

**MINUTES OF THE WARREN – WAUKEGAN FIRE PROTECTION DISTRICT
GURNEE STATION #2
Wednesday, January 17, 2007**

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, Martin Klauber (arrived at 7:47 p.m.)

Other Officials Present: Linda E. Spring, Attorney

Others Present: Angela Moreno, Recording Secretary
David Brown, Resident
Tom Keefe, Gurnee Fire Marshall
Herb Bracher, Resident
Fred Friedl, Gurnee Fire Chief
Steve Carlson, Lake County Board
Albert Titus, Resident
Eric Titus, Boy Scout Troop 671
Eric Seiler, Boy Scout Troop 671
Michele Seiler, Boy Scout Troop 671

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

Approval of minutes:

Trustee DeRuntz made a motion to approve the minutes of the November 15, 2006 regular meeting as submitted. President Badtke seconded the motion.

REPORTS

President's Report: No report.

Treasurer's Report: Trustee DeRuntz supplied the Board and the public with copies of his reports dated December 2006 and January 17, 2007.

The Treasurer's Report of December 2006 reflected the following: the account with Illinois Funds reflected deposits in the amount of \$9,308.13 for interest income; \$22,769.70 for Property Tax Income; and \$14,530.54 from Superior Collection. The account at Northside Community Bank reflected deposits in the amount of \$1,341.37 in Interest Income; and \$504,304.08 in transfers. Total expenditures were \$3,329.74 in approved payments, giving an ending balance of \$2,521,386.88.

Trustee DeRuntz listed proposed expenditures in the amount of \$381.00, which included the following: payment to Angela Moreno in the amount of \$150.00; and payment to Swanson, Martin & Bell in the amount of \$231.00.

The Treasurer's Report dated January 17, 2007 reflected the following: the account with Illinois Funds reflected deposits in the amount of 8,371.93 for interest income; \$39,485.86 for Property Tax Income; \$14,095.23 from Superior Collection; and \$1,414.03 in Personal Property Replacement Tax. The account at Northside Community Bank reflected deposits in the amount of \$53.68 in Interest Income; and \$587.50 in Permit Fees. Total expenditures were \$593,178.88 in approved payments, giving an ending balance of \$1,992,191.23.

Trustee DeRuntz listed proposed expenditures in the amount of \$557,521.34, which included the following: payment to Tim Spyridon in the amount of \$250.00; payment to Swanson, Martin & Bell in the amount of \$2,357.28; a second payment to Swanson, Martin & Bell in the amount of \$231.00; Angela Moreno in the amount of \$150.00; payment to Eder, Casella & Co. in the amount of \$1,751.25; payment to Phil DeRuntz in the amount of \$281.81; and payment to the Village of Gurnee in the amount of \$552,500.00.

President Badtke made a motion to pay the proposed expenditures and approve the Treasurer's Reports for October and November 2006. Trustee DeRuntz seconded the motion. A roll call vote was taken. .

AYES: Badtke, DeRuntz

NAYS: None.

Motion carried.

Trustee DeRuntz expressed a desire to streamline the process of managing the accounts and payments, and he would like to look into electronic fund transfers, particularly to the Village of Gurnee. Ms. Spring stated that she would like to consider that option and further discuss possible issues with Trustee DeRuntz at a later date.

Trustee DeRuntz presented the audit to the Board for review. He stated that he is extremely proud of the audit, as it yielded outstanding results. He referenced the "Financial Highlights" on page two of the audit which notes that the District's assets exceed liabilities by \$347,580, which is outstanding considering the fiscal state of the District in previous years. Trustee DeRuntz briefly reviewed the main points of the audit for the Board, highlighting the great fiscal improvements that the Board has made. He stressed that the Board should be very proud of its accomplishments.

(Trustee Klauber arrived)

Secretary's Report: No report.

Fire Chief's Report: Chief Friedl reported on the success of the Keep the Wreath Red Program over the holidays, as there were no fires in the Village of District related to holiday lights/decorations.

Chief Friedl informed the Board that the Fire Department's annual report is at the printer and will be ready for review at the next meeting.

Attorney's Report: Ms. Spring informed the Board of several Trustee Training opportunities scheduled in the coming months.

OLD BUSINESS

April Newsletter: Trustee Klauber requested that the Fire Department send article submissions for the April newsletter within the next 4-6 weeks. He stated he will have a draft version ready for review at the March meeting.

Superior Ambulance billing: The Trustees agreed that the collections were consistent with expectations at this time.

Approval of Audit: Trustee DeRuntz made a motion to approve the audit of the Warren-Waukegan Fire Protection District dated April 30, 2006. Trustee Klauber seconded the motion.

AYES: Badtke, DeRuntz, Klauber

NAYS: None.

Motion carried.

Comments Re: Sterns School Road Development: Lake County Board Member Steve Carlson appeared before the Board to address the comments made at the previous meeting by resident and former Fire District Trustee Tom Castino. Mr. Carlson stated that in his capacity on the County Board, he is well informed on this development and he believes it to be a quality development. He stated that he believed the issues pertaining to the development were misrepresented by Mr. Castino, and he informed the Board that there was no reason to take a position in opposition to the development, especially because the necessary approval from the County Board has already been granted. The Board thanked Mr. Carlson for his insight and agreed not to pursue this issue any further.

NEW BUSINESS

Ambulance Billing Complaints: None.

Annexations: None.

Consideration of District Administrator: Trustee Klauber opened the discussion by saying that he does not feel that hiring a District Administrator is necessary, as recommended by President Badtke at the previous meeting. He sought Ms. Spring's opinion, and she agreed, stating that she felt it was unnecessary. Trustee Klauber stated that the work that President Badtke proposed be done by an Administrator could be completed by Ms. Spring, and that she does a great job.

President Badtke stated that he put a lot of time and work into contract negotiations with the Village of Gurnee, and he thinks the work goes beyond what the attorney can do. As stated in previous meetings, he feels the District would benefit greatly from hiring and Administrator.

Trustee DeRuntz suggested putting out an RFP and examining the response and possibilities. President Badtke stated that he previously drafted an informal RFP that he would like to send to interested individuals.

President Badtke made a motion to allow an RFP to be sent to individuals interested in working as an Administrator for the District in order to gather further information and to seek input regarding this possibility. Trustee Klauber seconded the motion. A roll call vote was taken.

AYES: Badtke, DeRuntz, Klauber

NAYS: None.

Motion carried.

Consideration of Repeal of Open Burning Restrictions: At the request of President Badtke, the Board examined the Fire Code that was adopted last year, which included a burning ordinance that banned burning yard waste in the District.

Trustee Klauber provided a copy of all of the calls received in 2006 related to open burning. The report showed no significant increase in calls pertaining to open burning complaints in 2006 (which is when the ordinance went into effect). In 2005 there were 38 calls, in 2006 there were 47. Trustee Klauber noted that the ordinance is completely complaint driven, and that the Fire Department does not have the resources to drive around and look for fires that violate the ordinance. He pointed out that the problem with exempting part of the District (which was discussed as a possibility at a previous meeting) is that the Fire Department then has to make a judgment call on each call that comes in. Trustee Klauber recommended not repealing the ordinance.

President Badtke stressed that farmers with large parcels of land have no viable alternative to get rid of yard waste. He stated that he felt that the Lake County Nuisance Ordinance covered nuisance burning, and that the burning ban was unnecessary. He stressed that many people live in the County because they enjoy the freedom to burn.

Lake County Board Member Steve Carlson addressed the Board on this issue, noting that the Lake County Board will be examining a county-wide yard waste burning ban later this year.

Chief Friedl addressed the Board, requesting that the ordinance not be repealed. He stated that the ordinance is a tool that allows the Fire Department to better handle the calls that are received relating to these types of fires, which are often times called in for health and/or environmental reasons. He stated that if the ordinance is repealed, the problems the Department used to encounter responding to these types of calls will return. He noted that all of the calls from residents pertaining to this ordinance being enacted have been positive and appreciative.

President Badtke made a motion to repeal the yard waste/debris burning ordinance adopted along with the code approved/copied from the Village of Gurnee. There was no second. Motion failed for lack of a second.

Investment Ordinance: Ms. Spring stated that the Illinois Public Funds Investment Act requires the adoption of an Investment Ordinance. She stated that she recommended passing this ordinance several years ago; however the previous Board did not want to approve it. She

provided the Trustees with a list of the requirements for review prior to the meeting, noting that Treasurer DeRuntz already follows these guidelines.

Trustee Klauber made a motion to approve the Investment Ordinance. President Badtke seconded the motion.

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

2007 Budget: Ms. Spring presented a copy of the previous budget and asked for input from the Trustees regarding recommended changes. Trustee DeRuntz noted that the District is well within the budgeted amount for the previous year.

Trustee DeRuntz made a motion to accept the proposed budget as it is considering the renewal of the contract with the Village of Gurnee will have a 4% increase. Trustee Klauber seconded the motion.

Ms. Spring inquired as to whether additional administrative costs are anticipated due to the contract negotiations that will take place this year. The Trustees agreed that an additional \$50,000 in administrative costs would be appropriate.

Ms. Spring inquired as to whether the amount budgeted for the newsletter would be sufficient. Trustee Klauber stated that the cost for the newsletter would be \$14,000 for the year, and the website would cost \$1,000 for the year.

Ms. Spring stated she would look into whether the insurance will increase significantly.

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

2007-2008 Meeting Schedule: Ms. Spring provided proposed meeting dates to the Board to review prior to the next meeting, when the Board will approve the schedule.

Contract with the Village of Gurnee: The Trustees discussed the upcoming contract negotiations with the Village of Gurnee. President Badtke wondered if it was necessary/appropriate to send a formal letter to request a meeting as discussed during the last round of negotiations. Trustee Klauber thought it would be wise to allow the Village to make contact with the District first. President Badtke stated that he felt the Village has not upheld the agreement to meet biannually since the inception of the current contract. Trustee DeRuntz stated however that the Village has been very cooperative and responsive whenever he has contacted them. He suggested that the President should meet with the Village Administrator prior to the commencement of negotiations.

Review of Closed Session Minutes: There were none.

Trustee Klauber stated that now that the District is in a financial position where there are surplus funds, the Board should consider requests from the Fire Department for equipment (i.e. a new

engine). He also recommended setting a reserve standard, which Ms. Spring stated is usually 1-2 years of budget needs. The Trustees agreed to discuss these issues further at the March meeting.

President Badtke informed the Board that on March 12th @ 6:00 p.m. the Fire Department will present their budget at the Village of Gurnee Budget Hearing.

Public Comment: Two members of Boy Scout Troup 671 were present to observe the meeting as part of their Merit Badge requirement.

Closed Session: None.

Next Meeting: The next meeting of the Warren-Waukegan Fire Protection District will be March 21, 2007 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 9:06 p.m. Trustee DeRuntz seconded the motion.

AYES: Badtke, DeRuntz, Klauber

NAYS: None.

Motion carried.

Secretary of WWFPD

Date minutes approved