

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE FIRE STATION #2

Wednesday, March 15, 2006

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, Martin Klauber, Phillip DeRuntz

Other Officials Present: Linda Spring, Attorney

Others Present: Marsha Baker, Recording Secretary Substitute
Fred Friedl, Gurnee Fire Chief
Tom Keefe, Gurnee Fire Department
Steve Carlson, Lake County Board

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

Approval of Minutes:

Trustee Klauber made a motion to approve the minutes of the January 18, 2006 regular meeting. President Badtke seconded the motion.

AYES: Badtke, DeRuntz, Klauber

NAYS: None. Motion carried.

Reports

President's Report: President Badtke reported the relationship with the Gurnee Fire Department was excellent and is looking forward to preparing the Board to be better able to participate in additional projects that can help the residents in the next 3-5 years.

Treasurer's Report: Treasurer DeRuntz supplied the Board and the public with copies of a report dated for February 2006 and for March 15, 2006.

The account with Illinois Funds reflected February deposits in the amount of \$884.80 interest income; \$18,634.91 Superior Collection; and \$4,251.82 PPRT giving an ending February Illinois Funds deposit balance of \$23,771.53.

For the month of March the account with Illinois Funds reflected deposits in the amount of \$933.31 interest income; \$11,060.74 Property Tax; and \$15,242.28 Superior Collection giving an ending Illinois Funds deposit balance of \$27,236.33.

Northside Community Bank reflected February deposits in the amount of \$969.08 interest income. Total February expenditures were \$7,363.19 in approved payments, giving an ending Northside Community Bank balance of \$390,342.37. With a combined ending balance from Illinois Funds and Northside Community Bank accounts of \$652,602.20 for February.

For the month of March, Northside Community Bank reflected deposits in the amount of \$975.62 interest income. Total March expenditures were \$3,264.02 in approved payments, giving an ending Northside

Community Bank balance of \$388,050.91. With a combined ending balance from Illinois Funds and Northside Community Bank accounts of \$677,547.13.

Trustee DeRuntz listed proposed expenditures in the total amount of \$527,176.51 which includes the following: payment to Swanson, Martin & Bell in the amount of \$1,786.00; payment to Eder, Casella & Co. in the amount of \$20.00; payment to Tim Spyridon in the amount of \$95.40; payment to Marsha Baker, Secretary in the amount of \$300.00; and payment to Village of Gurnee in the amount of \$524,975.11. Trustee DeRuntz recommended payment of all of the proposed expenditures.

Trustee Klauber made a motion to approve the February and March Treasurer's reports and the proposed expenditures on the March report. Trustee Badtke seconded the motion. A roll call vote was taken.

AYES: Badtke, DeRuntz, Klauber

NAYS: None. Motion carried.

Trustee DeRuntz received a letter from the Village of Gurnee regarding a credit from the loss of property tax due to annexation. Ms. Spring indicated the Village of Gurnee reviewed the Board's statement and recalculated how the Village's payment would be processed. Ms. Spring will continue to monitor this situation and report to the Board.

Trustee Klauber made a motion to accept the Village of Gurnee credit and reduce the next quarterly payment in the amount of \$8,837.55. Trustee DeRuntz seconded the motion.

AYES: Badtke, DeRuntz, Klauber

NAYS: None. Motion carried.

Secretary's Report: No report.

Fire Chief's Report: Chief Friedl indicated the attendance of Fire Marshall Tom Keefe. As part of the new ordinances that have been adopted, Mr. Keefe and his staff have been completing fire inspections. After review of an inspection, the Board will receive a copy along with payment.

Attorney's Report: Ms. Spring commented on receipt of a letter from Mr. Phil Rovang, Director of Planning, Building and Development of Lake County. Ms. Spring had sent Mr. Rovang a letter indicating that WWFPD had adopted a fire protection code and would like to be notified when permit applications were filed with the County. Mr. Rovang's letter indicated that information is available on their website.

Chief Friedl indicated that there is a committee working with Mr. Rovang to standardize the information and how the different municipalities and fire departments interact with the County process for new building construction, alterations or plan reviews.

Old Business

Newsletter: Trustee Klauber supplied the Board with a draft of the newsletter set for disbursement in May. Discussion was held regarding changes/additions. Information regarding the adoption of the International Fire Code and what is acceptable with regard to the burning of yard waste will be published in the newsletter and added to the website.

The next newsletter is set for distribution in October which is Fire Protection Month.

Consider Superior Ambulance's billing, current collections, and write-offs: Tabled

Statutory annexation reimbursements: Ms. Spring reported the Village of Gurnee approved the reimbursement calculation and requested paying the amount up-to-date and then annual payments.

New Business

Ambulance Billing Complaints: None.

Annexations: Several annexation notices were received for March.

Calendar of Events: L. Spring discussed adopting a meeting schedule for the coming year.

Trustee Klauber made a motion to adopt a bi-monthly schedule, meeting at 7:30 on the third Wednesday. Trustee DeRuntz seconded the motion.

AYES: Badtke, DeRuntz, Klauber

NAYS: None. Motion carried.

Discuss April Meeting: There will be no meeting in April.

Review 2006-07 Budget: Ms. Spring circulated a draft of the budget to Trustees. Trustee DeRuntz highlighted that WWFPD is not indebted to the Village of Gurnee, has beginning cash on hand, budget items for reserves and has reduced expenditures. Adoption of the budget will be at a hearing on May 17 at 7:15 before the regularly scheduled Board meeting.

Trustee Klauber made a motion to authorize L. Spring to publish a notice regarding the adoption of the 2006-07 budget.

AYES: Badtke, DeRuntz, Klauber

NAYS: None. Motion carried.

Discuss Hiring a Consultant: Trustee Badtke presented the Board with a proposal to hire a consultant to review the benefits of hiring an administrator for a recommended duration of two months at a cost of \$50 per hour with a maximum cap of \$10,000. Suggested tasks and potential functions are attached to these minutes. Trustee Klauber discussed concerns with hiring an administrator due to overhead expenditures and preferred only hiring a consultant. Trustee DeRuntz expressed concern over taking on additional expense after finally getting the budget under control. There is currently \$2,000 budgeted on the corporate side for a consultant. Trustee Badtke suggested increasing that number to \$12,000.

Trustee Klauber made a motion to approve the draft budget as is. Trustee DeRuntz seconded the motion.

AYES: DeRuntz, Klauber

NAYS: Badtke. Motion carried.

Public Comment: Attending the meeting tonight was Billy Klauber, a 7th grade student at Woodlawn School. Billy was working on a Merit Badge for Boy Scouts.

Next meeting: The next meeting of the Warren-Waukegan Fire Protection District will be Wednesday; May 17, 2006 at 7:30 p.m. Ms. Spring reviewed the agenda items with the Trustees.

Adjournment:

Having no further business to come before the Board, Trustee Klauber made a motion to adjourn at 9:48 p.m. President Badtke seconded the motion.

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

Secretary of WWFPD

Date Minutes approved.

Proposal to WWFD to hire a consultant to review benefits of hiring an Administrator for the WWFD

Duration: two months.

Cost: \$50 per hour, maximum cap of \$10,000

Tasks:

- survey trustees for potential functions of administrator
- review administrators at other fire districts and identify tasks that would benefit WWFD
- present report to Board with cost versus benefit of having an administrator
- recommend type of arrangement: contract, hourly, salary

Potential functions of Administrative Assistant:

1. Grants
 - a. Work with GFD to maximize grant dollars
 - b. Pursue independent grants for WWFD
2. Contract
 - a. Collect data related to next contract
 - b. Calculate actual cost to provide service to WWFD, ascertain fair price for contract
 - c. Set up goals of performance for GFD to meet needs of WWFD
3. Annexations
 - a. Collect and verify collections set up for next five years
 - b. Challenge annexations that do not benefit WWFD residents
 - c. Promote new annexations that would benefit WWFD residents
4. New hospital
 - a. Promote in any way possible improved hospital service to WWFD residents
 - b. Tract status of potential hospital openings and closing to allow WWFD residents to be aware and possible influence events to benefit WWFD residents
5. Future dissolution
 - a. Review future potential dissolution to make sure we pro-actively provide best dividing up of WWFD to best benefit residents
6. Public relations
 - a. Work on newsletter, collect data, write articles, promote distribution
 - b. Disseminate information on 911, first aid classes, etc. to residents
 - c. Respond to resident correspondence
 - d. Represent WWFD at meetings: GFD, Village of Gurnee, other fire districts in area, Lake County fire Chiefs, etc.
7. Response times
 - a. Track and review response times, review if adequate
8. Transport times

- a. Track and review transport times, review ways to improve
- 9. 911 functions
 - a. Work to verify adequate function for WWFD
 - b. Track processing time
- 10. Alternatives to Gurnee contract
 - a. Work to develop alternatives to GFD
 - b. review potential for multiple contracts to best serve residents and provide alternative choices
- 11. Liaison to GFD and other fire departments
- 12. Attend state meetings
- 13. Update web site
- 14. Create agenda for meetings