

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT MEETING  
GURNEE FIRE STATION #2, 6581 DADA DRIVE, GURNEE, IL 60031-5139

Wednesday January 18, 2017

**Call to Order:** President DeRuntz called the meeting to the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 6:01 p.m.

**Roll Call:**

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 Kavanagh, and Beverly S. Shannon, Recording Secretary

**Public Comment:** None

**Approval of Minutes:** Trustee Wattleworth made a motion to approve the November 18, 2016 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 has enrolled all trustees for the NIAFPD conference which takes place at the end of the month. Attendance is required to receive required certifications and remain in compliance as trustees of the WWFPD.

President DeRuntz handed additional information regarding an ongoing tax levy exemption to Mr. O'Connor and announced that he would verify the information on the Economic Interest Statement and forward it to the proper authorities.

President DeRuntz next presented a document created by Mr. Taveirne regarding the ongoing dispute with PBS. President DeRuntz stated that in conjunction with Mr. Taveirne (WWFPD CPA) and Ms. Wells (Village representative) every attempt has been made to resolve the billing discrepancies and that PBS, "recognizes there is an issue and will follow up with our concerns" Addressing inquiries by Trustee Wattleworth about the withholding of last month's payment to PBS and the history of this relationship, President DeRuntz explained that billing issues have been ongoing to a greater or lesser degree for 4-5 years and withholding funds is the only way to move PBS to action. Mr. O'Connor advised that the WWFPD is within its rights to withhold payment if services cannot be itemized and accounted for. President DeRuntz stated that citizens served by the WWFPD have entrusted the board with making sure monies distributed are accounted for and he hopes the discrepancies will be resolved soon.

**Treasurer's Report:**

Statement of Investments. President DeRuntz distributed and presented the Statement of Investments in Trustee Klauber's absence. President DeRuntz stated that finances for the WWFPD have been simplified with the WWFPD having only two accounts: BMO Harris and PMA.

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

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

Statement of Expenditures. President DeRuntz next presented a Statement of Expenditures. He noted that the expense for TJM Promotions was to pay for "Challenge Coins" which include the WWFPD logo and are used to promote relationships with associates met at the various events attended by the board members.

President DeRuntz made a motion to accept the Statement of Expenditures in the amount of \$780,557.90 (details follow). Trustee Wattleworth seconded the motion. A roll call was taken:

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

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	1/18/17	Recording Secretary	\$ 180.00
Phil DeRuntz	1/18/17	Training & Expenses	\$ 291.30
Ottosen, Britz Kelly Gilbert	1/18/17	Legal	\$ 2,469.00
Dam, Snell & Taveirne	1/18/17	CPA	\$ 850.00
Apple, Inc.	1/18/17	President's Admin. Equipment	\$ 5,891.93
Apple, Inc.	1/18/17	Treasurer's Admin. Equipment	\$ 4,933.90
TJM Promotions	1/18/1	Administration	\$ 449.00
Village of Gurnee	1/18/17	Fire & Ambulance	\$765,082.00
CDW	1/18/17	Treasurer's Admin. Equipment	\$ 410.77
<b>Total</b>			<b>\$780,557.90</b>

Treasurer's Report. President DeRuntz distributed the Treasurer's Report.

President DeRuntz made a motion to approve the Treasurer's Report 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 stated that his report would consist of a tour of the new ladder truck which was parked outside.

Deputy Chief Kavanaugh stated that a major step in the transfer to the Fire House Medic software (automated billing) was made on January 9, 2017, and would ideally the program would be fully integrated by June 2017.

**Attorney's Report:**

Mr. O'Connor stated he is keeping a watchful eye on the proceedings in Springfield and will keep the board apprised of any pertinent proposed legislation addressed in the next session.

One issue that is up for consideration is in regard to trustee compensation. There are options of how stipends can be dispersed to board members. Compensation based on attendance was discussed by the trustees, President DeRuntz (with the agreement of Trustee Wattleworth) asked Mr. O'Connor to draft an ordinance for consideration at the next board meeting to lay out a plan for trustee compensation, based on attendance, which could be instituted in the upcoming fiscal year.

**OLD BUSINESS**

- a. Ambulance Billing complaints: None
- b. Annexations: None

**NEW BUSINESS**

- a. Mr. O'Connor dispensed copies of the WWFPD board meeting schedule. Chief Friedl confirmed he will post one in all station houses.

**Closed Session:** None

**Items for January 18, 2017 meeting agenda:**

Ordinance regarding trustee compensation.

**Adjournment:**

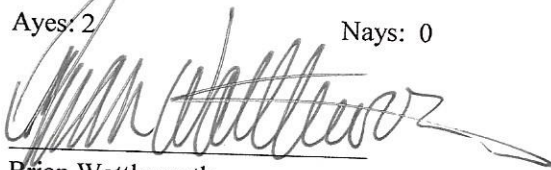
Having no further business to come before the Board, Trustee Wattleworth made a motion to adjourn the meeting at 6:25 PM. President DeRuntz seconded the motion.

Ayes: 2

Nays: 0

Absent: 1

Motion carried 2/0/1



Brian Wattleworth

Secretary, Board of Trustees

Warren-Waukegan Fire Protection District

3/15/17  
Date minutes approved