

**MINUTES OF THE WARREN – WAUKEGAN FIRE PROTECTION DISTRICT
GURNEE STATION #2
Wednesday, May 16, 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
Fred Friedl, Gurnee Fire Chief
John Kavanagh, Gurnee Fire Department
Al Oller, Grandwood Park Park District/Resident

***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 March 21, 2007 regular meeting as submitted. Trustee DeRuntz seconded the motion.

AYES: Badtke, DeRuntz, Klauber

NAYS: None.

Motion carried.

REPORTS

President's Report: President Badtke noted that it's the beginning of the fiscal year and that contract negotiations with the Village of Gurnee begin soon. President Badtke stated that he is looking forward to a good year.

Treasurer's Report: Trustee DeRuntz supplied the Board and the public with copies of his reports dated April 2007 and May 16, 2007. He reported that there was very little activity in March. April's report showed an interest earned at about 5.5% from Illinois Funds. He stated that the new account was opened at Harris Bank, and that it is yielding an interest rate of 4.3%. April's statement reflects closure of Northside Community Bank and the transfer to the new Harris Bank Account.

The Treasurer's Report of April 2007 reflected the following: the account with Illinois Funds reflected deposits in the amount of \$6,577.04 for interest income; \$22,738.27 from Superior Collection; and \$2,174.71 in Personal Property Tax Replacement. The account at Northside Community Bank reflected deposits in the amount of \$20.56 in Interest Income; and \$705.75 in Permit Fees. Total expenditures were \$4,295.69 in approved payments, giving an ending balance of \$1,531,738.15.

Trustee DeRuntz listed proposed expenditures in the amount of \$150.00, which included the following: payment to Angela Moreno in the amount of \$150.00.

The Treasurer's Report dated May 16, 2007 reflected the following: the account with Illinois Funds reflected deposits in the amount of \$6,328.92 for interest income; \$17,063.66 from Superior Collection; \$7,449.29 from Personal Property Replacement Tax; and a transfer of \$50,000 to the new Harris Bank account. The account at Northside Community Bank reflected deposits in the amount of \$268.75 in Permit Fees; \$150.00 in approved payments; and a transfer of \$24,742.25 to the new Harris Bank Account. The Harris Bank account reflected deposits in the amount of \$105.45 in interest income; \$74,742.25 in transfers; and \$217.23 in approved payments. There was an ending balance of \$1,562,586.99.

Trustee DeRuntz listed proposed expenditures in the amount of \$557,936.55, which included the following: payment to Tim Spyridon in the amount of \$250.00; payment to Swanson, Martin & Bell in the amount of \$861.00; a second payment to Swanson, Martin & Bell in the amount of \$462.00; payment to Village of Gurnee in the amount of \$552,500.00; payment to Angela Moreno in the amount of \$150.00; payment to Phil DeRuntz in the amount of \$143.55; payment to M.E.S.S. in the amount of \$2,500.00; payment to Eder, Casella Co. in the amount of \$50.00; and payment to Brandl Communications in the amount of \$1,020.00.

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

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

President Badtke inquired as to why the proposed payment to M.E.S.S. was in the amount of \$2,500, stating that he recalled the Board approving a payment to M.E.S.S. at the last meeting in the amount of \$6,500. Trustee DeRuntz stated that he felt that Mr. Terry Cox (President of M.E.S.S.) spoke to needing a donation in addition to help paying for automotive repairs, and he suggested making a payment of \$2,500 at this time, and the balance at a later date. President Badtke stated that he feels the Treasurer's report should reflect the vote taken during the last meeting, which would be a payment of \$6,500. The Board agreed that this should be discussed further.

President Badtke made a motion to table the line item for payment to M.E.S.S. for \$2,500. Trustee DeRuntz seconded the motion.

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

Trustee Klauber made a motion to approve the Treasurer's Reports for April and May with the exception of the line item pertaining to M.E.S.S. Trustee DeRuntz seconded.

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

Trustee DeRuntz reported that he discussed collecting permit fees with Superior Ambulance Billing to find out whether they could assist in the collection of these fees. Unfortunately they are not able to assist with this issue. President Badtke stated that he asked Mr. Spiegel for a recommendation for another collector, however he has not heard back at this time. Trustee DeRuntz stated that this could be something that could be generated using simple software to generate bills. President Badtke suggested hiring the recording secretary to do this work for the District. Trustee Klauber inquired as to whether Ms. Spring's office could handle this billing. Ms. Spring stated that there is an attorney in her practice that specializes in collections, and is familiar with debt collection law. Trustee Klauber stated that he feels more comfortable having the law firm generate the billing. There is currently about \$2,500 in outstanding debt, with about 15-20 debtors.

Trustee Klauber made a motion to request Ms. Spring's law firm generate the collection letters for collection of outstanding debt from permit fees. Trustee DeRuntz seconded the motion.

Trustee DeRuntz stated he would like Ms. Spring to write the letter and provide it to the recording secretary to generate on District letterhead. If after six months the District is not getting a response, then the District could ask Ms. Spring to generate the letter from the law firm.

President Badtke asked for a clarification between the Board's desire to send a bill/statement or a letter from the attorney. The Board agreed to pursue this matter as stated in the original motion. Trustee DeRuntz stated that he believes the Board needs to be careful incurring legal fees.

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

Eder, Casella Co. contacted Trustee DeRuntz to request documentation to begin the audit. He noted that first year fees were \$5,200, the second year fees were \$5,450, and this year's fees are \$5,700. This year ends the three year contract with Eder Casella Co., so the Board will want to review the contract prior to renewing it. He stated that he is very satisfied with their services, and that they provide a very comprehensive audit package. President Badtke stated that they have done a very nice job and have provided a nice annual report. Now that a thorough clean up of the Board's finances has been completed and the District's finances are fairly simple, he would suggest that this be put out to bid for the new contract. Trustee Klauber agreed that the District should get additional bids. This issue should be reviewed in the fall.

Secretary's Report: No report.

Fire Chief's Report: Chief Friedl requested a list of the outstanding invoices (customers that owe permit fees); he indicated that he will have the Fire Marshall check the progress of the permits that have not been paid. If the project has not gone through, the Board can decide if they want to follow up on the collection of that debt.

Attorney's Report: No report.

OLD BUSINESS

Election of Officers: President Badtke made a motion to nominate the following slate, and Trustee DeRuntz seconded the motion:

Martin Klauber, President
Phil DeRuntz, Vice-President/Treasurer
John Badtke Secretary

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

Newly elected President Klauber assumed his role and conducted the remainder of the meeting.

April Newsletter: Trustee DeRuntz commented that the April newsletter had gone out. Trustee Badtke reported that he received several positive calls regarding the newsletter. President Klauber suggested including an article in the fall newsletter regarding the District's leaf burning ordinance since that is the time of year that most people burn yard waste.

Superior Ambulance billing: Two residents called to report they were billed higher than they owed. One bill was resolved; the other bill has not yet been resolved. Trustee Badtke stated he will follow up with Superior Billing regarding this issue.

2007-2008 Budget:

The Board briefly reviewed and commented on the proposed budget, and Trustee DeRuntz answered questions pertaining to specifics within the document.

Trustee DeRuntz made a motion to approve the budget, Badtke seconded the motion. A roll call vote was taken.

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

Village Contract: The District is approaching the end of the contract for service with the Village of Gurnee. This was a 3 year contract ('05-'06, '06-'07, '07-'08), which ends on April 30, 2008. The contract stipulates a 4% increase each year automatically, however this year the District will negotiate for the '08-'09 contract. It was noted that if both parties do not renegotiate the contract, the contract continues for one year period until one party notifies the other the contract is terminated, with an increase of 4%. It was also noted that the contract requires a 12-month notification for termination, which just passed.

Ms. Spring stated that she has analyzed the Village's budget in preparation for negotiations. Trustee Klauber requested that Ms. Spring find out what other District's pay for service. Ms. Spring suggested that the District meet with Village to discuss the success of the current contract as well as each party's budgets. President Klauber stated that he spoke with Brian Winter (the Attorney for the Village of Gurnee) who stated that he is pleased with the language of the contract, the number is all that needs to change. Trustee Klauber stated that he believes that 4%

is a high increase, and should come down to closer to 3% (closer to rate of inflation). He encouraged the District to look at what the service would cost provided elsewhere.

Ms. Spring stated that she will set up the meeting for President Klauber and the Village. This will be further discussed.

Metropolitan Emergency Support Services:

Trustee Badtke motioned to ratify the amount (\$6,500) that was voted to donate to M.E.S.S. at the last meeting. President Klauber seconded the motion.

Trustee DeRuntz stated that he feels as though \$6,500 is very high. He feels that it is contrary to what the presentation requested at the last meeting.

Chief Friedl stated they provide a very valuable service to the Fire Departments in Lake County, including food, water, warming and cooling buses, port-a-potties, and many other needs.

President Klauber feels that \$6,500 could go a long way, and that he can't think of a better place to put it. Bob Prinzing (from M.E.S.S.) stated that several units that they utilize to respond to fires need repair, and that a generator went out on one. The Board agreed that this would not be an annual donation, and that M.E.S.S. would need to present their needs in subsequent years.

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

Trustee Badtke requested a report from M.E.S.S. in the next few months, which could be included in the newsletter (with pictures).

District Administrator/Consultant/Bookkeeper: Trustee Badtke has approached several people and has not received any response from interested parties. President Klauber asked about asking recording secretary and attorney to do work on the side (specific projects). This will be examined on a case by case basis.

NEW BUSINESS

Ambulance Billing Complaints: Two reports (discussed earlier).

Annexations: Ms. Spring sent updated spreadsheet showing tax rate set for '06, and she calculated what the District should get for '07-'11 from the large property that was annexed on River Road. Ms. Spring will send a notice to attorney for City of Waukegan.

Trustee Badtke motioned to authorize Ms. Spring to send a notice to City of Waukegan regarding reimbursement for annexed land. Trustee DeRuntz seconded the motion. .

It was noted that the amount owed to the District was about \$58,000 over a 5 year transition.

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

Consideration of retaining Tom Chamberlain to assist in negotiations with the Village:

President Klauber stated that he further examined the idea of utilizing Tom Chamberlain to assist the District with the contract negotiations with the Village of Gurnee. He stated that Mr. Chamberlain is a very good resource, however as Mr. Chamberlain is a former Village Trustee; he does not want to upset the Village, as he wants to the District to enter into negotiations in good faith.

The Board agreed not to pursue formally retaining Mr. Chamberlain, and to continue to solely work with Ms. Spring.

Public Comment: Gurnee Fire Department just graduated CERT class, several Warren Waukegan Fire Protection District Residents graduated. CERT is a six week program, 3 hours every Tuesday night. CERT Training and Citizens Fire Academy will be included in the next newsletter.

Al Oller stated that he may request money for CERT training in future; he recommended outfitting the graduation class (about 20) with basic medic/first aid kit (backpack, about \$50 each), as this would be a nice gesture on the part of the District to provide necessary basic kit. John Kavanagh, Gurnee Fire Department, will research whether there are grant dollars available for this. Mr. Oller also asks that the District potentially help with the cost of vests with CERT logo, something to recognize the CERT team members. This will be discussed further at the next meeting.

Closed Session: None.

Next Meeting: The next meeting of the Warren-Waukegan Fire Protection District will be July 18, 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 Badtke made a motion to adjourn at 9:07 p.m. Trustee DeRuntz seconded the motion.

AYES: Badtke, DeRuntz, Klauber

NAYS: None.

Motion carried.

Secretary of WWFPD

Date minutes approved