

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday March 21, 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 Kavanagh

Others Present:

**Public Comment:** None

**Approval of Minutes:** Trustee Klauber made a motion to approve the January 17, 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 stated that he and the other board members had attended the *National Illinois Alliance of Fire Protection Districts* training session and had each received the necessary training and certificates required by the Fire Marshall to remain compliant. Copies of the certificates will be kept on file by Trustee Wattleworth.

President DeRuntz also attended a session in Waukegan held by the Lake County Attorney General's Office that addressed elder abuse and the role of first responders. The information included the signs to look for that signal elder abuse and the steps to take if elder abuse is suspected.

President DeRuntz responded to a letter asking for updated contact information from the Lake County Board of Review including email addresses and the name of the WWFPD attorney of record.

President DeRuntz and Trustee Wattleworth also attended an Exchange Club award ceremony where former Fire Chief Friedl was honored.

**Treasurer's Report:**

Trustee Klauber distributed the Expense Report and the Treasurer's Report to all in attendance. The current balance is 5.8M, the decrease due to the payment made to the Village of Gurnee. Trustee Klauber noted that the payment listed in the BMO Harris account represents the payment received from the city of Waukegan as discussed in the previous board meeting. He also noted that the WWFPD account is accruing between 1.5 and 2% interest resulting in an additional 14K over the past two months.

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.

<b><u>Proposed Expenditures</u></b>	<b><u>Date</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
Beverly Shannon	3/21/18	Recording Secretary	\$180.00
Ottosen, Britz Kelly Gilbert	3/21/18	Legal	\$3,555.00
PBS	3/21/18	Paramedic Billing	\$3,333.03
U.S. Treasury	3/21/18	Withholding	\$2,045.24
IL Dept. of Revenue	3/21/18	Withholding	\$336.00
Dam, Snell & Taveirne	3/21/18	CPA	\$500.00
Phi DeRuntz	3/21/18	Admin. Expenses	\$243.47
Martin Klauber	3/21/18	Admin. Expenses	\$49.28
Brian Wattleworth	3/21/18	Stipend	\$1,628.37
Phil DeRuntz	3/21/18	Stipend	\$1,628.37
Martin Klauber	3/21/18	Stipend	\$1,628.37
<b>Total</b>			<b>\$15,127.13</b>

Trustee Klauber noted that the Fire Pup Safety donation is not included in the list of expenses and that the annual Board of Trustee stipends are included. Trustee DeRuntz gave President DeRuntz the checks to sign so that he could disperse them.

President DeRuntz made a motion to accept the Statement of Expenditures in the amount of 15,127.13. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3                      Nays: 0                      Motion carried 3/0

**Secretary's Report:**

Trustee Wattleworth has spoken with Stacey at Design Works regarding updating the board meeting schedules that are posted on the website. She is expected to submit an invoice for the work next week.

**Fire Chief's Report:**

Chief Kavanagh announced that the interview process for a potentially new billing services is going ahead. After the initial interviews he would like the board to be involved in further discussions with the candidates. Chief hopes to conclude the process by September 1, 2018.

Chief Kavanagh stated that the budget he submitted to The Village has been approved including the purchase of a new fire engine. The life span of a fire engine is approximately 16 years and ideally a new one is introduced every 4 years.

President DeRuntz noted that he had been hearing about renewed interest in consolidation of emergency dispatch centers (i.e. Zion and Beach Park) in Lake County and Chief Kavanagh confirmed that the topic is being discussed. To keep up front money from precluding any one, Chief Kavanagh has suggested that the preliminary policies be done by a governance committee prior to sending it out to professional policy writers. One of the impacts would be to 911 service which needs to be updated to include text messages given the current situations (i.e. Active Shooters) where a vocal call is not advisable. President DeRuntz asked that the Chief keep the board abreast of developments and Trustee Wattleworth asked that the board be made aware of any conferences on the subject.

Chief also updated the board on a call that had taken place earlier in the day. A fire, possibly caused by a reptile light that had fallen, caused approximately 200K in damage to a residence on Streamwood Drive. No one was injured though the children were treated for smoke inhalation.

**Attorney's Report:**

Mr. O'Connor stated that the General Assembly in Springfield had not passed anything that directly affects the WWFPD at this time though he is monitoring the proposed legislation carefully

**Old Business:**

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

**New Business:**

- a. SUPPORT OF THE ANNUAL GURNEE FIRE DEPT. NFSC FIRE PUP FIRE SAFETY EDUCATION PROGRAM

A letter from Chief Kavanagh requesting a donation in the amount of 5000.00 was presented to the board.

President DeRuntz made a motion to approve the donation. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried 3/0

b. ORDINANCE NO. 2018-O-02 ORDINANCE PROVIDING FOR THE BUDGET AND APPROPRIATIONS OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT, LAKE COUNTY, ILLINOIS, FOR THE FISCAL YEAR BEGINNING MAY 1, 2018, AND ENDING APRIL 30, 2019

Mr. O'Connor distributed budget drafts to the Trustees for their perusal and asked that the contact him with any questions prior to the next board meeting. The board was also reminded to keep in mind that the abatement approved by the board providing tax relief to the WWFPD community was a one-time occurrence.

WARREN TOWNSHIP PLAN REVIEW FEE WAIVER

Warren Township has submitted plans to expand upon a senior living facility within the district. In the spirit of collaboration, the board agreed that no fee would be charged to review the plans.

President DeRuntz made a motion to waive the plan review fee. 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:

- ✓ Budget Appropriations.
- ✓ Trustee Wattleworth up for re-appointment.

Having no further business to come before the Board, Trustee Wattleworth made a motion to adjourn the meeting at 6:43 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

5/16/18  
Date minutes approved