

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

SPECIAL MEETING HELD AT GURNEE STATION #2

Friday November 18, 2016

President DeRuntz called the special 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 Brian Wattleworth (Absent: Trustee Klauber)
Other Officials: Brian J. O'Connor of Ottosen, Britz, Kelly Cooper, Gilbert & DiNolfo, Ltd.
Others Present: Fred Friedl, Chief, Gurnee Fire Department; Deputy Chief John Kavanagh; and, Beverly S. Shannon, Recording Secretary

Public Comment: None

Approval of Minutes: Trustee Wattleworth made a motion to approve the September 21, 2016 regular meeting minutes as submitted. President DeRuntz seconded the motion.

A voice vote was taken. All in favor, motion carried 2 yes / 0 no/ 1 absent.

REPORTS

President's Report:

President DeRuntz reported it has been busy as usual and everything is going well.

Treasurer's Report:

President DeRuntz distributed and presented the Treasurer's Report and list of Expenditures in Trustee Klauber's absence. President DeRuntz stated that Mr. Taveirne (WWFPD accountant) has reviewed the documents and that the cash flow is good and all bills have been paid on time.

The amount paid Dam, Snell & Taveirne LLC is higher than normal due to the work needed to complete the WWFPD annual audit.

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

Ayes: 2

Nays: 0

Absent: 1

Motion carried 2/0/1

Next President DeRuntz noted that the ongoing issues with PBS remain. PBS continues to be unresponsive and/or uncooperative concerning questions from both our accountant and the finance department of the Village of Gurnee. In light of this persistent problem, President DeRuntz asserted that delaying payment to PBS until the questions of accuracy and transparency are resolved will force the issue.

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	11/18/16	Recording Secretary	\$180.00
Phil DeRuntz	11/18/16	Training & Expenses	\$ 164.98
Ottoson, Britz Kelly Gilbert	11/18/16	Legal	\$2,541.00
Dam, Snell & Taveirne	11/18/16	CPA	\$10,903.00
PBS	11/18/16	Paramedic Billing	\$5,054.36
Idea Works	11/18/16	Website Management	\$75.00
IAFPD	11/18/16	Dues	\$675.00
Village of Gurnee	11/18/16	Fire & Ambulance	\$765,082.00
			\$784,675.34
Total			\$783,620.98

Then President DeRuntz made a motion to accept the Expenditure Report less the PBS payment. Trustee Wattleworth seconded the motion. A roll call was taken:

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

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

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

Secretary's Report:

Trustee Wattleworth had no business to report at this time.

Fire Chief's Report:

Chief Friedl thanked the WWFPD for its support of the blood drive. The event was a success and generated enough blood to help 76 patients. Chief Friedl then announced that the awards luncheon for the department would be held at noon on December 14th at Station #1 and invited the board members to attend.

President DeRuntz mentioned a recent local news broadcast regarding firefighter suicide and expressed his concern for the difficult transition between trauma faced on duty and everyday life. He mentioned the Florian Program which is designed to address anxiety and related a conversation with a Battalion Chief that outlined the change in culture within the ranks. Instead of the usual camaraderie after a call there is now more solitary time as people use technology to connect. Deputy Chief Kavanagh noted that our firefighters have access to a psychologist who has built a rapport with them and all agreed that being aware of any changes in demeanor that may be a symptom of distress is crucial.

Attorney's Report:

Mr. O'Connor stated the annual treasurer's report has been successfully filed with the country clerk. The receipt has been given to Trustee Wattleworth.

OLD BUSINESS

- a. Ambulance Billing complaints: None
- b. Annexations: Mr. O'Connor dispensed a report regarding assessments. The document was for informational purposes only noting it is not fiscally prudent to become involved in these issues at this time.

NEW BUSINESS

- a. Mr. O'Connor dispensed 4 copies of the Ord. 2016-O-2 Levy Determination to President DeRuntz and Trustee Wattleworth for signatures. Mr. O'Connor stated that the document had been reviewed and approved by Mr. Taveirne.

President DeRuntz made a motion to approve Ord. 2016-O-2 Levy Determination as presented. Trustee Wattleworth seconded the motion. A roll call was taken:

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

- b. Mr. O'Connor presented the trustees with copies of Res. 2016-R-05 Direct Resolution. This item may no longer be necessary due to an Excel spreadsheet that is now available that records the information contained in this resolution but there is no harm having it on file. President DeRuntz made special mention of the diligent work done by Mr. Kip Wilson who maintains the Property Tax Levy and Extension worksheet. His work is greatly appreciated

President DeRuntz made a motion to approve 2016-R-05. Trustee Wattleworth seconded the motion. A roll call was taken:

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

- c. Mr. O'Connor dispensed 3 copies for signatures of Ord. 2016-O-3 Amending District Fire Codes Ord. 2014-O-1. This ordinance is meant to standardize the WWFPD fire codes to coincide with the Village of Gurnee fire codes which will simplify expectations and enforcement.

President DeRuntz made a motion to approve Ord. 2016-O-3 Amending District Fire Codes Ord. 2014-O-1. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 2

Nays: 0

Absent: 1

Motion carried 2/0/1

- d. Mr. O'Connor presented Res. 2016-R-6 Travel Expense Control Act. This resolution is necessary to comply with new laws effecting travel expenses incurred by trustees. Mr. O'Connor recommended federal guidelines to create the form which must be used by any trustee seeking reimbursement for travel not previously approved by the board.

President DeRuntz made a motion to approve Res. 2016-R-6 Travel Expense Control Act. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 2

Nays: 0

Absent: 1

Motion carried 2/0/1

Closed Session: None

Items for January 18, 2017 meeting agenda:

Board meeting time and dates to be determined for 2017.

Adjournment:

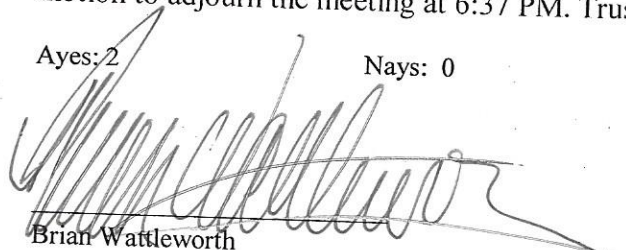
Having no further business to come before the Board, President DeRuntz made a motion to adjourn the meeting at 6:37 PM. Trustee Wattleworth seconded the motion.

Ayes: 2

Nays: 0

Absent: 1

Motion carried 2/0/1



Brian Wattleworth

Secretary, Board of Trustees
Warren-Waukegan Fire Protection District

1/18/17
Date minutes approved