to attend the FEMA District 4 training in Des Plaines last week. The involvement of the WWFPD is important as the presence of an Incident Command Center to coordinate communication and react to any manner of emergency is now common practice whenever there is a large gathering of people and the potential need for unified emergency services is required.

Chief Friedl informed the board that the new ladder truck is almost completely approved, awaiting only minor adjustments and that the projected ETA is 12 months after the start of construction.

Attorney's Report:

Mr. O'Connor distributed paperwork outlining an assortment of bills that had passed the state House and Senate, are awaiting the Governor's signature and will likely become law. He pointed out the following issues that may impact the board if that happens:

A statute involving board member reimbursement which would require the WWFPD to have a policy in place that complies with the requirements set forth in the new law.

A statute empowering Fire Chiefs and granting more authority to enforce laws already in place.

A statute strengthening the enforcement of FOIA to include civil penalties that could range from \$5,000 to \$10,000.

A statute requiring every country to report to the general assembly on all units of government and include information concerning consolidation or dissolution or the levying of taxes.

The last issue is House Bill No. 229. This would authorize, but not require, County Boards to start a process to dissolve units of government with trustees appointed by the county board and who do not have paid employees. This could directly affect the WWFPD. President DeRuntz added that this is another important reason to be transparent, fiscally responsible, and strict with the existing rules. President DeRuntz

noted that Lake County Board Chairman Lawlor scrutinizes all boards and their trustees and that we must continue to be lean and efficient.

OLD BUSINESS

None

NEW BUSINESS

President DeRuntz made a motion to donate \$3750.00 for the purchase of Narcan kits. Trustee Klauber seconded the motion. All agreed. The motion entered the discussion phase.

President DeRuntz stated that heroin overdoses are an epidemic in Lake County. He explained that the Jordan Michael Filler Foundation will match the WWFPD donation of \$3750.00 with an equal amount. This donation will purchase 100 kits which will all go to the Lake County Health Department. President DeRuntz will present the check Thursday 7/21/16 to the event being held tomorrow at the College of Lake County. Trustee Klauber thanked President DeRuntz for his involvement in this project and for bringing it to the attention of the board. President DeRuntz amended his original motion to the following:

“I move that the District donate not more than \$3,750.00 to the Jordan Michael Filler Foundation in support of Lake County State’s Attorney Mike Nierheim’s heroin overdose program, with the money evenly allocated between corporate and ambulance contingency budget lines, for the purchase of nasal Narcan opioid antidotes as provided by the Illinois Heroin Crisis Act and Drug Overdose Prevention Program.”

Trustee Klauber seconded the amended motion. Roll call vote was taken. Motion passed: 3/0

President DeRuntz made a motion to approve the increase in compensation for Beverly Shannon, WWFPD Recording Secretary, from \$160.00 to \$180.00. Trustee Klauber seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried 3/0

The board members were gracious and glowing in their comments regarding Ms. Shannon’s work and professionalism. They noted that Ms. Shannon is a positive addition to the board meetings.

President DeRuntz has been in contact with Mr. Taveirne of Dam, Snell & Taveirne and was assured the WWFPD financial audit would be ready for the September Board meeting. According to Mr. Taveirne the *monthly* submission of financial documents by

the WWFPD which has been in place since last year has streamlined the audit process considerably.

President DeRuntz noted that the technology the trustees now have access to in their homes is the reason the WWFPD board can comply with the numerous requests for information it receives.

The US Census Department 2017 Government Unit Survey was reviewed by Mr. O'Connor and the Trustees for accuracy and will be submitted by Mr. O'Connor once formally completed.

Actions for the next board meeting to be held Wednesday September 21, 2016 were noted including a truth in taxation issue and the upcoming audit to be presented by Mr. Taveirne. President DeRuntz is looking forward to the Manager's Report that Mr. Taveirne is preparing in conjunction with the audit and stated that Mr. Taveirne is impressed with the with the attention to detail exhibited by the WWFPD while compiling their financial information for reports and audits.

Closed Session: None

Adjournment:

Having no further business to come before the Board, Trustee Wattleworth made a motion to adjourn the meeting at 6:51 PM. Trustee Klauber seconded the motion.

Ayes: 3

Nays: 0

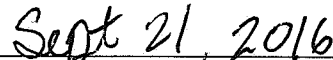
Motion carried 3/0



Brian Wattleworth

Secretary, Board of Trustees

Warren-Waukegan Fire Protection District



Date minutes approved