

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday September 19, 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 and Chief Kavanagh
Others Present: Kristina Kovarik, Mayor – Village of Gurnee
Jody Luka, Management Analysis – Gurnee Fire Department
Patrick Muetz, Administrator – Village of Gurnee
Stephen Carlson - Lake County Board Member
Doug Taveirne, C.P.A - WWFPD

Public Comment: None

Approval of Minutes: Trustee Wattleworth made a motion to approve the July 18, 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:

It has been a very busy few months. President DeRuntz has been working with Mr. Taveirne producing documents for the audit. President DeRuntz also attended a conference where the Chicago Police Department discussed the use of artificial intelligence for the purpose of predictive analytics in an official capacity. This practice relates to the Fire Protection District in that it can be used to facilitate staging in response to emergency events in the future.

President DeRuntz received a F.O.I.A. request from NBC 5 Chicago regarding a past sexual misconduct/discrimination claim that may be outstanding. This request was forwarded to the attorneys at Ottosen, Britz, Kelly Cooper, Gilbert & DiNolfo.

President DeRuntz also noted an article of interest dated 7/30/18 published in the Mundelein Review that outlined the possibility of a establishing a third fire station in the area.

Treasurer’s Report:

Trustee Klauber distributed the Treasurer’s Report. The WWFPD had 6.4M at the end of August 2018. Trustee Klauber stated that 2 million dollars had been deposited into the BMO Harris account at an interest rate of 2%. A slightly higher rate is available for Money Market holdings of 18-24 months. Trustee Klauber stated that the interest rate would not be more beneficial if the Money Market terms were extended to 36 months.

Mr. O’Connor reiterated that “laddering” the Money Markets accounts to mature at six month intervals would provide a steady stream of available funds.

President DeRuntz noted that information from Mayor Kovarik would help them prepare for future financial decisions.

Trustee Wattleworth made a motion to accept the Investment Statement 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.

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	9/19/18	Recording Secretary	\$180.00
Ottoson, Britz Kelly Gilbert	9/19/18	Legal	\$3352.50
PBS	9/19/18	Paramedic Billing	\$5154.38
Village of Gurnee	9/19/18	Quarterly Payment	\$759,488.00
Cyber-Construction	9/19/18	Website	\$1028.75
Dam, Snell & Taveirne	9/19/18	CPA	\$395.00
Phil DeRuntz	9/19/18	Training & Supplies	\$371.71
Total			\$769,970.34

The PBS expense listed is likely not the last as they are still collecting payments and reconciling paperwork for the final invoice.

Trustee Klauber had two issues he would like to bring before the board.

1. Trustee Klauber is concerned with the outlay of expenses (in this case for a conference attended by President DeRuntz) prior to board approval of the expenditure being granted.

President DeRuntz noted that he consciously selects training opportunities and conferences that do not entail travel or hotel expenses and feels that keeping up to date on the latest procedures and gaining insights on how police and fire can better work together is worth the investment.

Trustee Klauber stated that he did not agree with content of the last training session pointing out that he would not have been in favor of the expenditure. President DeRuntz stated that he will attain board approval before signing up for any future training programs or conferences.

Brian Wattleworth made a motion to approve reimbursement for the last conference. President DeRuntz seconded the motion. A roll call was taken:

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

2. Trustee Klauber received an invoice for a Police Scanner that had been discussed at the last board meeting. He noted that the expense not been officially approved by the board.

Trustee Klauber is uncomfortable with the price as well as the security and privacy issues that are associated with monitoring a scanner as well as the possibility for disseminating incorrect information to the public.

Chief Kavanagh noted that it would not interfere with his communications and President DeRuntz reiterated that the purchasing of the scanner was in response to community members who reach out to him for information when they see emergency activity in their neighborhood.

It was decided to return the scanner at this time and the expense was deleted from the Expenditure Report.

Trustee Wattleworth noted the presence of a “button” on the WWFPD website that may be useful in disseminating information to the public and will investigate the capabilities with Cyber Construction.

President DeRuntz made a motion to accept the amended Statement of Expenditures in the amount of \$769,970.34 Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0

Next, Trustee Klauber brought to the board’s attention that not all of the WWFPD financial accounts require two (2) signatures. It is his belief that all accounts should require his signature (as WWFPD Treasurer) and that of one other board member. It was decided that all three board members should be signatories on all accounts. President DeRuntz noted security is important and that as it stands now only one board member is needed to transfer money. Mr. O’Connor stated that, at the very least, all board members should have access to all of the accounts giving them the ability to monitor WWFPD financial activity. Trustee Klauber has made many inquires at the bank without receiving a response. Mr. Taveirne

volunteered to assist Trustee Klauber in ascertaining answers from the bank and they will report back to the board on how best to proceed.

Trustee Klauber made a motion to approve adding all WWFPD Trustees as signatories on all WWFPD accounts.

The following would be signatories on all accounts:

Phillip DeRuntz, President	Warren-Waukegan Fire Protection District
Martin Klauber, Treasurer	Warren-Waukegan Fire Protection District
Brian Wattleworth, Secretary	Warren-Waukegan Fire Protection District

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 he had received a payment for a plan review. President DeRuntz inquired into the process for tracking those payments. Trustee Wattleworth gave the check to Trustee Klauber for deposit. All information regarding the transaction will be forwarded to Mr. Taveirne.

Fire Chief's Report:

The following remarks were submitted in writing by Chief Kavanagh.

He added that the fire department had received a Public Safety Grant from the government which would be discussed in a meeting with the Village of Gurnee next month.

2018 Emergency Responses

The Fire Department continues to see a significant increase in call volume. So far in 2018, calls have increased almost 8%. The Department has responded to 4,541 calls (compared to 4,216 at this time last year). Of those calls, 2,584 were EMS related and 325 were motor vehicle accidents with injuries. The Fire Department has made contact with 3,582 patients, of which 2,310 were transported to local hospitals.

Technology

ImageTrend went live on September 1st. The Department is proud to say that implementation went off without any glitches. ImageTrend not only improves patient care reporting, but also increases the Department's reporting abilities on the national and state level. The Gurnee Fire Department recognizes these successes would not have been possible without the diligent efforts of Training Officer John McNeill, Lt. Ryan Lee, and IT Network Administrator Ryan Nelson.

Ambulance Billing

Effective September 1st, the Gurnee Fire Department and Warren-Waukegan Fire Protection District are using Andres Medical Billing (AMB) as its third party billing company. AMB has HIPAA compliant access to ImageTrend thereby streamlining the billing process and decreasing the burden on the Fire Department and Finance Department. A successful transition is due to the efforts of Erica Wells, Assistant to the Finance Director and Jodi Luka, Management Analyst.

Public Education

The Public Education Division has been busy with summer events this last month. Along with Gurnee Days, the Fire Department attended three block parties, assisted with two school fire drills, had five station tours and attended various events at local businesses throughout the summer.

The Public Education Division is currently organizing its events with local public schools for Fire Prevention Month.

Attorney's Report:

Mr. O'Connor stated that all is quiet in Springfield at this time.

Old Business:

- a. Ambulance Billing complaints: None
- b. Annexations: Mr. O'Connor stated that so far tax objections received are less than the attorney's fees required to address them.

New Business:

- a. **Resolution 2018-R-05 Making Truth in Taxation Determination**

It was noted that no changes had been made to the draft presented at the July 2018 board meeting and that it includes the last tax abatement distributed.

President DeRuntz made a motion to approve the Resolution 2018-R-05 Making Truth in Taxation Determination. Trustee Klauber seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0

- b. **Dam, Snell & Taveirne 2017 Audit Report.**

Mr. Taveirne stated that the audit is similar to past years and he will need the Trustee's signatures on the document upon passage of the report.

President DeRuntz thanked Mr. Taveirne for his meticulous and thorough efforts.

President DeRuntz made a motion to approve as presented the Dam, Snell & Taveirne 2017 Audit Report.

Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0

c. **Dam, Snell & Taveirne 2017 Annual Financial Report.**

President DeRuntz made a motion to approve the Dam, Snell & Taveirne 2017 Audit Report. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0

Mr. Taveirne will file the report electronically.

d. **Review Closed Session Minutes.**

Mr. O'Connor noted that a review must be performed and voted upon semi-annually for the board to be in compliance with standard procedures. He noted there were no closed session minutes to review.

Trustee Wattleworth made a motion to accept the closed session minutes. President DeRuntz seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0

e. **Radio Frequency Scanner for Board President.**

As noted above the scanner will be returned and a way to communicate information through the website will be investigated by Trustee Wattleworth.

f. **District Office/Administrative Space.**

This issue ties into the Mayor's comments and will be addressed later in the meeting.

g. **District Website Update, Vendor and Host/Service Provider.**

Trustee Wattleworth noted the expense previously approved to pay Cyber Construction is a down payment and once received, they reproducing/cloning information from the old website onto the new website.

President DeRuntz wanted to clarify that the domain name/URL will remain the property of the WWFPD.

Trustee Wattleworth will also find out more about Cyber Construction's storage capability with an eye to keeping WWFPD records electronically. Mr. O'Connor noted that public information i.e. budgets, minutes and ordinances, must be easily retrievable and accessible and that all documents must be secure.

President DeRuntz made a motion to allow Trustee Wattleworth to contact Cyber Construction on behalf of the WWFPD. Trustee Klauber seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried 3/0

h. **District/Village Planning Efforts regarding possible Fire Station #3 including Village of Gurnee Mayor Kovarik.**

President DeRuntz thanked the Mayor for attending the WWFPD board meeting. After being introduced, Mayor Kovarik outlined the email chain leading up to this evening:

Mayor Kovarik received an email from President DeRuntz asking to meet regarding future plans between the WWFPD and the Village of Gurnee.

Mayor Kovarik replied that she would meet with the entire board of the WWFPD in an open meeting.

President DeRuntz invited Mayor Kovarik to the 11/~~24~~ 28/18 WWFPD board meeting.

Mayor Kovarik accepted the invitation.

The Mayor requested an agenda for the meeting. This was provided to her by Chief Kavanagh.

Mayor Kovarik stated that Chief Kavanagh works for the Mayor and the Village of Gurnee, not the WWFPD and until such a time as she is convinced that he will be treated in a more professional manner, all requests for information and reports will come through the Mayor's office and she will be attending all board meetings.

Mayor Kovarik stated that there is a Five-Year Plan in place for the Village of Gurnee which includes a Five-Year Capital Plan and a Strategic Plan. The plans are published on the Village of Gurnee website.

Regarding the Fire Department, this is how the needs are prioritized:

- Equipment
- Staffing
- Property Acquisition

The Mayor thanked the WWFPD for their generosity in acquiring the equipment in the past and stated that due to the recent grant the staffing is mostly complete.

Further plans for selecting and acquiring land for a proposed third fire station are being examined. The sites being considered to locate a third station are being examined to make sure they reduce response times, taking in to account traffic patterns and other considerations.

The Mayor stated that it is unlikely that there will be a need for increased funding from the WWFPD prior to the expiration of their current contract with the Village of Gurnee.

i. **District Capital Plan.**

Mr. Carlson stated that a plan should be made for the surplus capital that the WFPD is forecast to accrue (600,000 to 800,000 per year). The plan should address the possibility of additional monies to the Village of Gurnee in line with their possible expansion and/or relief for taxpayers.

Mr. Taveirne noted that a surplus now does not necessarily mean a surplus later and that a 5-10 year plan should be drawn up.

The Mayor suggested a Special Session to address the issues raised tonight.

President DeRuntz stated his desire for a good relationship with the Mayor's office and the Village of Gurnee. President DeRuntz will attend the Special Session and asked the Mayor to provide data prior to the session so that he may go over options with Mr. Taveirne.

Closed Session Minutes Review – None

Review agenda for next meeting November 28th:

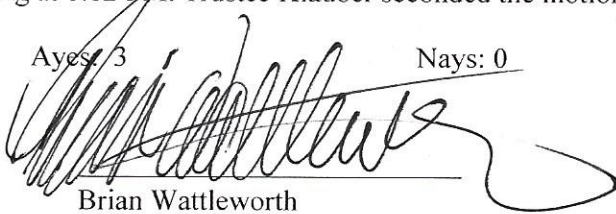
- ✓ Note next meeting date is changed accommodate Thanksgiving.

Having no further business to come before the Board, Trustee Wattleworth made a motion to adjourn the meeting at 8:12 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

11/28/18

Date minutes approved