

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday May 17, 2017

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 and Brian Wattleworth (Absent: Trustee Klauber*)

Other Officials: Brian J. O'Connor of Ottosen, Britz, Kelly Cooper,
Gilbert & DiNolfo

Others Present: Beverly S. Shannon, Recording Secretary

Election of Officers: Deferred until July 2017 Board Meeting

Public Hearing on FY 2017-2018 Budget and Appropriations Ordinance:

Hearing opened at 6:02

There were no public comments.

Hearing closed at 6:03

Public Comment: None

Approval of Minutes: President DeRuntz made a motion to approve the March 15, 2017 meeting minutes as submitted. Trustee Wattleworth seconded the motion.
A voice vote was taken. All in favor, motion carried 2/0.

*** Trustee Klauber joined the meeting at 6:10.

REPORTS

President's Report:

President DeRuntz stated that he has received an engagement letter from Mr. Doug Taveirne (WWFPPD CPA) to prepare the audi for the WWFPPD for a sum of \$6885.00. This is a 2% increase from last year. President DeRuntz noted that the addition of Mr. Taveirne has streamlined and greatly improved the organization of the WWFPPD. The proposal will be addressed at the July board meeting. In the interim he suggested that any budget additions or alterations from the trustees should be submitted to Mr. O'Connor.

President DeRuntz submitted Prevailing Wage Act documents to Mr. O'Connor. The matter will be reviewed in the New Business section of this meeting. President DeRuntz also submitted documents from the U.S. Commerce Department to Mr. O'Connor who stated that he had already addressed the issue.

President DeRuntz also received a letter from the Lake County Department of Transportation regarding modification of the intersection of Dilly's and Wadsworth Roads. The board is invited to attend the hearing regarding that issue.

President DeRuntz informed the board that after many meetings with the Village of Gurnee it has been proposed that the Fire Department no longer be responsible for determining financial write offs. This proposed change began with the ongoing disputes with PBS over billing and has since been sanctioned by all involved having witnessed the exemplary and exacting work of Erica Wells and the Village of Gurnee department of finance. The formal resolution will be addressed in the New Business section of this meeting.

President DeRuntz continues to stay informed about the ongoing heroin epidemic in Lake County. He proffered two articles with the latest information to fellow board members and went on to describe a new threat that first responders are facing:

On a recent call involving a new incarnation of heroin labeled Grey Death (heroin laced with fentanyl) a very small amount of the substance came into contact with the skin of a first responder; he required three doses of Narcan to be revived. This is proof of the potency and danger of this altered drug and President DeRuntz stated it is extremely important that the WWFPD do all it can to protect all of the people who respond to these calls.

Treasurer's Report:

Trustee Klauber stated that the April payment had been made to the Village of Gurnee. He next distributed the Treasurer's Report and stated that revenue was down due to a drop in the bond market and that the current total for the WWFPD is 5.12M.

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 next presented a Statement of Expenditures.

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	1/18/17	Recording Secretary	\$360.00 (2 payments)
Phil DeRuntz	1/18/17	Training & Expenses	\$42.00
Ottoson, Britz Kelly Gilbert	1/18/17	Legal	\$2565.00
Dam, Snell & Taveirne	1/18/17	CPA	\$935.00

PBS	1/18/17	Paramedic Billing	\$14,235.25
Martin Klauber	1/18/17	Supplies	\$72.25
Idea Works	1/18/1	Administration	\$70.00
CDW	1/18/17	Supplies	\$296.17
Total			\$18,575.67

President DeRuntz made a motion to accept the Statement of Expenditures in the amount of \$18,575.67. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0

Secretary's Report:

Trustee Wattleworth stated that the WWFPD website has been updated. Mr. O'Connor suggested that the WWFPD budget as well as the contract with the Village of Gurnee could be added to the website to enable transparency with the public. President DeRuntz suggested that Trustee Wattleworth might look at other district's websites and see if any additional changes might improve our website. He added that there is money allotted in the budget if further changes need to be made.

Trustee Wattleworth also informed Mr. O'Connor that he would forward liability insurance documents that had been sent to him.

Fire Chief's Report:

None.

Auditor's Report:

None.

Attorney's Report:

Mr. O'Connor stated he had submitted the necessary documents to the U.S. Census Department of Government on behalf of the WWFPD. Mr. O'Connor also responded to two FOIA (Freedom of Information Act) requests on behalf of the WWFPD.

Old Business:

- a. Ambulance Billing complaints: None
- b. Annexations: None
- c. Support of the Gurnee Fire Department Fire Safety Pup Program:

President DeRuntz stated that this program is a worthy cause especially so since it educates the children who live in this district. Mr. Travierne will need an official request letter to keep on file.

President DeRuntz made a motion to approve a donation to the Fire Pup Safety Program in the amount of \$5000. Trustee Klauber seconded the motion: A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0

New Business:

a. Ordinance 2017-O-2: FY 2017-2018 Budget & Appropriation:

Mr. O'Connor distributed copies of the documents for board signatures and will make sure that the copies are given to the necessary agencies. He noted that the Corporate and Ambulance funds had been combined to create a Capital Reserve Fund that would be used to fulfill future commitments to the Village of Gurnee. The Capital Reserve Fund will also simplify responses to tax objections by increasing transparency and showing the public how the WWFPD is preparing for the future.

President DeRuntz made a motion to accept Ordinance 2017-O-2: FY 2017-2018 Budget & Appropriation. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried: 3/0

b. Resolution 2017-R-1 Approving Prevailing Wage FY 2017-2018

Mr. O'Connor distributed copies of the documents for board signatures and will make sure that the copies are given to the necessary agencies.

President DeRuntz made a motion to accept Resolution 2017-R-1. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried: 3/0

c. Resolution 2017-R-2 Amending Resolution 2014-R-3 Concerning Ambulance Billing Guidelines.

As discussed in the President's Report this resolution will transfer responsibility for determining financial write offs to the finance department of the Village of Gurnee.

Trustee Klauber made a motion to accept Resolution 2017-R-2. President DeRuntz seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried: 3/0

d. VFIS Property & Casualty and Accident & Sickness policy renewals.

Mr. O'Connor stated that this is a standard policy through Ideal Insurance. If approved, he will need a check at the July board meeting.

Trustee Klauber made a motion to accept the VFIS Property & Casualty and Accident & Sickness policy. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried: 3/0

Closed Session: None

Items for July 19, 2017 meeting agenda:

The proposal letter from Dam, Snell & Taveirne.

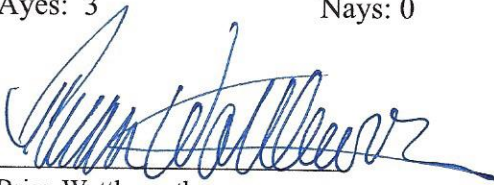
Miscellaneous:

This board meeting is the last the Recording Secretary, Beverly Shannon will be able to attend in person as she is moving to a different state. President DeRuntz and Trustees Klauber and Wattleworth thanked her for her professionalism and service. The possibility of retaining her services via conference call and audio file transfer was discussed and Ms. Shannon and Trustee Wattleworth will explore the possibilities.

Adjournment:

Having no further business to come before the Board, Trustee Wattleworth made a motion to adjourn the meeting at 6:43 PM. President DeRuntz seconded the motion.

Ayes: 3 Nays: 0 Motion carried 3/0



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

7/19/17

Date minutes approved