

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday March 20, 2019

President DeRuntz called the 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 and Martin Klauber

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

Others Present: Kristina Kovarik, Mayor – Village of Gurnee

Public Comment: None

Approval of Minutes: Trustee Wattleworth made a motion to approve the January 16, 2019 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:

None

Treasurer's Report:

Trustee Klauber distributed the Statement of Investments. The WWFPD has a balance of \$6.8M and noted that a payment had been made to the Village. Trustee Klauber stated that there was \$1.5M in the PMA account in January. Trustee Klauber also noted that the WWFPD accounts had done well accruing interest resulting in an additional \$16K in January and \$8K in February. The current interest rate is approximately 2.3%.

President DeRuntz inquired about an invoice for a General Plan Review/Certificate of Occupancy. Trustee Klauber stated that he had not received the check. Chief Kavanaugh stated that he would have the invoice in the amount of \$554.83 re-sent since payment had not been received.

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

Ayes: 3 Nays: 0 Motion carried 3/0

Next Trustee Klauber distributed the Statement of Expenditures. Entries for the payment to the Village and taxes were missing but would be added later in the meeting. A charge in the amount of \$1028.75 for Cyber Construction was included. Trustee Wattleworth noted that a second charge for the same amount had been submitted this day in conjunction with work that had been ordered previously. President DeRuntz objected to the payment stating that there had not been time to determine that the work had been completed. Mr. O'Connor stated that Cyber Construction is entitled to be paid for work completed. After further discussion it was agreed that the first/single payment of \$1028.75 would remain on the Statement of Expenditures and the second payment withheld until the work could be examined.

During a recess from 6:41PM to 6:53PM Trustee Klauber inserted the missing tax and Village payment amounts into a revised Statement of Expenditures. (See below)

| <u>Proposed Expenditures</u> | <u>Date</u> | <u>Description</u> | <u>Amount</u> |
|------------------------------|-------------|------------------------|---------------------|
| Beverly Shannon | 3/20/19 | Recording Secretary | \$180.00 |
| Ottoson, Britz Kelly Gilbert | 3/20/19 | Legal | \$3,195.00 |
| PBS | 3/20/19 | Paramedic Billing | \$235.55 |
| Brian Wattleworth | 3/20/19 | Stipend | \$1,628.37 |
| Phil DeRunz | 3/20/19 | Stipend | \$1,628.37 |
| Martin Klauber | 3/20/19 | Stipend | \$1,628.37 |
| Cyber Construction | 3/20/19 | Web Site | \$1,028.75 |
| Phil DeRuntz | 3/20/19 | Training | \$49.28 |
| Dam, Snell & Taveirne | 3/20/19 | CPA | \$1,290.00 |
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| Phil DeRuntz | 3/20/19 | Training | \$49.28 |
| Andres Medical Billing | 3/20/19 | Billing Service | \$1,677.64 |
| Andres Medical Billing | 3/20/19 | Billing Service | \$1,531.99 |
| FICA/Medicare | 3/20/19 | Taxes on Stipends | \$516.39 |
| IRS | 3/20/19 | Taxes on Stipends | \$1,012.50 |
| Illinois Tax | 3/20/19 | Taxes on Stipends | \$336.00 |
| Village of Gurnee | 3/20/19 | Fire/Ambulance Service | \$759,488.00 |
| Total | | | \$776,765.49 |

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

Ayes: 2

Nays: 1

Motion carried 2/1

President DeRuntz voted Nay. He did not think the Cyber Construction payment should have been included in the expenditures.

Secretary's Report:

Following prior discussion of Cyber Construction President DeRuntz reiterated his disappointment with the new website by Cyber Construction. Trustee Wattleworth noted that the WWFPD still has access to the old website if necessary and that a goal of Cyber Construction is to have individual district emails for each trustee soon. Trustee Wattleworth also stated that with the purchase of MS Office 365 the District would have access to SharePoint and file storage creating a place for all WWFPD documents to be kept in a single location.

Fire Chief's Report:

The following remarks were submitted in writing by Chief Kavanagh.

2018 Emergency Responses

The Fire Department is seeing a steady increase in call volume in 2019. To date, the GFD has run a total of 1,4354 calls in comparison to 1,220 calls this time last year.

New Firefighter/Paramedics

Mike Gorski, Matt Meier, Kyle Stadie and Tyler Hill started their first day with the Fire Department on March 11, 2019. Each of them comes to us as state certified firefighters/paramedics. Their first week was spent with Training Officer John McNeill gaining a better understanding of the GFD. They joined their respective shifts on March 18th.

Fire Department Hiring

The Fire Department was granted six new positions under the SAFER grant; two positions remain vacant. Several candidates are undergoing the polygraph and psychological tests for those two positions. These final candidates exhaust the current eligibility list. The GFD and HR director Christine Palmieri have worked to conduct a new round of hiring. Applications will be accepted until April 3rd at 3:00pm and the written test will take place at the Police Department on April 11th at 10:00am.

Blood Drive

The Fire Department hosted a blood drive on Saturday, February 16th at Station 2. The results are in. Of the 21 registrants, 17 donated Whole Blood and two donated Double Reds. Since on Whole Blood donation can save up to 3 lives, and one Double Red can save two lives, the 19 units collected will potentially save the lives of 55 patients! The GFD would like to thank all of those who participated! If you were unable to attend, but would like to donate, visit www.vitalant.org for a location near you. By using Group Code G110, your donation will be included with the total donations given through the GFD.

National Fire Safety Counsel

Every year the National Fire Safety Council and Fire Prevention Bureau collaborate fundraising efforts with the goal of increasing fire prevention and life safety awareness. This partnership raised \$13,475.00 last year by reaching out to local businesses. All funds go towards educational materials promoting life safety and fire prevention.

In addition to the written report, Chief Kavanaugh mentioned a significant call responded to by the Department. A fire occurred at a Village Senior Facility and 15 people were evacuated. Due to proactive training, they were no injuries, and everything went according to plan. The Red Cross was contacted, but help was refused, deemed not needed.

Financial Report:

In an abbreviated Financial Report, Mr. O'Connor presented financial print outs he had received via email from Mr. Taveirne. This included items such as details/statistics from the new billing service Andres. Mr. O'Connor stated he would be happy to forward any questions from the board back to Mr. Taveirne.

Attorney's Report:

Mr. O'Connor was finally able to reach someone at the Department of Revenue who will be sending the Tax-Exempt form directly to the District. It could not be e-mailed, and Mr. O'Connor will follow through with the filing upon receipt of the document. Mr. O'Connor will also respond to letter forwarded by Trustee Klauber requesting information from the WWFPD.

Representatives in Springfield are busy with new legislation proposals and Mr. O'Connor will keep the Board apprised of any that would affect the WWFPD.

Old Business:

- a. Ambulance Billing complaints: None
- b. Annexations: None.
- c. NIAFPD Conference.

President DeRuntz and Trustee Wattleworth have Certificates from their attendance of the NIAFPD Conference. Trustee Klauber was unable to attend. Trustee contacted the NIAFPD organization and will complete the requirements online.

- d. Ord. 2019-02 Abatement of 2108 Property Taxes.

Mr. O'Connor presented documents to the Board showing the financial impacts of both a \$600K tax abatement and a 1\$.2M tax abatement. A \$600K abatement would be roughly equal to the income amassed through property taxes last year meaning the WWFPD would net zero for the year. A \$1.2M abatement would mean returning the taxes collected last year as well as abating money the WWFPD has in reserve. After discussion the board agreed to a one-time abatement of \$1.2M abatement. The result is no increase to reserves from current tax levy and a reduction in current reserves of approximately \$600K.

President DeRuntz made a motion to approve Ord. 2019-02 providing for a \$1.2M abatement. Trustee Klauber seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0

Mr. O'Connor produced 4 copies of Ord. 2019-02 Abatement of 2108 Property Taxes that stated the amount of \$1.2M to be signed by all trustees. One copy will be kept by Trustee Wattleworth. Mr. O'Connor will file the others with the appropriate officials in Lake County as required by law.

New Business:

- a. Fire Pup Donation will be presented/approved at May board meeting.
- b. Draft FY 2019/2020 Budget and Appropriation Ordinance.
This is a work in progress. Mr. O'Connor distributed last year's budget for the trustee's perusal. Mr. O'Connor will get additional information from Mr. Taveirne necessary to complete the budget and add the abatement ordinance passed at this meeting. Mr. O'Connor noted that he used the 2.1% CPI to adjust last year's estimated tax revenue and service contract cost budget numbers. President DeRuntz mentioned the Waukegan annexation and Mr. O'Connor agreed to follow up and will also include approximate interest income and a line item for a possible 3rd fire station cost in the revised draft budget he will present at the next board meeting.

- c. VFIS Insurance Questionnaire.
President DeRuntz stated VFIS, the WWFPD insurance provider, will lower premiums if all trustee with access to the WWFPD financial accounts would undergo background checks. The background checks are conducted at the state and federal level. It was decided that VFIS would be contacted to find out which company VFIS recommends performing the background checks. Trustee Wattleworth suggested there be a "gatekeeper" of all information garnered from background checks. It was decided Mr. O'Connor would retain all background information.
President DeRuntz made a motion that the WWFPD all submit to background checks. Trustee Kauber seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0

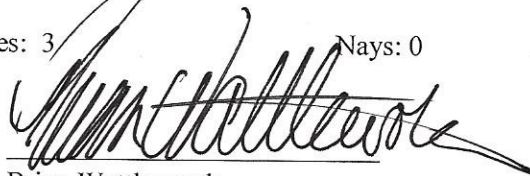
Closed Session— None

Review Agenda for next meeting May 15, 2019:

- Budget Appropriations

Having no further business to come before the Board, Trustee Klauber made a motion to adjourn the meeting at 7:07 PM. 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

5/28/19
Date minutes approved