

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday January 16, 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 Chief Kavanagh

Others Present: Kristina Kovarik, Mayor – Village of Gurnee

Jody Luka, Management Analysis – Gurnee Fire Department

Stephen Carlson - Lake County Board Member

**Public Comment:** None

**Approval of Minutes:** Trustee Wattleworth made a motion to approve the November 28, 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:**

Since the last board meeting President DeRuntz, as Administrative Officer of the WWFPD, remitted many time sensitive documents to Lake County, the State of Illinois and the Federal Government that needed to be updated with current WWFPD and Trustee information.

Registration for all trustees has been confirmed for attendance at the upcoming NIAFPD conference. Attendance will satisfy the legal requirements for serving as a trustee on the WWFPD board.

Presidents DeRuntz has set up the account with Andres Billing Service in a secured format including passwords and verifications. Documents from Andes include AP summaries, statements of revenue and

collection statistics. and are shared with the WWFPD accountant and attorney for preparation of necessary board documents and audits.

**Treasurer’s Report:**

Trustee Klauber distributed the Treasurer’s Report. The WWFPD has approximately \$7M in combined assets. \$2M is in BMO Harris Money Market account. Trustee Klauber also stated that all three board members are now signatures on that account.

President DeRuntz suggested that \$1.5M be transferred from the money market account to the investment account noting that \$500K would be enough to cover foreseeable expenses and the investment account had been structured to take into account payments to the Village of Gurnee. Mr. O’Connor stated that this was in line with the agreed upon investment policy, therefore a vote was not necessary.

Trustee Wattleworth made a motion to accept the Treasurer’s Report as submitted by trustee Klauber. President DeRuntz seconded the motion. A roll call was taken:

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

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	1/16/19	Recording Secretary	\$180.00
Ottosen, Britz Kelly Gilbert	1/16/19	Legal	\$3352.50
PBS	1/16/19	Paramedic Billing	\$888.75
Village of Gurnee	1/16/19	Quarterly Payment	\$759,488.00
Martin Klauber	1/16/19	Supplies	\$44.26
Dam, Snell & Taveirne	1/16/19	CPA	\$2540.00
NIAFPD	1/16/19	Conference	\$675.00
Andres Medical Billing	1/16/19	Billing Services	\$1531.99
<b>Total</b>			<b>\$769,150.50</b>

Trustee Klauber questioned the legal expense. It was explained that a December 2018 meeting between President DeRuntz and Mr. O’Connor had been required to discuss budgeting, tax objections, annexations and other upcoming board business.

Trustee Wattleworth made a motion to accept the Statement of Expenditures in the amount of \$769,150.50. 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 he had received an update from Cyber Construction addressing the image quality which he had forwarded to the other trustees. It was agreed that there was improvement and that functionality was more important than appearance at this time. Trustee Wattleworth has forwarded a copy of the contract to Mr. O'Connor. President DeRuntz still has concerns over retaining the domain name for the WWFPD, The question of maintaining a Twitter and/or Facebook account was raised. Trustee Klauber was curious about the number of participants/followers. President DeRuntz was concerned about negative/unauthorized postings and the whereabouts of the followers i.e., were they residents of the district. Trustee Wattleworth said he would follow up on the issues raised including any additional cost of a social media presence.

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

The following remarks were submitted in writing by Chief Kavanagh.

#### **2018 Emergency Responses**

*The Gurnee Fire Department saw a 9.5% increase in call volume in 2018. By the end of the year, the Department responded to 6,819 calls compared to 6,230 calls in 2017. Of these calls, 4,371 were EMS related including 508 for motor vehicle accidents. The Department made contact with 4,194 patients of which 3,351 were transported to local hospitals.*

#### **Fire Department Hiring**

*As a recipient of the SAFER Grant, the Fire Department, in partnership with HR Director Christine Palmieri, is in the process of filling six new vacancies. After exhausting the previous eligibility list, a new list with 18 successful candidates was created. The top six candidates were given conditional offers; all six accepted and are now undergoing the psychological exam and polygraph test.*

#### **Fire Alarm Board**

*The Gurnee Fire Department is currently working with Johnson Controls Security Solutions, formerly Tyco Integrated Security LLC, to upgrade the fire alarm board and monitoring system.*

#### **Mobil Fire Inspections**

*The Fire Department extended its contract with Image Trend to include mobile fire inspections. This component gives our Fire Inspectors the ability to work electronically in the field. Once implementation is complete, this process will increase efficiency, provide stronger inspection records, and improved quality assurance to our stakeholders. The department is currently working with Image Trend and Eric Venden in Community Development to ensure a thorough implementation. The target date is April 1<sup>st</sup>.*

Further discussion reinforced the fact the department had responded to a record number of calls and that the new process for mobile fire inspections would better handle requests coming from local businesses.

In regard to a query about diversity hiring, the Mayor noted that advertisements had been posted in a variety of communities and colleges to raise awareness of the openings and promote diversity in the hiring process.

**Attorney's Report:**

Mr. O'Connor stated that he had verified amount of a special dispensation to the District in the amount of \$2299.99 for properties that had been foreclosed upon due to lack of tax payment.

**Old Business:**

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

**New Business:**

a. **Adopt 2019-2020 Regular Meeting Schedule**

It was noted the November meeting would not conflict with the Thanksgiving holiday, so no special meeting would be required this year.

Trustee Kaluber made a motion to approve the 2019-2020 WWFPD board meeting schedule. President DeRuuntz seconded the motion. A roll call was taken:

Ayes: 3                      Nays: 0                      Motion carried 3/0

Attorney O'Connor provided Trustee Wattlworth copies of the annual meeting schedule to be posted at Stations 1 (District headquarters) and 2 (meeting location).

b. **Review and consider 2019-2020 budget process**

Mr. O'Connor distributed an overview of items to come before the board in the coming year. This included a budget draft at the March meeting, the budget approval at the May meeting and standard items such as the annual Safety Pup donation.

Mayor Kovarick stated that the Village would be holding their annual budget meeting on March 4<sup>th</sup> from 5-7PM at Village Hall. It is open to the public and the board is welcome to attend. The fire department will be making their budget presentation at this time. Chief Kavanagh stated that he will also send a copy of the budget to the WWFPD.

c. **Ordinance 2019-O-1**. Further Amending Investment Policy – PMA Investments.

This ordinance implements the investment policy agreed upon at the last meeting. As agreed to previously President DeRuntz will abstain from the vote due to his position with the investment fund.

Trustee Klauber made a motion to approve Ordinance 2019-O-1 which will supplement Res. 2014-O-3 and Res. 2015-O-3. Trustee Wattleworth seconded the motion. A roll call was taken:

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

d. **100% or 50% Abatement of 2018 Property Tax for March Meeting - Discussion.**

This was a follow up to the last board meeting when, in lieu of a tax freeze, a tax abatement was to be considered for the residents of the WWFPD. Trustee Klauber voiced his concerns about retaining enough capital to participate in the construction of a possible 3<sup>rd</sup> fire station. Trustee Klauber is also concerned that the next contract with the Village will reflect the increased costs of running the fire department. Mr. Carlson pointed out that the 3<sup>rd</sup> fire station was a separate issue and that the board was adding to their reserves year after year. President DeRuntz reiterated his belief that the residents of the district should be given some relief from the tax burden in Lake County and that a single year abatement would be a show of good faith. Mr. O'Connor noted that any money for a 3<sup>rd</sup> fire station would have to be included as a line item on the upcoming budget.

It was decided that the entire excess (100%) would be abated. The amount approved is 600K. This resolution will be prepared by Mr. O'Connor and presented at the next board meeting.

e. **Amendment of Village-District Service Contract.**

The current contract with the

Mayor Kovarik stated that The Village asked that no changes be made to the contract at this time. Negotiations (including any money for a 3<sup>rd</sup> fire station) will take place at a later date.

**Closed Session Minutes Review** – None

**Review agenda for next meeting March 20, 2019:**

- ✓ Abatement Ordinance
- ✓ Please email any items to be brought up at the next meeting one week prior to the meeting.
- ✓ Possible attendance by Fire Pup organization.

Having no further business to come before the Board, President DeRuntz made a motion to adjourn the meeting at 7:22 PM. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried 3/0

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

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Date minutes approved