

**MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT
GURNEE FIRE STATION #2
Wednesday November 17,2004**

Phillip DeRuntz, Trustee, called the meeting of the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 7:30 p.m.

Trustees Present: John Badtke, Phillip DeRuntz, Marty Klauber

Other Officials Present: Linda E. Spring, Attorney

Others Present: Marsha Baker, Recording Secretary
 John Kavanaugh
 Joe Hubbard
 Tom Chamberlain
 Steve Carlson
 Don Rudny
 Al Oller
 David Brown

****THESE MINUTES ARE NOT A VERBATIM ACCOUNT, EXCEPT WHERE OTHERWISE NOTED****

Trustee DeRuntz made a motion to nominate John Badtke as President of the Warren-Waukegan Fire Protection District. Marty Klauber, Trustee seconded the motion.

Trustee Klauber made a motion to nominate Phillip DeRuntz as Treasurer of the Warren-Waukegan Fire Protection District. President Badtke seconded the motion.

President Badtke made a motion to nominate Marty Klauber as Secretary of the Warren-Waukegan Fire Protection District. Phillip DeRuntz seconded the motion.

Trustee DeRuntz made a motion to approve the motion as a slate vote. Trustee Klauber seconded the motion.

AYES: Badtke, DeRuntz, Klauber NAYES: None Motion
Carried.

President Badtke asked for a roll call vote of who approves this slate of nominations of Phillip DeRuntz, Marty Klueber.

AYES: Badtke, DeRuntz, Klauber NAYES: None Motion
Carried.

Consider the appointment of Marsha Baker as recording secretary.

Trustee DeRuntz reported that Ms. Baker has been at the last couple of District meetings taking notes for the minutes. Attorney Spring and Trustee DeRuntz worked on a contract that would be fair to both the District and Ms. Baker. Either party, to this agreement, may terminate this agreement with two weeks' written notice to the other party.

Trustee DeRuntz made a motion to hire Marsha Baker as recording secretary per contract. Trustee Klauber seconded the motion.

AYES: Badtke, DeRuntz, Klauber NAYES: None Motion
Carried.

Approval of October 20, 2004 minutes. Trustee DeRuntz made a motion to approve the October 20, 2004 minutes as reviewed. Trustee Klauber seconded the motion.

AYES: Badtke, DeRuntz, Klauber NAYES: None Motion
Carried.

PRESIDENT'S REPORT: No President's report other than that the Board is moving forward with gathering financial information so as to meet with Gurnee and discuss with them what is available in order to work out a future contract.

TREASURER'S REPORT: Trustee DeRuntz reported a beginning balance for the month of October of \$1,301,121.86 with total deposits of \$56,564.66 which includes interest income (\$45.57), property taxes (\$31,693.92), PPRT (\$3,399.07) and the monthly Metro payment (\$20,347.84). Total withdrawals for approved payments of \$564,566.90, first quarter installment to the village of Gurnee per contract. Giving District an ending balance of \$793,119.62. Trustee DeRuntz has reviewed expenditures and asked the Board to approve them. With approval he will prepare and distribute checks.

Trustee Klauber made a motion to approve the expenses as stated in the Treasurer's report. President Badtke seconded the motion.

AYES: Badtke, DeRuntz, Klauber NAYES: None Motion
Carried.

Trustee DeRuntz reported a portion of the expenditures listed were the legal fees incurred and felt District needs to be very careful with regard to legal fees.

President Badtke reported that the legal fees incurred thus far have taken the Board beyond what was allocated for this time of year and agreed that District can't go beyond the total allocated amount. Now that there is a full Board in place there are details the Board could consider doing to help cut legal cost.

Attorney Spring indicated that if there were any specific questions, she could go into more detail on her invoices. President Badtke reported that he reviews the legal expense items line by line

Trustee DeRuntz felt some of the expenses were incurred due to the transssition. He felt Attorney Spring's rate of \$210 per hour was a resonable amount. Trustee DeRuntz reminded the Board of the levy this year and the special meeting which were extraordinary but necessary.

Trustee Klauber made a motion to accept the Treasurer's report as stated. President Badtke seconed the motion.

AYES: Badtke, DeRuntz, Klauber NAYES: None Motion Carried.

SECRETARY'S REPORT: There was no Secretary's report. Trustee Klauber will be receiving all further correspondence. He will prepare packets for the meetings which will include the monthly minutes and information recieved through the mail. Attorney Spring offered to continue drafting the agenda and circulate it to Board members for additional comments. Trustee Klauber will email the final agenda to Chief Friedle who will post the agenda 48 hours before the scheduled meeting. After the meeting, Trustee Klauber will collect the agenda and add it to the minutes once they are approved and file them. Chief Friedle indicated he has filing cabinets available.

FIRE CHIEF'S REPORT: Chief Friedle related that he investigated the 911 calls and presented copies of the memo sent to the village administrator regarding the Bob-o-Link Trail call. As to the Streamwood Drive call, numerous attempts have been made to contact the dispatch office to recieve information relative to the call. As of November 17 the call was still being researched. Part of the confusion with the Streamwood Drive incident was that the caller hung up too soon which made it difficult to pinpoint the area and which fire district should be contacted. New maps be made available to dispatch offices so they can better identify which fire district handles certain areas and therefore confusion like this would be less likely to occur in the future.

President Badtke reported he was in receipt of two letters from residents regarding the ambulance bill mailed to them. It was decided that President Badtke would call the individuals directly and workout a solution with them. If he was unable to correct the problem, after reviewing the report and seeing what the paremetics' interpretation was, he would contact Trustee DeRuntz and Trustee Klauber for more input.

Trustee Klauber made a motion to give President Badtke the authority to solve the problem with regards to the billing. Trustee DeRuntz seconded it.

AYES: Badtke, DeRuntz, Klauber NAYES: None Motion Carried.

ATTORNEY'S REPORT: There was no Attorney's report.

CITIZENS' ADVISORY GROUP REPORT: President Badtke passed out minutes

from their last meeting. The Advisory Group is trying to expand their membership by accepting names of individuals that have been recommended. Currently there are 6 active members. President Badtke reported the questions asked by the Group. What the Gurnee Fire Department does with ambulance billings? Do they charge for non-resident transport? What are the range of charges? Do they collect from insurance companies only or does the bill go to collections? Can the Advisory Group look at contracts from other districts in Lake county?

Trustee DeRuntz is interested in creating a website and has targeted it to be up and running by May or June 2005. Chief Friedle offered for the Board to have a link off the Gurnee fire district website. Developing a newsletter was also discussed so the public would be more informed as to what a fire district is, what they are being taxed for, post a map to show the parameters of the district, the many services available and who to contact.

Mary Spiegel: President Badtke indicated he met with Ms. Spiegel who is still collecting data. She is working on putting it in a presentable form for the District and hopes to have it ready for December's meeting. President Badtke will be meeting with Ms. Spiegel, Tina _____ and Jim _____ in order to get gather information, discuss the pending contract and ambulance charges.

LONG RANGE FINANCIAL PLANNING: Tabled

REVIEW AND DISCUSSION OF 2004-2005 CONTRACT: Tabled

REVIEW OF CURRENT AMBULANCE CHARGES AND BILLING METHODS:
Tabled

DISCUSS RESOLUTION OF OUTSTANDING AMBULANCE BILLS: Tabled

DISCUSS AMBULANCE BILLING POLICIES FOR NON-RESIDENTS: Taken off agenda

COMMENTS FROM THE PUBLIC

CLOSED SESSION: President Badtke made a motion to pass the annual tax levy ordinance for the Warren/Waukegan Fire District beginning May 1, 2004, ending April 30, 2005. Trustee Klauber seconded it. Roll call vote.

AYES: Badtke, DeRuntz, Klauber
Carried.

NAYES: None

Motion

REVIEW DATE AND AGENDA FOR NEXT MEETING: Ambulance bills, 911 calls, newsletter/website, President Badtke's meeting with Mary, Tina and Jim.

ADJOURNMENT:

The next regular meeting is scheduled for Wednesday, December 15.

Having no further business to come before the Board, President Badtke moved to adjourn the meeting. Trustee DeRuntz seconded the motion

AYES: Badtke, DeRuntz, Klauber
Carried.

NAYES: None

Motion

The meeting was adjourned at 8:45 p.m.

Secretary of WWFPD

Date Minutes Approved

Chief Friedle, marty & phil