

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday September 21, 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, Deputy Chief Kavanagh, Doug Taveirne of Dam, Snell & Taveirne LLC and Beverly S. Shannon, Recording Secretary

Public Comment: None

Approval of Minutes: Trustee Wattleworth made a motion to approve the July 20 16, 2016 meeting minutes as submitted. Trustee Klauber 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. He has attended two conferences regarding the safety of public safety officers. This is a very important topic given the current social climate. We must be informed and proactive. Officers and first responders are being actively targeted; awareness is key. The goal, as always, is to have everyone return home to their families at the end of every shift.

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 balance as of 8/31/2016 is 4.9M. A transfer of 1.7M was made from Harris Bank to PMA to be converted into CD's. The CD's that matured in July realized over 4,000 in interest. A payment was made to the Village in August. Trustee Klauber noted that fluctuation in monies in the Harris account may occasionally increase the balance over what is

insured. President DeRuntz stated that a meeting is set for 9/24/16 with our contact at Harris Bank to make any necessary changes. Mr. O'Connor agreed that the proposed action would insure the WWFPD was in compliance. President DeRuntz wanted to emphasize that the WWFPD is working diligently to resolve this issue in a timely manner and reminded the Trustees that it would be imperative that they make arrangements to sign any paperwork necessary as soon as possible.

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	8/31/16	Recording Secretary	\$180.00
Phil DeRuntz	8/31/16	Training & Expenses	\$ 546.54
Ottoson, Britz Kelly Gilbert	8/31/16	Legal	\$2130.00
PBS	8/31/16	Paramedic Billing	\$6045.96
Idea Works	8/31/16	Website Management	\$350.00
Village of Gurnee	4/30/65	Fire & Ambulance	\$765,082.00
Total			\$774,334.50

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

Secretary's Report:

Trustee Wattleworth stated he had completed training required by the State Attorney General's office. He is also aware that there are discrepancies between the WWFPD website and mobile app and will be in touch with Idea works to have the issues addressed.

Fire Chief's Report:

Chief Friedl handed out copies of the safety manual that is part of the Safety Pup Program and thanked the Board for their support. Chief Friedl announced that a blood drive will be held at Station #2 on Dada Dr. on Saturday 11/2/16 from 8-2. Chief next noted that a federal grant had been awarded to the department to replace the heavy rescue unit and passed out pictures of the proposed project.

President DeRuntz made a point of recognizing Chief Friedl's numerous efforts including facilitating two "ride alongs" he had participated in. One with the Battalion Chief and another with the Medical Emergency Officer, John O'Neill from Highland Park who is responsible for training the EMS in our district.

President DeRuntz then discussed Naloxone, the antidote for heroine overdoses. He stated that various entities including the Health Department, the State of Illinois and local pharmacies are attempting to track the doses and uses of Nar Can/Naloxone to develop better data. Better data would help develop best practices for treating the opioid epidemic we are currently experiencing.

These ride-alongs, conferences, and conversations with safety personnel and administrators are instrumental in understanding and appreciating the work that happens behind the scenes to help and secure our community. The WWFPD includes Six Flags, Gurnee Mills, a host of light manufacturing concerns and of course small businesses and residents; riding with first responders and meeting with medical personnel and administrators is key to understanding our responsibilities.

Attorney's Report:

Mr. O'Connor stated that the law before the state legislature regarding travel expenses had passed and he will have recommendations for a resolution to address the new statute at the November board meeting.

OLD BUSINESS

President DeRuntz had received a notice in the mail regarding a tax exemption request which he handed to Mr. O'Connor.

President DeRuntz also received a notice from the State of Illinois Comptroller's Office regarding electronic filing. Mr. Travierne directed President DeRuntz to give it to Trustee Wattleworth who could add it to the official audit packet.

NEW BUSINESS

- a. Mr. O'Connor presented each Trustee and Mr. Taveirne copies Res. 2016-R-03 District Service Contract. The amount has decreased, it is a contract is for 3 years and reflects the positive relationship we enjoy with the Village.

President DeRuntz wanted to make it clear that the success experienced by the WWFPD is due the constructive relationship with Chief Friedl. He stated, "I give so much credit for the incredible collaboration we enjoy to Chief Friedl. It is his guidance, leadership and belief that have enabled us to serve successfully."

Trustee Klauber made a motion to approve Res. 2016-R-03. 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 Res. 2016-R-04 The Truth in Taxation Determination. This must be voted on, signed and submitted to the court 20 days prior to the Levy Determination which will be voted on at the next board meeting.

President DeRuntz made a motion to approve 2016-R-04. Trustee Klauber seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried 3/0

- c. Mr. Taveirne of Dam, Snell and Taveirne presented the final WWFPD audit for 2016. The district finances are solid. The steps taken in the past year have improved and strengthened internal controls and increased transparency. The reports show trends and facilitate analysis. Mr. Taveirne suggested asking Harris bank if it is possible to be alerted if accounts reach a certain amount, though this may be unnecessary depending upon the results of Saturday's meeting. The control totals being used to track calls and compare numbers with other agencies are in place and have reduced irregularities though there are still a very few anomalies. This is to be expected with new systems. President DeRuntz asked Mr. Taveirne to copy the Village manager on any irregularities so that when they meet, both are privy to the same information. Deputy Kavanagh mentioned the unique circumstances of dividing numbers between district and village and is discussing the capabilities of new software with both the software company and Mr. Taveirne.
- d. Mr. Taveirne next handed out the Annual Financial Report, the Publication Report and Financial Representation Letter which gives Mr. Taveirne the authority represent the board in financial documents. Mr. O'Connor will file the necessary copies with the court and Mr. Taveirne will send all required documents to the Comptroller's Office. All documents mentioned above will be signed by the board members after the close of the meeting.

Mr. Taveirne also asked that the letter to engage his services be amended to read *compilation service instead of preparation service*. This change will not affect the services provided nor the charges for said service. President DeRuntz noted that the WWFPD is fortunate to have Mr. Taveirne as our financial advisor.

President DeRuntz made a motion to approve the 2016 Dam, Snell and Taveirne Audit Report. Trustee Klauber seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0

President DeRuntz made a motion to approve the 2016 Dam, Snell and Taveirne Annual Financial Report. Trustee Klauber seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0

Closed Session: None

Mr. O'Connor asked that the minutes reflect the WWFPD board has not had any Closed Sessions at past board meetings therefore no Closed Session notes have been recorded.

Items for November 2016 agenda:

1. Levy Determination
2. Direction Resolution
3. New guidelines for travel expense documentation to comply with new laws.

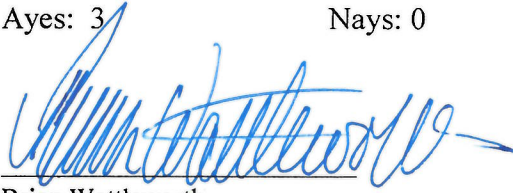
Adjournment:

Having no further business to come before the Board, President DeRuntz made a motion to adjourn the meeting at 6:55 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

11/18/16

Date minutes approved