

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday July 18, 2018

President DeRuntz called the meeting of 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, Martin Klauber

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

Others Present: Lindsay Morris - Andres Medical Billing Service,
Chief Terry Cox – Operations: Metropolitan Emergency Support Services (M.E.S.S.)
and Carol Untiedt – “Mocca Queen and General” (M.E.S.S.)

Public Comment: None

Approval of Minutes: Trustee Klauber made a motion to approve the May 16, 2018 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:

As usual the past two months have been very busy. President DeRuntz attended numerous meetings with the results of which will be discussed later in the meeting under the appropriate agenda items.

President DeRuntz noted the seminar he attended hosted the Northern Illinois Public Safety Association (NIPSA) that discussed the best practices for tactical and strategic responses to the types of emergencies seen recently responded to by the WWFPD. President DeRuntz specifically mentioned that the number one issue that needs to be addressed immediately on scene is hemorrhaging. Tourniquets, not one but many, need to be part of initial response gear. After speaking with Chief Kavanagh he was confident that the WWFPD is aware and in compliance with the best practices suggested by NIPSA.

Next, President DeRuntz wanted to raise the issue of access to information when emergencies occur in our district. It has been his experience that community members reach out to him in his capacity as President of the WWFPD for information when they see emergency vehicles convening or helicopters overhead. He wanted feedback from the Board on the possibility of purchasing a scanner that would enable him to know of situations as they unfold. He made it clear that he did not want the capability to interject himself in the action,

only to monitor the activity and be able to report on events to concerned constituents as privacy and professional guidelines would allow.

Treasurer's Report:

Trustee Klauber distributed the Expense Report and the Treasurer's Report to all in attendance. Due to the lack of major capital expenditures and not having a Village payment since the last meeting, the WWFPD assets have increased to 6.9M.

President DeRuntz stated since the last board meeting had been with Courtney at BMO Harris Bank and she mentioned that future increased interest return rates would likely be most evident in CD's held for 24 and 36 month terms.

President DeRuntz opened the discussion for expanding the current terms for WWFPD investments from 24 to 36 months to accrue this interest or "free" money noting that it is the Board's responsibility to make the most of the taxpayer dollars they receive allowing them to purchase equipment or provide tax abatements as the money accumulates.

The concern raised by the Board was that because the money is not needed now, does not mean it will not be needed in the future. There had been a proposal floated about a possible third fire station but the status of that idea is unknown. To address the issue of possible future expenditures, it was decided that President DeRuntz would arrange a meeting with Mayor Kobarik. He will inquire about future plans and report back to the Board. In the interim 2M will be wired to BMO Harris Bank prior to Mr. Klauber's meeting with Courtney and a "laddered" approach to investments up to the 36 month term will be structured and put in place ensuring that there is at least one CD maturing every six months which will prevent all funds being tied up at one time and provide intermittent income as they mature.

President DeRuntz made a motion to accept the Investment Statement as submitted by trustee Klauber. 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	7/18/18	Recording Secretary	\$180.00
Ottoson, Britz Kelly Gilbert	7/18/18	Legal	\$4805.30
PBS	7/18/18	Paramedic Billing	\$3091.67
Village of Gurnee	7/18/18	Quarterly Payment	\$759,488.00
Phillip DeRuntz	7/18/18	Administrative Expense	\$665.73

Dam, Snell & Taveirne	7/18/18	CPA	\$1980.00
Public Risk Underwriters	7/18/18	Insurance	\$8116.00
Martin Klauber	7/18/18	Supplies	\$20.00
M.E.S.S.	7/18/18	Donation	\$1000.00
Total			\$779,346.70

President DeRuntz made a motion to accept the Statement of Expenditures in the amount of \$779,346.70
Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0

Secretary's Report:

Since the last board meeting, the WWFPD website was hacked and though it seems to be restored and functioning at this time there are still concerns including the ability to upload the revised agenda prior to this meeting. In light of this, Trustee Wattleworth contacted *Cyber Construction* and they have provided two proposals which will be discussed during the New Business section of the meeting. *Cyber Construction* counts Mundelein and Deerfield FPDs among their clients.

Next, Trustee Wattleworth asked for clarification on the handling of WWFPD invoices. Currently invoices are being scanned and sent to Trustee Klauber and Mr. Taveirne. President DeRuntz noted that having a hard copy in case of any audit or discrepancy is necessary and it was determined that Trustee Wattleworth would be responsible for maintaining hard copies of all invoices.

Fire Chief's Report:

Chief Kavanagh was unable to attend the board meeting. BC David Douglas attended in his place. BC Douglas apologized to President DeRuntz for the lack of communication that occurred when Mr. DeRuntz recently attempted to find out more about a situation involving numerous emergency vehicles responding to a call. BC Douglas agreed that a one-way communication system (scanner) for Mr. DeRuntz could be a solution to this situation and suggested that he contact Brad Lambert regarding equipment.

Regarding a serious fire that destroyed over 25% of the Pyramid building in Wadsworth, BC Douglas was asked if drones had been used as part of the response. BC Douglas informed the board that the police department has an official drone at this time, but that the WWFPD does not and they currently share this resource if necessary.

Attorney's Report:

Mr. O'Connor stated that there is no news to report from Springfield and he does not expect any announcements until November.

Mr. O'Connor has been in contact with Mr. Taveirne and can report that the audit is proceeding according to schedule and will be ready for the September Board Meeting.

Old Business:

- a. Ambulance Billing complaints: None
- b. Annexations: President DeRuntz handed Mr. O'Connor Annexation documents/paperwork, noting that any request over 100K in Lake County must be reviewed. Mr. O'Connor later explained the documents were a property tax assessment appeal and not an annexation or disconnection.

New Business:

a. Andres Medical Billing Service Agreement

After numerous meetings and conversations with Mr. DeRuntz, Mr. Taveirne, Mr. O'Connor, Chief Kavanagh and Village personnel, it was agreed that paramedic billing would best be handled by Andres Medical Billing Service. The improvements over the current provider (PBS) are a decrease in charges from 7% to 4% good for the length of the 4 year contract and an advanced technological platform (Image Trend) that tracks and reports services electronically resulting in faster payments, better communication and more transparency. Payments from the WWFPD will continue to be due every other month.

Lindsey Morris from Andres was present to answer questions and noted that Andres is established in 17 states, present in neighboring counties and has relationships in place with area hospitals located in the WWFPD area.

The Village approved the Andres contract on July 2, 2018 and President DeRuntz wanted it noted for the record that this progressive step could not have happened without the hard work and input of the Village. It was their continued diligence that resulted in the decreased rate of 4%. He also stated that this change is not just a switch of service companies, but will require an overhaul of existing processes and procedures requiring continued effort from all involved.

The contract in question will not take effect until September 1, 2018 and it is understood that that PBS will be responding to calls until that time and is responsible for collecting payment for the services they provide until Andres takes over.

President DeRuntz made a motion to approve the Andres Medical Billing Service Agreement

Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried 3/0

b. Resolution 2018-R-05 Proposed CY2018 Levy/Truth-in Taxation.

Mr. O'Connor distributed three copies of the Resolution for Board signatures. Mr. O'Connor and Trustee Wattleworth will each retain a copy and one will remain at the station.

c. Status of Audit/Annual Financial Report.

As previously stated, Mr. O'Connor has been touch with Mr. Taveirne and the financial audit is on schedule for presentation to the board in September.

d. Review District Website/Email Provider/Host.

Two proposals from *Cyber Construction* were distributed to the board. One would fix the existing website, the other would revamp the website to include the capability to store applicable board documents which would increase transparency and generate WWFPD email addresses for the board members alleviating the need for communication through personal email.

Mr. DeRuntz stated that he was in favor of the second option; letting *Cyber Construction* redo the website with the above mentioned improvements, but that the domain name (wwfpd.org) must remain the property of the WWFPD. President DeRuntz also noted that this upgrade would coincide with the suggestions he has heard at training seminars he has attended regarding cyber security.

Trustee Wattleworth stated that the initial cost would be approximately \$4559.00 with an annual fee of approximately \$100.00. He will also follow up with them on the associated Face Book and Twitter accounts that are in place currently.

Trustee Wattleworth made a motion engage *Cyber Construction* for WWFPD website maintenance and management for the initial cost of \$4559.00. President DeRuntz seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried 3/0

e. Contribution to M.E.S.S. Support to District

Operations Chief Cox and Ms. Untiedt were in attendance to ask for a donation for M.E.S.S. The money would go to continuing operations in Lake County.

They explained that their services included providing water, coffee, snacks and meals to firefighters and paramedics at emergency sites. They are also a presence at the annual Fire Expo and also work in conjunction with the Red Cross. It was clear that their passion is to serve the people who serve our community.

President DeRuntz made a motion to approve the \$1000.00 donation to M.E.S.S. Trustee Klauber seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried 3/0

Closed Session Minutes Review – None

Review agenda for next meeting:

- ✓ Scanner for President DeRuntz.
- ✓ Financial Audit.

Having no further business to come before the Board, Trustee Wattleworth made a motion to adjourn the meeting at 7:13 PM. Trustee Klauber seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried 3/0



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

9/19/18
Date minutes approved