

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday November 28, 2018

President DeRuntz called the Special Meeting of the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 6:00 p.m.

Trustees Present: Phil DeRuntz, Brian Wattleworth, Martin Klauber

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

Others Present: Kristina Kovarik, Mayor – Village of Gurnee  
Doug Taveirne, C.P.A - WWFPD

**Public Comment:** None

**Approval of Minutes:** Trustee Wattleworth made a motion to approve the September 19, 2018 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:**

It has been a very busy few months. As always, the best interest of the community is the central focus of all in attendance demonstrated by the Fire Chief and Mayor working with the EPA which they can expand upon later in the meeting.

Next President DeRuntz mentioned an article in the Chicago Tribune that discussed the cancer rate among firefighters. The article pointed to exposure to toxic materials when responding to calls as well as during the disposal and clean-up that takes place afterward. Chief Kavanaugh assured the board that money from a recent grant had allowed the department to make sure all protocols were in place to keep our firefighter safe. This includes bagging used gear, a special washer and dryer, cleaning both skin and equipment with special wipes and annual physicals with specific screenings.

Next President DeRuntz stated that he had attended a training conference where the police department acknowledged the excellent ability of the fire departments prepare for and stage in emergency situations. This coincided with an article in the Fall 2018 issue of *Fire Call* magazine that commended the ability of fire departments to coordinate with EMS personnel.

**Treasurer's Report:**

Trustee Klauber distributed the Treasurer's Report. The WWFPD has a balance of 7.6 and a payment up coming to the Village. Trustee Klauber stated that the WWFPD accrued 15K in interest since the last meeting and has 1.9M in a Money Market account with BMO Harris. There is a representative from BMO Harris here tonight who will discuss the options for these holdings later in the meeting.

There is an invoice from PBS included in expenditures that represents their billing through September 1, 2018 which was the end date of their contract with the WWFPD. A few invoices are expected to trickle in over the next 6 months as residual bills come in. The result will be a decrease in PBS billing and increase in Andres billing going forward.

Trustee Klauber next presented a Statement of Expenditures.

<b><u>Proposed Expenditures</u></b>	<b><u>Date</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
Beverly Shannon	11/28/18	Recording Secretary	\$180.00
Ottoson, Britz Kelly Gilbert	11/28/18	Legal	\$3622.50
PBS	11/28/18	Paramedic Billing	\$1227.66
Brian Wattleworth	11/28/18	Supplies	\$486.63
IL Association of FPD	11/28/18	Dues	\$675.00
Dam, Snell & Taveirne	11/28/18	CPA	\$7825.00
Phil DeRuntz	11/28/18	Supplies	\$127.68
NIAFPD	11/28/18	Dues	\$423.04
Andres Medical Billing	11/28/18	Billing Service	\$810.11
		<b>Total</b>	<b>\$15,377.62</b>

Trustee Klauber made a motion to accept the Statement of Expenditures in the amount of \$15,377.62 and the Investment Statement as presented. President DeRuntz seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried 3/0

**Secretary's Report:**

Trustee Wattleworth stated that Cyber Construction has begun linking the information from the old website to the new website. The Board recommended the colors and graphics be improved. President

DeRuntz would like assurances that Cyber Construction addresses security in the form of phishing and junk mail as well as the confirmation that any changes will not forfeit the domain name currently used by the WWFPD. Trustee Wattleworth mentioned that Cyber Construction provides cloud file storage through MS Office 365 which would also include Outlook and Share Point among other MS applications. Trustee Wattleworth will provide more information on this subject at the January board meeting.

### **Fire Chief's Report:**

The following remarks were submitted in writing by Chief Kavanagh.

### **2018 Emergency Responses**

*The Fire Department continues to see a significant increase in call volume. So far in 2018, calls have increased 9%. The Department has responded to 5,750 calls (compared to 5,279 at this time last year). Of those calls, 3,258 were EMS related and 413 were motor vehicle accidents with injuries. The Fire Department has made contact with 4471 patients, of which 2,832 were transported to local hospitals.*

### **S.A.F.E.R Grant**

*On September 7, 2018 the Gurnee Fire Department was notified by the Department of Homeland Security (DHS) that it is the recipient of the Staffing for Adequate Fire and Emergency Response (S.A.F.E.R) Grant to hire six new Firefighter Paramedics. The grant-funded positions will allow for the Department's fourth ambulance to be staffed 24/7/365 thereby decreasing our reliance on neighboring communities as the call volume continues to increase. For the Fire Department to receive full benefits of the grant, all six positions are to start employment before February 27, 2019.*

### **Fire Department Hiring**

*As the recipient of the S.A.F.E.R. Grant, the Fire Department is in the process of filling six new vacancies. After exhausting the current eligibility list, five spots still remain. The Department and HR Director, Christine Palmieri, are working to create a current eligibility list to fill the available spots. Upon review of all application, 56 eligible candidates remain. The written test took place on Thursday, November 8<sup>th</sup>, we are currently pending the results. Candidates must receive at least 74% o the test to move further in the process. Interviews will take place in December.*

### **ISO Survey**

*An ISO (Insurance Service Office) representative came out on Tuesday, October 9<sup>th</sup> to review the Fire Department, Dispatch Center and water system. This information determines a Public Protection Classification (PPC) rating which is then used to guide homeowner and building owner insurance rates. All required information has been submitted. We will receive notification of our rating around March 2019.*

### **Public Education**

*Our Public Education Department capitalized on Fire Prevention Week throughout the whole month of October. After meeting with each elementary school in District 50 & 56, it is estimated they met with 3,000 students from K-2<sup>nd</sup> grade.*

President DeRuntz inquired about WWFPD involvement in Fire Prevention month. Chief Kavanaugh stated that the generous donation made by the WWFPD to the Safety Pup program was an important part of the Fire Prevention program. President DeRuntz noted that future public fire prevention activities should be posted on the WWFPD website.

Trustee Klauber asked if there was anything more that could have been done to keep people safe during the recent storm that effected our area. Chief Kavanaugh noted that calls increase threefold during the storm and the Mayor stated that public service announcements had been made on radio and television warning of the danger of heavy wet snow and ways to stay safe during the storm.

**Attorney's Report:**

Mr. O'Connor responded to two information requests.

One from Waukegan asking to annex two sites that have no property tax history making a letter regarding a percentage of property pointless.

The second was received from the Village of Gurnee yester regarding annexing a industrial site to build a grocery store. Mr. O'Connor will prepare a letter with the tax rate and billing information for discussion at the January WWFPD meeting. Action at this time would be premature since building is not expected to commence until the end of 2019.

**Old Business:**

- a. Ambulance Billing complaints: None
- b. Annexations: See Attorney's Report.
- c. Now that BMO Harris has an approved resolution from the WWFPD, they will add all three trustee signatures to the WWFPD accounts. This is tentatively scheduled for 12/15/18 at 10AM

**New Business:**

- a. **Ordinance 2018-O-03 Levying and Assessing Taxes**

Mr. Taveirne distributed packets to all in attendance outlining the possible outcomes of various formulas for the WWFPD to discuss the levy and assessment resolution slated to be voted on at this meeting. Mr. Taveirne made it very clear that the outcomes were based on *assumptions* and the outcomes were not concrete as no one can know for certain the future fiscal demands upon the WWFPD. Mr. Taveirne had collaborated with the Mayor's office to create these scenarios.

The proposals were for a tax freeze (0%) or 1.049% standard levy and assessment increase.

President DeRuntz acknowledged the primary mission of the WWFPD is to be fiscally prudent in working for the public safety, but also acknowledged the tax burden on the community and feels that a 0% freeze for a year would be a positive gesture without hurting the WWFPD's ability to serve the community.

Trustees Wattleworth and Klauber prefer the levy with the possibility for a future abatement (such as the one done earlier this year) if the assets held by the WWFPD become excessive. They would like to ensure that funds are on hand for unforeseen circumstances and the ability to contribute to a possible third fire station in the future. Mr. O'Connor stated that since the WWFPD does not have assets or overhead, there is not a need for an abundance of capital reserve. He also noted that the contract with the Village of Gurnee states that the WWFPD build a reserve for the purpose of contributing to the Village. The question before the board is how much is enough.

Mr. Wattleworth stated that he wished the board had had this information earlier in light of the fact that the Ordinance 2018-O-03 must be voted on at this meeting. Mr. Taveirne noted that If another abatement is to take place it would have to be decided by March 2019. President DeRuntz stated that the previous abatement resulted in approximately 75.00 relief for the average household. It is not clear how much a tax freeze or future abatement would impact the taxpayer.

In light of the uncertainty of outcomes and impacts Trustee Wattleworth and Trustee Klauber favored maintaining the current levy.

President DeRuntz stated that the groundwork had been laid for future discussions on this subject in 2019 and made a motion to approve Ord. 2018-O-03:

**Corporate Fund Levy:** 1,573,701.00

The foregoing amount is hereby levied for general corporate purposes pursuant to the provisions of 70 ILCS 705/14.

**Ambulance Fund Levy:** 1,573,701.00

The foregoing amount is hereby levied for ambulance expense purposes pursuant to the provisions of 70 ILCS 705/22

A roll call was taken:

Ayes: 3

Nays: 0

Motion carried 3/0

b. **Presentation by Courtney Soesbe from BMO Harris Bank .**

Courtney Soesbe is the liaison with BMO and the WWFPD and was present to announce the phasing out of our current investment accounts with BMO and introduce the new option available to WWFPD. The new fund is 3A rated and will be competitive, conservative and designed strictly for municipalities with the exception of school districts.

The fund does not have check writing capabilities at this time but will provide streamlined access to all Trustees and will have a beginning investment total of 20M on the first day with projections for rapid increase of 25M including growth through the transition from existing customers which is expected to be

completed by the end of 2019. At the inception of this fund fees are being waived and the expectation is a fund with assets of 1.1 B.

The portfolio mirrors ISAP funds and insures liquid assets are available as needed by providing diversified short-term investments over a wide variety of sectors.

Ms. Soesbe would like the WWFPD to be one of the initial investors in the new fund and have President DeRuntz serve on the Board of Directors. She needs resolutions from the WWFPD board on both of those issues. President DeRuntz made it clear he would abstain from any vote as a Director that could be a conflict of interest with his duties as President of the WWFPD.

Trustee Klauber made a motion to allow Phillip DeRuntz to serve on the Board of Directors of the new BMO Harris fund. Trustee Wattleworth seconded the motion.

A roll call was taken:

Ayes: 3

Nays: 0

Motion carried 3/0

Ms. Soebe and Mr. O'Connor will collaborate to write a resolution to transfer funds from the old BMO Harris account to the new one. This will be presented at the January board meeting.

**Closed Session Minutes Review** – None

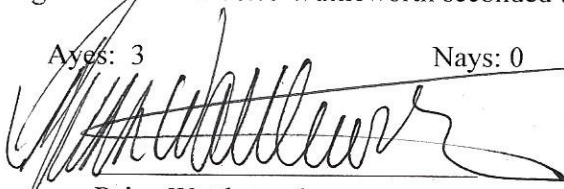
**Next meeting January 16, 2019:**

Having no further business to come before the Board, President DeRuntz made a motion to adjourn the meeting at 7:48PM. Trustee Wattleworth 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

1/16/19

Date minutes approved