

**MINUTES OF THE WAUKEGAN-WARREN FIRE PROTECTION DISTRICT  
GURNEE FIRE STATION #2**

**Wednesday, July 19, 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, Phillip DeRuntz, Marty Klauber

Other Officials Present: Linda E. Spring, Attorney

Others Present: Angela Moreno, Recording Secretary  
Fred Friedl, Fire Chief, Gurnee Fire Department  
Tom Keefe, Fire Marshall, Gurnee Fire Department  
Steve Carlson, County Board Member

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

**Approval of minutes:** Trustee DeRuntz made a motion to approve the minutes from the May 17, 2006 meeting as reviewed. Trustee Klauber seconded the motion.

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

Trustee DeRuntz made a motion to approve the minutes from the May 17, 2006 Budget And Appropriation Ordinance Hearing as reviewed. Trustee Klauber seconded the motion.

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

**REPORTS**

**President's Report:** President Badtke reported that he received a call from a resident by the name of Burt Foster who claimed he was billed above and beyond what his insurance would pay for his ambulance service. President Badtke stated that the resident wrote a letter and it was resolved. President Badtke called Superior Billing and reminded them of the District's billing policy.

President Badtke stated that he was reviewing the payments received from the City of Waukegan and that the letter dated May 31, 2006 stated that the payment would be about \$9,500, however the actual payment received was closer to \$8,000. Ms. Spring stated she would look into this.

President Badtke asked Chief Friedl about the status of arranging a meeting with the Village of Gurnee. The Chief stated that he would talk to the Village Administrator to arrange this. President Badtke also requested to review the surveys that the Fire Department has received regarding ambulance service, and Chief Friedl said he would be happy to supply them, although there is only a handful.

President Badtke reminded the other Trustees to be mindful of tasks that they ask Ms. Spring to complete for them because of the high hourly cost for attorney's fees.

He also asked to review a copy of the Fire Department's budget and was informed it was part of the Village's budget that he has a copy of. He stated that he was unable to clearly identify the Fire Department's budget within the Village budget, and asked that Ms. Spring please review this.

**Treasurer's Report:** Treasurer DeRuntz supplied the Board with a list of Permit Application Fees accrued since February 23, 2006. The statement indicated that \$1,873.20 has been collected since that date, and there is currently \$2,999.75 outstanding. Fire Marshall Keefe clarified that these are actually "Plan Review Fees" as opposed to permit fees.

Treasurer DeRuntz stated that he is hard at work on the audit and that he has supplied the Trustees with a list of approximately 28 documents that he must collect and supply to the Auditor.

Treasurer DeRuntz supplied the Board with the Treasurer's Report for the month of June. The report reflected deposits in the amount of \$672.86 for Illinois Funds interest income; \$57,185.29 in property tax revenue; \$14,965.21 from Superior Collection and \$4,298.47 from PPRT. The account at Northside Community Bank earned interest in the amount of \$187.35 and received a deposit of \$125.00 in Permit Fees. Total expenditures were \$6,337.88 in approved payments, which resulted in an ending balance of \$273,459.32. Proposed expenditures listed were Swanson, Martin & Bell in the amount of \$609.77 and Angela Moreno in the amount of \$150.00.

Treasurer DeRuntz supplied the Board with the Treasurer's Report dated July 19, 2006. The report reflected deposits in the amount of \$2,573.17 for Illinois Funds interest income; \$1,298,200.88 in property tax revenue; \$20,769.86 from Superior Collection and \$0.00 from PPRT. The account at Northside Community Bank earned interest in the amount of \$780.43; \$8,025.91 in Annexation Fees; \$62.50 in Permit Fees and a transfer of \$600,000.00 from the Illinois Funds Account. Total expenditures were \$525,762.37 in approved payments, which resulted in an ending balance of \$1,078,109.70. Proposed expenditures listed were Swanson, Martin & Bell in the amount of \$609.77; Swanson, Martin and Bell in the amount of \$1,262.00; Tim Spyridon in the amount of \$250.00; Phillip DeRuntz in the amount of \$603.20; Warren-Waukegan Fire Protection District (Payroll Taxes) in the amount of \$748.50 and Angela Moreno in the amount of \$150.00.

It was noted that having the meetings every other month has helped decrease legal fees.

Trustee Klauber made a motion to accept both Treasurers' reports and to pay the proposed expenditures. President Badtke seconded the motion.

AYES: Badtke, DeRuntz, Klauber

NAYS: None.

Motion carried.

President Badtke suggested that the District look into the possibility of hiring a bookkeeper, and pointed out that it could help the Treasurer to maintain records in preparation of the audit. Treasurer DeRuntz stated that the District could look into that at budget time.

**Secretary's Report:** None.

**Fire Chief's Report:** Chief Friedl stated that there would be an open house at Station #1 on August 12, 2006 from 10:00 a.m. until 12:00 p.m. in conjunction with the Gurnee Days celebration. He also stated that there will be a Fire Expo at Gurnee Mills on September 24, 2006 in front of Sears, and that the Lake and McHenry County Special Response Team would be participating.

**Attorney's Report:** Ms. Spring provided President Badtke with a new "Text of Laws Relating to Illinois Fire Protection Districts & State Fire Marshals".

Ms. Spring stated that there has been a change to the Illinois Open Meetings Act that defines that new technology counts toward establishing an open meeting. That is to say that if two of the three Trustees were to email each other, it constitutes a meeting since two members are a quorum of the Board.

### **Old Business**

**October Newsletter:** Trustee Klauber stated that the new map of the District (which is more accurate) is being sent by the County and will be published in the October Newsletter. He requested that Fire Marshall Keefe write something about what people should do when they see people burning leaves.

County Board Member Steve Carlson asked to address the Board regarding the leaf burning issue. He respectfully requested that the District reverse the Ordinance that was recently adopted that has outlawed leaf burning within the District. He stated that he believes it is unenforceable and that "99% of the residents in the district want the ability to burn". Fire Marshall Keefe reminded the Trustees that the Ordinance is completely complaint driven, and that the Fire Department does not patrol looking for burning. He also stated that the Fire Department has received numerous calls in favor of the Ordinance.

It was decided that Fire Marshall Keefe would write an article for the newsletter regarding holiday safety, and President Badtke requested another article regarding the importance of calling 911 for an ambulance transport in an emergency instead of trying to drive to the hospital.

**Superior Billing:** Superior Billing has been on track, but this item will remain on the agenda for further review.

**Annexation Reimbursements:** Ms. Spring has completed her review of prior annexations from the beginning of 2000 and has determined that the total amount that has not been paid to the District by the annexing bodies is approximately \$9,000.00. The cost to pursue this issue

is likely going to be more than what is owed to the District. The Board agreed not to pursue this.

Ms. Spring informed the Trustees that the City of Waukegan has annexed a substantial property on River Rd., which will be disconnected on January 1, 2007. Ms. Spring has worked very hard examining the annexation ordinances and PIN numbers in order to determine the loss that this represents to the District. It will be important for the District to project this loss in revenue when negotiating the budget with the Village.

**Mapping Issues:** This was discussed under old business.

### **New Business**

**Ambulance Billing Complaints:** None.

**Annexations:** This was discussed under old business.

**Draft Levy:** The draft tax levy was emailed to the Trustees by Ms. Spring prior to the meeting for their review. This needs to be published before it is passed at the November meeting. The Board decided to levy a 25% increase over the prior year's extension to capture as much new growth as possible.

**Website Revisions:** The new District map will be added to the website, other than that no changes will be made at this time.

**Prevailing Wage Ordinance:** The Prevailing Wage Ordinance must be passed annually, and ensures that contractors hired by the District are paid the prevailing wage.

Motion by Trustee Klauber to pass the Prevailing Wage Ordinance. Trustee DeRuntz seconded the motion.

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

**Insurance Renewal:** The District's Insurance Policy is up for renewal in the near future. It was decided that if the premium increase is greater than 10%, the Board would ask that the agent appear at the next meeting to explain the increase. If the increase is less than 10%, the policy will be renewed without question.

**Audit:** Trustee DeRuntz reported that the audit is about 90% completed at this time. He stated that Ms. Spring has been extremely helpful with the audit process, and he is very thankful. The audit will be ready for review at the next meeting.

**Closed Session Minutes:** None.

**Public Comment:** County Board Member Steve Carlson congratulated President Badtke on his reappointment.

**Next Meeting:** The next meeting of the Warren Waukegan Fire Protection District is Wednesday, September 20, 2006.

**Adjournment:** Having no further business to come before the Board, Trustee DeRuntz made a motion to adjourn at 8:50 p.m. Trustee Klauber seconded the motion.

AYES: Badtke, DeRuntz, Klauber

NAYS: None.

Motion carried.

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Secretary of WWFPD

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Date Minutes approved.