

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday May 16, 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.

Mr. O'Connor administered the Oath of Office to Brian K. Wattleworth so that he may continue to act as Secretary for the Warren-Waukegan Fire Protection District. A signed and notarized copy of this action will be kept in the WWFPD files.

Trustees Present: Phil DeRuntz and Brian Wattleworth, Martin Klauber

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

The list of proposed Officers to the WWFPD Board of Trustees is as follows:

President: Phillip DeRuntz

Treasurer: Martin Klauber

Secretary: Brian Wattleworth

Martin Klauber made a motion to approve the slate of candidates. President DeRuntz seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0

President DeRuntz made a motion to open the Public Hearing on FY 2018-2019 Budget & Appropriations Ordinance 2018-02. Trustee Wattleworth seconded the motion.

A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0

President DeRuntz made a motion to close the Public Hearing on FY 2018-2019 Budget & Appropriations Ordinance 2018-02. Trustee Wattleworth seconded the motion.

Ayes: 3 Nays: 0 Motion carried 3/0

Public Comment: None

Approval of Minutes: Trustee Klauber made a motion to approve the March 21, 2018 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:

It has been a very busy two months. President DeRuntz completed a survey requested by VFIS (Insurance) confirming that there were no changes required. He expects the policy to remain comparable to previous years.

President DeRuntz has been in contact with Mr. Taveirne (CPA) regarding electronic filing processes for paramedic billing and the impact on finances, reporting and efficiency. There is a meeting scheduled with Mr. DeRuntz, Mr. Taveirne and Chief Kavanagh to further discuss this in June. President DeRuntz wanted commend Mr. Taveirne for the services he continues to provide citing his rapid responses and expert knowledge as key factors in the administration of a lean, efficient and accountable WWFPD.

President DeRuntz stated that the tax abatement, recently passed by the board, was reflected on the latest tax bills received by the community and that he had been in touch with various media outlets to bring attention to this fact.

In addition to working with the WWFPD, President DeRuntz is also a member of C.E.R.T. (Community Emergency Response Team) and in that capacity was called to Buckingham Place in Waukegan following a fire this past Saturday. President DeRuntz stated that it is not "if but when" a disaster will happen and that the important thing is to train and be prepared so that you are ready to act in an emergency. He then gave each of the board members Disaster Ready brochures and handed out emergency preparedness kits with basic tools such as first aid, flashlight and whistle. He noted how collaboration with Chief Kavanagh and access to a truck with emergency supplies parked at Station #2 allowed him to address the needs of those effected by the fire quickly. Working with the Red Cross, President DeRuntz was able to show the C.E.R.T. and the WWFPD are ready to help at all times. The Red Cross, in collaboration with C.E.R.T. and through conference calls with the Mayor of Waukegan, worked seamlessly with local officials to find a staging area at the Jane Byrne Center for the cots, meals and supplies that were brought in to aid those in need.

Treasurer's Report:

Trustee Klauber distributed the Expense Report and the Treasurer's Report to all in attendance. The current balance is 5.1M and at this time assets are liquid due to CDs maturing at the same

time. He will be reinvesting in staggered time increments (laddering). This will provide constant interest income (expected between 1.5 and 2%) while providing a stable combination of liquid and invested assets.

President DeRuntz made a motion to have Trustee Klauber meet with the banker and “ladder” the assets to have a CD mature every 90 days over a two year period. Trustee Wattleworth seconded the motion.

A voice vote was taken. All in favor, motion carried 3/0.

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.

The \$5,000.00 donation to the Fire Pup Safety Program, which was approved at the last meeting, was added resulting in amended expenditures.

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	5/16/18	Recording Secretary	\$180.00
Ottoson, Britz Kelly Gilbert	5/16/18	Legal	\$3,937.50
PBS	5/16/18	Paramedic Billing	\$4,326.87
Dam, Snell & Taveirne	5/16/18	CPA	\$345.00
Phil DeRuntz	5/16/18	Admin. Expenses	\$340.96
Fire Pup Safety Program	5/16/18	Donation	<u>\$5,000.00</u>
Total			\$14,130.33

President DeRuntz made a motion to accept the amended Statement of Expenditures in the amount of 14,130.33. 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 the WWFPD website is up to date and that he is currently waiting for an invoice from Stacey at Design Works. He also noted that Stacey will be moving. Present DeRuntz suggested that Trustee Wattleworth begin a search for her replacement since her continuing availability is uncertain. Chief Kavanagh stated that he may know of someone who could manage the website and will pass the information along after the meeting.

Fire Chief's Report:

Chief Kavanagh is hoping to have the change to Electronic Patient Care Reporting in place by September 1, 2018. He had held initial meetings with both PBS and Andre's and is impressed with Andre's capacity to record and store information. They have their own sophisticated system which allows them to archive calls and create reports. Chief Kavanagh also noted that even if the WWFPD remains with PBS, a new contract would need to be signed. Regardless of who is chosen as the WWFPD billing service, the competition generated by opening up bidding has resulted in a 3% reduction in fees.

Chief Kavanagh announced that the annual Fire Expo will be this Saturday May 19th beginning at 10AM. There will be equipment and personnel from around Lake County in attendance.

Regarding the consolidation of Fire Protection Districts, Chief Kavanagh noted that Operations meetings are planned for June 13th and stated that he will keep the board apprised of the progress and possibilities of consolidating districts. In addition there is continued discussion of updating dispatch centers to eliminate delays caused by calls having to be transferred to the correct units. He noted that this has been an ongoing discussion since 9/11. The discussion includes the premise of implementing a national communication network that would continue to operate when other networks fail. This nationwide network would involve a system of antennae that are dedicated specifically to public safety and though they would benefit everyone, they would greatly benefit and impact the smaller, more rural communities first.

Auditor's Report:

Approval of Dam, Snell & Taveirne 2018 Audit Engagement Letter.

Trustee Klauber made a motion to approve the Dam, Snell & Taveirne 2018 Audit Engagement Letter. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried 3/0

One signed copy of the approved letter will go to the WWFPD file and one will be returned to Mr. Taveirne.

Attorney's Report:

Mr. O'Connor stated his firm had received a F.O.I.A. (Freedom of Information Act) request and that Mr. Karl Ottosen had responded on behalf of the WWFPD.

Old Business:

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

New Business:

- a. Ordinance 2018-O-2 Approving FY2018-2019 Budget & Appropriation.

Mr. O'Connor increased the commitment to the Capital Reserve account. The projected year end balances for the Corporate and Ambulance Funds are 1.2 M and 900K respectively. This is an appropriate amount though less one year's contract cost. President DeRuntz stated that he is confident that the WWFPD has the personnel and systems in place to continue managing a frugal budget while running a lean operation and responsibly serving the citizens in the district.

President DeRuntz made a motion to approve the Ordinance 2018-O-2 Approving FY2018-2019 Budget & Appropriation. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0

- b. Resolution 2018-R-03 Approving Prevailing Wage FY2018-2019.

Mr. O'Connor distributed copies of the Resolution to the Board for signatures.

President DeRuntz made a motion to approve the Resolution 2018-R-03 Approving Prevailing Wage FY2018-2019. Trustee Klauber seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0

- c. Resolution 2018-R04 Approving Procedures for Public Comment.

President DeRuntz explained that this resolution outlines the best practices for those using community facilities including Station #2 where the WWFPD board meeting are held. The resolution is meant to be pre-emptive in that it outlines behaviors and actions that are acceptable when engaging in public discourse.

Mr. O'Connor provided copies for trustee signatures.

President DeRuntz made a motion to approve the Resolution 2018-R-04 Approving Procedures for Public Comment. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0

d. Notice Terminating Treatment and Transport Billing Services provided by PBS (Paramedic Billing Services).

Mr. O'Connor explained that a ninety (90) day notice of intent to terminate is required by PBS to end services without penalty. This letter will end the current contract on September 1, 2018 creating an even playing field for all bidders make a pitch to be the provider of ambulance billing services. Chief Kavanagh, The Village and the WWFPD hope to have reached a consensus as to who will be our service provider going by the 1st of September. Whether it remains PBS or another company is chosen, this notice to terminate must be submitted.

Mr. Wattleworth voiced his concerns that the notice may the effort PBS will put forth following receipt of the letter. If his work allows he will attend the meetings with Chief Kavanagh.

Mr. O'Connor provided copies for trustee signatures.

President DeRuntz made a motion to approve Notice Terminating Treatment and Transport Billing Services provided by PBS (Paramedic Billing Services). Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried 3/0

e. Consider Renewal of Fire Protection District Insurance.

There are two packages up for renewal. The VFIS coverages and rates have not changed. The cost for the Commercial package is \$5649 and Accident and Sickness is \$2467. Payment will be made at the next meeting.

Closed Session Minutes Review – None

Review agenda for next meeting:

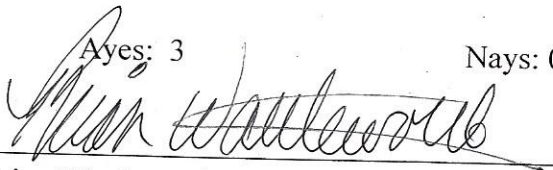
Mr. O'Connor passed out the proposed agenda for the July 18th board meeting. Mr. O'Connor asked that if anyone had an item they would like added, to please email him at least 48 hours prior to the meeting.

Having no further business to come before the Board, President DeRuntz made a motion to adjourn the meeting at 6:47 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

7/18/18

Date minutes approved