

**MINUTES OF THE WAUKEGAN-WARREN FIRE PROTECTION DISTRICT
GURNEE FIRE STATION #2
Wednesday, January 19, 2005**

President John Badtke 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: Angela Moreno, Recording Secretary
Marsha Baker, Outgoing Recording Secretary
Alain H. Oller, Commissioner, Grandwood Park District
Steve Carlson, District 7 Representative, Lake County Board

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

Trustee Klauber made a motion to approve the minutes from the December 15, 2004 meeting as reviewed. Trustee DeRuntz seconded the motion.

AYES: Badtke, DeRuntz, Klauber NAYS: None Motion carried.

Mr. Oller advised the Board of a typo on page one, where "porper" should read "proper". Trustee Klauber made a motion to correct the minutes to reflect that change, and Trustee DeRuntz seconded the motion.

AYES: Badtke, DeRuntz, Klauber NAYS: None Motion carried.

President's Report:

President Badtke stated that the focus of the Fire District at this time is to continue to get a firm grasp on the financials in order to have an idea of true income vs. true expenses so that the Board will be better prepared to approach the Village of Gurnee with a contract that is mutually beneficial. Information continues to be gathered, and President Badtke hopes that the Board will be able to begin constructing the contract in the near future.

Treasurer's Report:

Trustee DeRuntz explained that the Board has received the resume Angela Moreno for the position of recording secretary and stated that he recommends the Board welcome her for the position. He pointed out that one change will be made for that position, and that is that the compensation will be increased from \$100 per meeting to \$150 per meeting, as previously discussed by the Board.

Trustee Klauber made a motion to increase the compensation for the recording secretary from \$100 per meeting to \$150 per meeting, and Trustee DeRuntz seconded the motion. Discussion was had to decide if Ms. Moreno could record this evening's meeting, and it was decided that she would.

AYES: Badtke, DeRuntz, Klauber NAYS: None Motion carried.

The Board then discussed whether to pay Ms. Baker for this evening's meeting. Trustee Klauber made a motion to pay Ms. Baker for this meeting, Trustee DeRuntz seconded the motion.

AYES: Badtke, DeRuntz, Klauber NAYS: None Motion carried.

Trustee DeRuntz provided the Board with a copy of the Treasurer's Report for the month of December 2004. The report reflected deposits in the amount of \$1,357.24 for Illinois Funds interest income; \$29,264.20, property tax; \$20,893.86 Superior Collection and \$1,058.10 PPRT. Total expenditures were \$17,984.39 in approved payments. Trustee DeRuntz listed proposed expenditures in the amount of \$3,002.50.

Trustee Klauber made a motion to approve the Treasurer's Report and proposed expenditures. President Badtke seconded the motion.

AYES: Badtke, DeRuntz, Klauber NAYS: None. Motion carried.

Trustee DeRuntz reported that because he was able to get a government price on the filing cabinet to be kept in the fire station for use by the Board, the price would be about \$200 less than the original proposal, which was about \$1,200.00.

Trustee DeRuntz reported that he has received a proposal from Eder, Casella & Co. for the preparation of the annual financial report for this fiscal year. Typically this audit is completed during the summer months. The fee would be \$5,200.00 for FY 2005, \$5,450.00 for FY 2006 and \$5,700.00 for FY 2007.

President Badtke entertained the idea of looking at other auditing firms to complete the Board's annual report. Trustee Klauber stated that he is comfortable with Eder, Casella & Co. because of their reputation and their cost. Trustee DeRuntz requested that this item be put on the agenda for next month's Board Meeting for further discussion and consideration.

Trustee DeRuntz received notice from the Illinois Association of Fire Protection Districts that the payment has been processed and the Board is now officially a member.

Trustee DeRuntz brought two articles from the Daily Herald to share with the Board. The first article, "Fire Protection District to bill drunken drivers" (January 13, 2005), detailed the Countryside Fire Protection District has passed an ordinance permitting them to bill anybody convicted of driving under the influence of alcohol or any other intoxicants up to \$1,000 for the cost of services requiring firefighters or equipment. Trustee DeRuntz obtained a copy of

the ordinance for the Board to review. He requested that this item be put on next month's agenda for discussion and consideration. Ms. Spring stated that it's possible that the Board has approved a similar ordinance in the past, and she will look into that. The Board discussed possible ways to implement such an ordinance, and decided to discuss this further in the future.

The second article, "Barrington studies fire district authority" (January 13, 2005) will be copied by Angela and distributed to the Board at the next meeting.

Secretary's Report:

Trustee Klauber informed the Board that he had surveyed five banks with regards to current rates in order to ensure the Board is maximizing its earned interest potential. Trustee Klauber reported that the top three banks were Private Bank in Lake Forest, Northside Community Bank in Gurnee and Gurnee Community Bank, which is a branch of Libertyville Bank and Trust. All three proposals are for secure accounts and are summarized as follows:

Private Bank: Public Funds account pays 2.15%.

Northside Community Bank: Two separate accounts, one operating account with a minimum of \$25,000 and an interest bearing account. Any excess funds in the operating account over \$25,000 would be put into a T-bill account, and that account pays the 90-day treasury rate, which was 2.28% as of January 5th, 2005.

Gurnee Community Bank: Public Funds Account pays 1.75% (no fees)

Trustee Klauber noted for the record that he would have to sustain from any vote regarding this matter due to his current employment at Private Bank. He also stated that if the Board chose to work with Private Bank, he would have no involvement with the Board's account.

Trustee Klauber gave the Board the hypothetical example that if there is an average of \$1,000,000 in the account at either Private Bank or Northside Community Bank, it would earn about \$22,000 per year in interest.

Trustee DeRuntz will review the proposals from these three banks and return to next month's meeting with a recommendation for the Board's approval.

Trustee Klauber spoke with Lynn Randel who currently does the Newsletter for Countryside Fire Protection District, and she is able to do a four-page newsletter for \$1,000.00 (\$250.00 per page), which does not include printing costs. The information would have to be provided to her, although a lot of it could be obtained from the Gurnee Fire Department's website. This will be on next month's agenda for consideration and approval.

Trustee Klauber reported that Tim Spyridon, who does freelance web design, would charge about \$2,000.00 to design the Fire District's website, and \$500.00 to maintain it annually. This is not a formal proposal, as he would require more information before making an official

proposal. The Board discussed possible content, including a map of the fire district, agendas and minutes, Board contact information, and numerous useful links. Trustee Klauber requested that Mr. Spyridon be put on next month's agenda to further discuss appropriate content for the website and to approve Mr. Spyridon as the designer. Trustee DeRuntz requested a sampling of website addresses that Mr. Spyridon has designed so that they can be reviewed prior to next month's meeting.

Lastly, Trustee Klauber reported he received a letter from the Daily Herald requesting the Board's meeting dates for 2005. Ms. Spring explained that the Board sets the meeting dates to coincide with the Board's fiscal year, which begins in June. She will notify the Daily Herald of that and will make sure they receive the meeting dates when they are scheduled in June.

Fire Chief's Report: None.

Attorney's Report:

Ms. Spring commented on the recent problems that the Mundelein School Board has had with regard to violating the Illinois Open Meetings Act. She cautioned the Board to be very careful with respect to the Open Meetings Act and how they conduct business.

Ms. Spring also informed the Committee that she received notice from the State that a Tax Exempt ID Number has been issued for the Board. She noted however that she is now in receipt of two Tax Exempt ID Numbers, and will look into this matter.

Citizen's Advisory Group Report:

The Citizen's Advisory Group met in December, and the minutes are now available. President Badtke read the minutes into the record.

President Badtke asked Mr. Alain Oller if he would like to speak on behalf of the Citizen's Advisory Group, however, Mr. Oller stated he was unable to be at the December meeting, and therefore had no comment.

Mary Spiegel-Financial data examination and analysis project:

President Badtke inquired as whether or not he should bring all financial data that he receives to the following meeting for the purpose of putting it on the record. Ms. Spring advised him that he should always share that information with the other Trustees, but that does not necessarily mean that it should be made public at a meeting. President Badtke then asked if the Board is permitted to seek information from professionals who do not serve on the Board, and Ms. Spring explained that it is their privilege to share.

President Badtke made a motion to schedule a Special Call meeting on Tuesday, February 1, 2005 for the purpose of discussing the financial data compiled by Mary Spiegel. Trustee Klauber seconded the motion. Discussion was had regarding whether to include Ms. Spring in this meeting, and the Board decided that her attendance would not be necessary. The Board

requested though that Ms. Spring prepare a report for the Board outlining her proposal for entering into contract negotiations with the Village of Gurnee.

President Badtke inquired as to whether contract negotiations should be held privately or during a Board Meeting, and Ms. Spring recommends that the Board choose one person to represent them during private negotiations. President Badtke stated he would like that person to report back to the Board during a meeting.

The agenda for the Special Call meeting on February 1, 2005 will include analysis of financial data collected by Ms. Spiegel and review status of contract relationship with the Village of Gurnee.

AYES: Badtke, DeRuntz, Klauber NAYS: None Motion carried.

Long-range Financial Planning: Tabled.

Review and discussion of 2004-2005 contract with the Village of Gurnee: Tabled.

Newsletter to residents: Discussed during Treasurer's Report.

Mr. Oller asked the Board if they've considered advertising in the newsletter. Mr. Oller suggested that the advertising revenue could be used to purchase equipment for the Fire Department. Mr. Carlson cautioned the Board to consider limits when allowing advertising (i.e. advertisements that are political in nature). While it is not believed that advertising is used in other Fire Protection District's newsletters, the Board decided to put this on next month's agenda to further discuss.

Attorney's Contract: Tabled.

Ambulance billing complaint(s): None.

President Badtke stated that he would inquire about the complaints received last month.

Annexations: None.

Revised Ambulance Charges Ordinance:

Trustee Klauber made a motion to accept the ordinance as revised, Trustee DeRuntz seconded the motion. President Badtke stated that this ordinance now makes the Fire District consistent with the Village of Gurnee with regards to non-resident ambulance billing.

AYES: Badtke, DeRuntz, Klauber NAYS: None. Motion carried.

Mr. Oller commented that the Ordinance was a long time coming, and he very much appreciates its adoption. He stated that the Citizen's Advisory Group appreciated having input into the ordinance, and thanked the Board.

Mr. Carlson stated he is happy to see the ordinance, and he offered his congratulations and thanks.

Recording Secretary's Contract:

Trustee Klauber made a motion to increase the compensation amount and to approve Angela Moreno as Recording Secretary, Trustee DeRuntz seconded the motion.

AYES: Badtke, DeRuntz, Klauber NAYS: None. Motion carried.

Miscellaneous New Business:

President Badtke reported he received some financial information from the Village of Gurnee regarding an adjustment, and requested that Trustee DeRuntz get a clarification on some of the data prior to the next meeting.

President Badtke supplied the Board with copies of a letter received from Superior Billing on January 7, 2005 for discussion at the next meeting.

The Northern Illinois Alliance of Fire Protection Districts' 12th Annual Conference is February 10-14, 2005. President Badtke will be attending and will report back to the Board. Funding is available for two people to attend, so as Trustee Klauber and Trustee DeRuntz are unable, Mr. Oller was asked to attend. He will look into the possibility of attending.

President Badtke stated there is Trustee Training in Byron, Illinois on March 5, 2005, and he encourages the Board to attend.

Public Comment:

Mr. Oller stated that there was a fire in Grandwood Park one week before Christmas, and that the house was lost and the family displaced. Approximately 2-3 weeks later, the Gurnee Fire Department held an After-Fire Meeting for the neighborhood. Mr. Oller reported that the community was very much appreciative of the Gurnee Fire Department's community involvement.

President Badtke suggested that Mr. Oller send a letter to Chief Friedl thanking the Department for the meeting, and Mr. Oller obliged.

Review date and agenda for next meeting:

A Special Call meeting is scheduled for Tuesday, February 1, 2005 at 7:30 p.m.

The next regular meeting is scheduled for Wednesday, February 16, 2005 at 7:30 p.m. Ms. Spring reviewed the agenda for this meeting.

Adjournment:

Having no further business to come before the Board, Trustee Klauber made a motion to adjourn at 9:45 p.m. Trustee DeRuntz seconded the motion.

AYES: Badtke, DeRuntz, Klauber

NAYS: None.

Motion carried.

Secretary of WWFPD

Date Minutes approved.