

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday January 17, 2018

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 and Brian Wattleworth, Martin Klauber

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

Others Present: Mr. Steve Carlson of Lake County Dist. 7

**Public Comment:** None

**Approval of Minutes:** Trustee Klauber made a motion to approve the November 14, 2017 meeting minutes as submitted. Trustee Wattleworth seconded the motion. A voice vote was taken. All in favor, motion carried 3/0.

**REPORTS**

**President's Report:**

The past two months have been very busy. President DeRuntz had a meeting with Tom Kegan, from Metro Paramedics. They discussed outstanding issues and expectations of the coming year and included issues that Mr. Taveirne had brought to the attention of President DeRuntz. It was a very collaborative and productive meeting and plans were made to meet on an annual basis.

All of the WWFPD Trustees are signed up for the training with *Northern Illinois Alliance of Fire Protection Districts* which satisfies necessary requirements and is beneficial in keeping up with current issues and polices facing Fire Protections Districts in the state of Illinois. The training is on Saturday January 27, 2018.

**Treasurer's Report:**

Trustee Klauber stated that the WWFPD made the payment to the Village of Gurnee resulting in a decrease in the WWFPD balance from 6.9M to 6.26 M.

Money was transferred to PMA from BMO Harris to take advantage of interest rates over 1% and the WWFPD accounts continue to be healthy. President DeRuntz noted banks offering interest at 1.25% and after calling the WWFPD's current bank, was assured that that rate could be matched by them. Trustee Klauber stated that the account must be insured and that he will look into it.

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	1/17/18	Recording Secretary	\$180.00
Ottoson, Britz Kelly Gilbert	1/17/18	Legal	\$1507.50
PBS	1/17/18	Paramedic Billing	\$5102.00
CDW	1/17/18	Supplies	\$378.32
Northern Illinois Alliance	1/17/18	Conference Fee	\$675.00
Dam, Snell & Taveirne	1/17/18	CPA	\$8445.00
Phi DeRuntz	1/17/18	Admin. Expenses	\$338.11
<b>Total</b>			<b>\$16,625.93</b>

Trustee noted the increase in the accounting cost was due to the annual audit. President DeRuntz made a motion to accept the Statement of Expenditures in the amount of \$16,625.93. 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 there was nothing specific to discuss at this meeting. He did note that Mr. Taveirne has received copies of the documents from PBS he had requested previously and the issue has been resolved.

**Fire Chief's Report:**

Chief Kavanaugh also met with Tom Kegan of Metro Paramedic Services and during the conversation paperless billing was discussed. Chief Kavanaugh is hoping for a May 1, 2018 application pending research by his staff.

Chief Kavanaugh would like to set up meetings with Andres and PBS to discuss changing to paperless/electronic billing in the future. He hopes to have the meetings in March or April and will bring the findings back to the WWFPD.

President DeRuntz noted how helpful it has been to have Mr. Taveirne handling WWFPD financials as well as producing a complete audit that meets the highest standards. President DeRuntz and is encouraged by the Chief's relationship with Mr. Taveirne and is looking forward to seeing the potential of the automation Chief Kavanaugh is exploring.

Chief noted that the Village of Gurnee and Linda, their long-time secretary have parted ways. She had been associated with the Fire Department and Village for over 20 years and he is grateful for her service.

In light of this vacancy, Chief Kavanaugh is currently seeking a Management Analyst with an MBA who possesses the skills and ambition to help implement the updates and improvements Chief Kavanaugh foresees for The Department. He is currently searching college employment boards and until the position is filled will be the primary contact for any and all communications and requests.

**Attorney's Report:**

Mr. O'Connor received a tax objection in the amount of \$84,000.00. The Ordinance that is slated for later in the meeting will address the issue satisfactorily.

Mr. O'Connor is handling the Certificate of Liability request from Lake County that is needed before the next Trustee re-appointments are due.

**Old Business:**

- a. Ambulance Billing complaints: None
- b. Annexations: McGraw – TIF Annexation issue has been resolved. City of Waukegan has approved payment and Mr. O'Connor will file the proper paperwork. This will result in a check for approximately 243,943.78 made payable to the District. President DeRuntz will make a copy of the check and forward it to Mr. Taveirne. One of the WWFPD Trustees will then deposit the check into a WWFPD account. This issue will also be addressed later in the meeting.

**New Business:**

- a. WWFPD Meeting Dates for 2018-2019 Year at Station #2 Dada Dr. Gurnee IL
  - May 16<sup>th</sup>, 2018
  - July 18, 2018
  - September 19, 2018
  - November 21, 2018
  - January 16, 2019
  - March 20, 2019

President DeRuntz made a motion to the WWFPD meeting schedule as outlined above. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried 3/0

- b. Trustee Klauber needs a letter ASAP from the WWFPD addressing the request from the FBI regarding background investigations for Trustee DeRuntz. Mr. O'Connor will take care of this issue.

Ordinance No. 2018-O-01: Ordinance Providing for The Abatement of Portions Of The Year 2017 Tax Levy Of The Warren-Waukegan Fire Protection District Lake County, Illinois

Mr. O'Connor noted that the Ordinance will affect the monetary surpluses of the WWFPD with half (150K) from the corporate account and half (150K) from the ambulance account.

President DeRuntz stated that the Board is aware of this and that the Ordinance is in response to the tax burden facing the community. President further went on to explain that according to Kip Wilson, from the Tax Extension Department of the Lake County Clerk's Office, the saving for an average family will be \$70.00. Mr. Carlson noted that this is a onetime event and will look into having the news released to the press. Upon passing the Ordinance, Mr. O'Connor will file the documents with the court.

Trustee Klauber made a motion to accept Ordinance 2018-O-01: Ordinance Providing for The Abatement of Portions of The Year 2017 Tax Levy Of The Warren-Waukegan Fire Protection District Lake County, Illinois. Trustee Wattleworth seconded the motion. A roll call was taken:

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

Resolution No. 2018-01: A Resolution of The Warren-Waukegan Fire Protection District, Lake County Illinois, Adopting the District's Sexual Harassment Policy.

Mr. O'Connor distributed copies of the resolution to the trustees explaining that as a unit of local government it is necessary for the board have a sexual harassment policy and must pass a Resolution to be in compliance.

President DeRuntz made a motion to adopt Resolution No. 2018-01: A Resolution of The Warren-Waukegan Fire Protection District, Lake County Illinois, Adopting the District's Sexual Harassment Policy. Trustee Klauber seconded the motion. A roll call was taken:

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

Resolution No. 2018-02: A Resolution of The Warren-Waukegan Fire Protection District, Lake County, Illinois, Providing Its Position Regarding City of Waukegan Annexation Payments.

Mr. O'Connor explained that a Resolution acknowledging the payment from the City of Waukegan to the WWFPD regarding the aforementioned TIF annexation issue will facilitate payment.

Trustee Wattleworth made a motion to adopt Resolution No. 2018-02: A Resolution of The Warren-Waukegan Fire Protection District, Lake County, Illinois, Providing Its Position Regarding City of Waukegan Annexation Payments. Trustee Klauber seconded the motion. A roll call was taken:

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

**Closed Session Minutes Review** – None to review.

**Review agenda for next meeting:**

- ✓ Donation to Fire Pup Safety Program. Mr. DeRuntz stated that as in the past with M.E.S.S. the Board will need a presentation before funds are dispersed.
- ✓ Trustee Stipends
- ✓ Draft Budget

Having no further business to come before the Board, Trustee Klauber made a motion to adjourn the meeting at 5:42 PM. Trustee Klauber seconded the motion.

\*\*\*Final Thoughts from Mr. Carlson. Mr. Carlson had occasion to call the paramedics last week and wanted it known how quickly they responded and how professional they were upon arrival.

President DeRuntz noted how eye-opening a "Ride-Along" with Fire Department is and that he has had the opportunity to see our first responders in action. Chief Kavanaugh stated that if Mr. Carlson would like more information to contact him.

Ayes: 3

Nays: 0

Motion carried 3/0



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

3/21/18

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Date minutes approved