

**MINUTES OF THE WARREN – WAUKEGAN FIRE PROTECTION DISTRICT  
GURNEE STATION #2  
Wednesday, March 21, 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

Other Officials Present: Linda E. Spring, Attorney

Others Present: Angela Moreno, Recording Secretary  
Bob Prinzing, Metropolitan Emergency Support Services  
Terry Cox, Metropolitan Emergency Support Services

**\*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 17, 2007 regular meeting as submitted. Trustee DeRuntz seconded the motion.

AYES: Badtke, DeRuntz, Klauber

NAYS: None.

Motion carried.

**REPORTS**

**President's Report:** President Badtke reminded the Board that negotiations with the Village of Gurnee regarding the contract for service will begin soon, which will be significant for the District. He stated that it is imperative for the Board to do due diligence with respect to studying cost vs. benefit, and stated that the Village is currently in a stressed financial situation and they view the District as a source of revenue. This issue will be discussed further at the next meeting.

**Treasurer's Report:** Trustee DeRuntz supplied the Board and the public with copies of his reports dated February 2007 and March 21, 2007. He commented that the Superior collections were lower than anticipated in February, although it returned to normal in March. He noted the electronic fund transfer to the Village of Gurnee from Illinois Funds, which is the first time this type of payment was made.

The Treasurer's Report of February 2007 reflected the following: the account with Illinois Funds reflected deposits in the amount of \$8,629.91 for interest income; \$10,444.05 from Superior Collection; and \$4,110.62 in Personal Property Tax Replacement. The account at Northside Community Bank reflected deposits in the amount of \$70.31 in Interest Income; and \$585.50 in Permit Fees. Total expenditures were \$5,021.34 in approved payments, giving an ending balance of \$2,011,010.28.

Trustee DeRuntz listed proposed expenditures in the amount of \$690.18, which included the following: payment to Angela Moreno in the amount of \$150.00; payment to Swanson, Martin & Bell in the amount of \$305.98; payment to Eder, Casella & Co. in the amount of \$20.00; and payment to Phil DeRuntz in the amount of \$214.20.

The Treasurer's Report dated March 21, 2007 reflected the following: the account with Illinois Funds reflected deposits in the amount of \$7,842.85 for interest income; \$11,905.52 for Property Tax Income; and \$25,498.85 from Superior Collection. Total expenditures were \$552,500.00 in approved payments. The account at Northside Community Bank reflected deposits in the amount of \$60.01 in Interest Income. There was an ending balance of \$1,503,817.51.

Trustee DeRuntz listed proposed expenditures in the amount of \$4,445.69, which included the following: payment to Tim Spyridon in the amount of \$250.00; payment to Swanson, Martin & Bell in the amount of \$600.71; a second payment to Swanson, Martin & Bell in the amount of \$3,108.00; a third payment to Swanson, Martin & Bell in the amount of \$305.98; payment to Angela Moreno in the amount of \$150.00; payment to Eder, Casella & Co. in the amount of \$20.00; and payment to Phil DeRuntz in the amount of \$261.00.

President Klauber made a motion to pay the proposed expenditures and approve the Treasurer's Reports for February and March 2007. President Badtke seconded the motion. A roll call vote was taken. .

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

Treasurer DeRuntz then requested permission to close the District's account at Northside Community Bank, stating that the District is required to have a money market account in addition to the checking account, and that the bank is not moving money between the accounts like they are supposed to, which is resulting in lower interest. Additionally, Northside is not offering the current market interest rate. Trustee DeRuntz requested that the Board authorize him to change the District's checking account to Harris Bank in Gurnee, which offers a rate of about 5% and does not require two accounts.

Trustee Klauber made a motion to move the District's checking account from Northside Community Bank to Harris Bank in Gurnee. President Badtke seconded the motion.

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

**Secretary's Report:** No report.

**Fire Chief's Report:** No report.

**Attorney's Report:** Ms. Spring stated that had previously provided the Board with copies of pending litigation pertaining to a Fire Protection District's ability to enforce its code. She stated that it would require the District to place an ordinance on file related to this issue. She will keep the Board apprised of the outcome of the case.

## **OLD BUSINESS**

**April Newsletter:** Trustee Klauber stated that the April newsletter is underway, and will include articles pertaining to barbeque safety and the District's burn ordinance. President Badtke stated that he would submit a Letter from The President to be included as well. Trustee DeRuntz suggested that the newsletter include recognition of the various businesses throughout the District that lend support to families that are displaced from their homes due to fires, for example several local hotels provide the families with a place to stay.

**Superior Ambulance billing:** The Board agreed that Superior Ambulance's collections have been consistent with expectations. President Badtke stated that he contacted them to see if they could also collect permit fees, however he did not receive a response. Trustee DeRuntz volunteered to contact Jim Spiegel at Superior Billing for more information.

### **2007-2008 Budget:**

The proposed budget was discussed at the last meeting. Trustee Klauber made a motion to accept the tentative budget for FY '08. Trustee DeRuntz seconded the motion.

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

### **2007-2008 Meeting Schedule:**

The meeting schedule was provided the Board Members for review prior to the meeting. Trustee Klauber made a motion to approve the meeting schedule. Trustee DeRuntz seconded the motion.

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

Upon closer review of the meeting schedule, it was noticed that the November meeting was scheduled for the evening before Thanksgiving. Trustee Klauber made a motion to change the November 21<sup>st</sup> meeting date to November 14<sup>th</sup>. Trustee DeRuntz seconded the motion.

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

**Village Contract:** President Badtke reported that the Fire Department presented their budget to the Village on March 12<sup>th</sup>. The Trustees have a copy of the proposed budget, however, it is not known at this time the exact amount of the Fire Department's proposed budget. At this time contract negotiations with the Village have not begun, therefore there is not much to be discussed yet. This will be discussed further at the May meeting.

**Metropolitan Emergency Support Services:** Terry Cox, from Metropolitan Emergency Support Services (MESS), appeared before the Board to request continued financial support of his organization. Mr. Cox first came to speak to the Board in September of 2005 regarding his organization, an all volunteer, not-for-profit group that provides on-site support services to firefighters, paramedics, police officers, and residents of the community during emergencies (fires, floods, etc.). They have five canteen vehicles that they serve food out of, and they have

over 80 volunteers. They service over 1,000 square miles and cooperate with 67 fire departments. They rely solely on donations to keep their organization operational, and requested that the District help support their mission with a financial contribution. In 2005, the District donated \$1,000. Mr. Cox reported that one of the canteen vehicles is in need of serious repair in order to continue to use it to serve the community, the cost of the repairs have been estimated to be around \$5,000.

President Badtke made a motion to provide a one time donation of \$5,500 and an additional annual contribution of \$1,000 to MESS, Inc. Trustee Klauber seconded the motion.

AYES: Badtke, DeRuntz, Klauber

NAYS: None.

Motion carried.

### **NEW BUSINESS**

**Ambulance Billing Complaints:** None.

**Annexations:** None.

**Consideration of District Administrator/consultant/bookkeeper:** President Badtke reported that an RFP was sent to several people, however there have been no responses yet. Trustee Klauber stated that he would like the Board to consider hiring former Village Trustee Tom Chamberlain to represent the District in the contract negotiations with the Village. He stated that he would talk to Mr. Chamberlain about this issue and ask him to attend the next meeting so that this could be discussed further.

Trustee DeRuntz stated that he does not feel it is necessary to hire a bookkeeper at this time, as he keeps most of the records, and things seem to be streamlining at this point.

**Increased Bond Coverage:** Trustee DeRuntz stated that the Board should consider increasing the bond coverage because of an increase of funds that the District has in reserves. Based on the District's goal to have approximately \$4 million in the reserve fund, he recommended \$400,000 coverage for each member (10% of the reserve fund). The increased coverage would cost approximately \$96 more per person.

Trustee Klauber made a motion to increase the Trustee's bond coverage to \$400,000 each. President Badtke seconded the motion.

The Board further discussed this issue, and decided that because the Board is not in a position to reach the goal of \$4 million in the reserve fund this year, purchasing additional coverage could wait until next year. They agreed to discuss this again in January 2008.

AYES: None.

NAYS: Badtke, DeRuntz, Klauber Motion failed.

**Reserve Policy:** Ms. Spring stated that she provided information regarding the proposed reserve policy to the Board prior to this evening's meeting. She recommended that the District aim to set aside two years of expenditures in the reserve fund, which is approximately \$4 million. The

estimated amount of money going toward the reserve fund at the end of this fiscal year is \$1.3 million, less than one year's expenditures.

Ms. Spring reminded the Board that at the last meeting the question of donating money or equipment to the Fire Department was discussed, and she recommended waiting because the reserve fund is not yet up to one year's expenditures. She suggested the Board revisit this issue in 2008.

**Public Comment:** None.

**Closed Session:** None.

**Next Meeting:** The next meeting of the Warren-Waukegan Fire Protection District will be May 16, 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 8:38 p.m. Trustee DeRuntz 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