

Lawlor, Aaron L.

From: Phillip DeRuntz <pderuntz@comcast.net>
Sent: Friday, March 08, 2013 2:12 PM
To: Lawlor, Aaron L.
Cc: Carlson, Steve E.
Subject: Re: Phillip DeRuntz Reappointment
Attachments: Trustee Reappt Ltr.docx; ATT00001..htm; PDeRuntz Resume 1-13-13.docx; ATT00002..htm

Aaron,
Thank you for your support.
I have attached a copy of my Letter of Interest and Resume for your review.
Regards,
Phil

Phillip E. DeRuntz
34283 Tangueray Drive
Grayslake, IL 60030-1778

March 8, 2013

Aaron Lawlor
Lake County Board Chairman
18 N. County Street, 10th Floor
Waukegan, IL 60085

Dear Mr. Lawlor,

I would like to be considered for reappointment to the Warren-Waukegan Fire Protection District in order to continue to provide a meaningful service to my community. This is important to me personally because I have always believed that it is how we serve others that defines us. Since I have been fortunate to have received an excellent education at the University of Illinois and enjoyed so much success in my professional careers I agree with the saying, "To whom much is given, much is expected."

After being initially appointed as a trustee of the WWFPD in 2004 I have been able to use my professional skills to help the board develop a new financial reporting system that contributed to eight years of unqualified audits. With Steve Carlson's help we were able to renegotiate our contracts with the Village of Gurnee and reverse a budget imbalance of over \$800,000 in debt to having a multi-million dollar reserve balance. Through the use of sound business practices we reduced our attorney's fees by half while passing an ordinance that provides our residences with zero out-of-pocket ambulance services. Additionally, we developed strategic fiscal policies that allowed our district to maintain healthy reserve balances while purchasing two new ambulances and a technically advanced fire engine for the Gurnee Fire Department in the name of better intergovernmental cooperation and for the benefit of all our citizens' safety.

As you can see, I am very proud of the accomplishments I have been a part of as a member of the WWFPD board. We have been able to do all of this with little fanfare or recognition but it does give each of us the ability to say to our neighbors that government can work and we know that those in the greatest time of need are served well because of our efforts.

For these reasons, and because I believe there is so much more I can do, I humbly request to be reappointed as Trustee with the Warren-Waukegan Fire Protection District.

Sincerely,

Phillip E. DeRuntz

Phillip E. DeRuntz

34283 Tangueray Drive
Grayslake, IL 60030
Telephone: (847) 219-2213
Email: pderuntz@comcast.net

Experience:

2012 **Operations Analyst**, Baxter Healthcare Corporation
-utilized divergent databases and financial information systems to develop complex financial contracts in compliance with an FDA consent decree
-applied predictive analytics & scientific methodologies to operationalize project management requirements and implement effective practices to meet KPIs
-worked extensively with MS Outlook, Word, Access, PowerPoint & Excel (VLookup & Pivot Tables), Oracle JDE Enterprise One DBMS, VIP DocView, Microsoft's SharePoint Enterprise Application Software (ERP/CRM)

2006 **Project Manager**, Aramark Management Services LP
-managed, trained, and evaluated 72 staff across 23 sites
-utilized MS Project (Gantt charts) to improved project management results
-implemented employee incentive programs to improve safety & performance
-analyzed annual and strategic capital improvement plans to forecast budgets
-improved team performance through leadership training and staff development
-prepared and presented multimedia presentations to staff and administration

2004-Present **Commissioner & Treasurer**, Warren-Waukegan FPD
-designed cash flow analysis statements & forecasts using MS Office Suite
-scheduled investments to improve yield & meet cash-flow requirements
-created and presented Treasurer's Reports, budgets, & audit documents using current GAAP standards, and Key Performance Indicators
-negotiated complex multi-million dollar service contracts with intergovernmental agencies to reduce the budget deficits and improve cash reserves
-routinely conducted presentations to governmental officials and the public
-established safety policies, procedures, and ordinances in conjunction with local, state, and federal NIMS (National Incident Management System)
-developed bid specifications and purchasing agreements

1995 - 2006 **Asst. Director of Finance & Operations**, Libertyville School District #70
• **Director of Facilities & Operations**
-designed an improved Treasurer's Report format and data recording process
-developed bid specifications for products and services, investment portfolios, department budgets, capital improvements plans, & strategic planning reviews
-implemented JIT supply chain principles to improve cash-flow, warehouse utilization, product availability, inventory replenishment, & auditing
-developed project scope and specifications for a multimillion dollar energy saving performance contract that included student education & capital improvements
-recruited, trained, supervised and evaluated staff of 23 full-time employees across 7 sites reducing turnover and improving morale, safety, and performance outcomes
-created the Policies and Procedures Manual with safety and performance metrics
-conducted state and federal regulatory compliance training & audits
-authored over \$1,700,000 in corporate, state, and federal grants

• **Director of Transportation**

- developed bid specifications for competitive multi-year transportation services
- managed direct/indirect contractual transportation services for 2,600 individuals
- utilized automated routing applications to reduce fuel costs & improve service
- analyzed, monitored, & tracked program and management plans: developing reports and recommended actions: identifying solutions to resolve procedural problems, ensuring completed work is in compliance to policies and procedures
- implemented customer service panels to improve service and product quality
- conducted monthly inspections and emergency compliance drills

• **Director of Security & Telecommunications**

- specified security & communication hardware/software bid specifications
- designed security and communications systems, policies & procedures for 7 sites
- coordinated with local/state/federal agencies on NIMS site safety response plans
- incident management: investigated personnel & property security incidents
- conducted background investigations for employment and residency requirements
- completed specialized police/fire/paramedic emergency response training
- received national certification in Crisis Intervention Response Preparedness

1993 - 1995 **Educator**, Aptakisic School District #102

- instructed children with varied academic, behavioral, and social/emotional needs
- implemented evidence-based interventions to improve academic performance
- developed behavioral support systems to improve classroom management
- utilized differentiated instruction strategies to increase time-on-task performance

1988 - 1990 **Management Consultant**, Arthur Andersen LLP

- conducted financial and operational analysis for process & product improvement using statistical modeling and forecasting systems
- researched best practices to implement change management strategies
- developed team-building initiatives and coaching strategies to improve employee performance across a wide range of corporate cultures and business environments
- prepared & presented business proposals (RFPs) for U.S. Sprint, Southwestern Bell, A.G. Edwards, & Thomson Consumer Electronics

1980 - 1984 **Computer, Laser, and Thermal Imagery Specialist**, U.S. Army Veteran

- specialized training at Hughes Aircraft Corporation on Ground Laser Locator Designator Systems and Mobile Aerial Graphic Image Computers (MAGIC)
- attached to the 101st Air Assault and 3rd Infantry Divisions
- awarded Letters of Commendation
- Honorably Discharged with a Secret security clearance

Education:

2008 – 2011 The Chicago School of Professional Psychology, **Ed.S. Degree, 3.98 GPA**

- School Psychologist, RTI and Empirically-based Assessments
- HR & Training Specialist, academic, behavioral, and social/emotional domains
- Crisis Intervention Training: PREPaRE, CPI, & CBT certified
- performed statistical analysis utilizing SPSS for evaluating program efficacy
- utilized scientific methodologies in developing protocols that met stringent NASP standards of reliability and validity

- 1994 – 1996 Northern Illinois University, **Business Management Degree, 4.0 GPA**
-Chief School Business Official Administrative Certification
-specialized education in governmental accounting, budgeting, & finance
-researched ethical and legal applications of management policies & practices
-minor in the development of performance-based contracts and grant writing
- 1990 – 1992 University of Illinois, **Master of Education Administration, 3.9 GPA**
-emphasis on developing efficacious instructional interventions & systems
-clinical experience in a high-needs, low socio-economic environment
-certified to evaluate staff using Best Practices metrics
-Kappa Delta Pi, National Honors Society
- 1984 – 1988 University of Illinois, **Bachelor of Science in Finance, 3.85 GPA**
-awarded several academic and veteran's scholarships
-teacher assistant for professional communications course
-Beta Gamma Sigma, National Honors Society
-graduated Summa cum Laude