

**MINUTES OF THE WARREN – WAUKEGAN FIRE PROTECTION DISTRICT
GURNEE STATION #2
Wednesday, January 16, 2008**

President Martin Klauber 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
Terry Cox, Metropolitan Emergency Support Services (MESS)

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

Approval of minutes:

Trustee Badtke made a motion to approve November 14, 2007 Truth in Taxation hearing minutes as submitted. Trustee DeRuntz seconded the motion.

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

Trustee Badtke made a motion to approve November 14, 2007 regular meeting minutes as submitted. Trustee DeRuntz seconded the motion.

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

Trustee DeRuntz made a motion to approve December 12, 2007 Special Meeting minutes as submitted. Trustee Badtke seconded the motion.

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

REPORTS

President's Report: No report.

Treasurer's Report: Trustee DeRuntz supplied the Board and the public with copies of his reports dated December 2007 and January 16, 2008.

The Treasurer's Report of December 2007 reflected the following: the account with Illinois Funds reflected deposits in the amount of \$11,241.32 for interest income; \$20,437.96 in Property Tax income; and \$17,015.75 from Superior Collection. The account at Harris Bank reflected deposits in the amount of \$93.74 in Interest Income; and \$5,528.31 in Permit Fees. Total

expenditures were \$584,052.83 in approved payments, giving an ending balance of \$2,858,457.01.

The Treasurer's Report dated January 16, 2008 reflected the following: the account with Illinois Funds reflected deposits in the amount of \$9,258.73 for interest income; \$39,241.92 from Property Tax income; \$15,915.06 from Superior Collection; and \$2,403.77 from Personal Property Replacement Tax. The account at Harris Bank reflected deposits in the amount of \$72.61 in interest income. There was an ending balance of \$2,925,349.10.

Trustee DeRuntz listed proposed expenditures in the amount of \$578,443.21, which included the following: payment to Swanson, Martin & Bell in the amount of \$3,293.21; payment to Marsha Baker in the amount of \$150.00; payment to Angela Moreno in the amount of \$150.00; payment to Tim Spyridon in the amount of \$250.00; and payment to the Village of Gurnee in the amount of \$574,600.00.

Trustee DeRuntz informed the Board that it would be necessary for him to transfer funds between the Illinois Funds account and the Harris Bank account within the next few months. This transfer will be on the next agenda for approval.

Trustee Badtke made a motion to pay the proposed expenditures and to approve the Treasurer's Reports for December 2007 and January 2008. President Klauber seconded the motion. A roll call vote was taken.

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

Trustee DeRuntz reported that Tim Spyridon, the website administrator, provided the website statistics with the most recent invoice. He stated that the number of hits increased, particularly last fall when the Board was discussing the issue of the yard waste burning ban.

Trustee DeRuntz asked for the Board's consideration in purchasing a laptop and necessary accompanying software to assist the Treasurer in fulfilling his duties for the Board. He presented a quote from Apple, which includes the laptop, Microsoft Office 2008, Adobe Acrobat, and one year warranty. The cost estimate was \$4,804. He noted that the contingency fund has a balance of \$3,000 and the Printing, Postage & Publication Fund has a balance of \$7,500 due to the fact that there was no fall newsletter. Trustee DeRuntz stated that the laptop and accompanying hardware would significantly improve the Treasurer's ability to complete his duties in an efficient manner. The laptop would belong to the Board, and would be passed along to the next Treasurer.

President Klauber made a motion to approve the purchase of a laptop and accompanying software. Trustee Badtke seconded the motion.

Trustee Badtke strongly recommended that Trustee DeRuntz purchase a three-year warranty and a back up hard drive.

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

Secretary's Report: Trustee Badtke provided the Board with a copy of an email received from County Board Member Steve Carlson with an update on the County's initiative with legislators with regard to impact fees.

Fire Chief's Report: No report.

Attorney's Report: Ms. Spring shared a copy of "The Gong", the newsletter of the Illinois Fire Chief's Association, a copy of the 2006 Illinois Fire Service Survey Analysis (published by the Illinois Fire Chief's Association), and "Fire Call", the newsletter of the Illinois Association of Fire Protection Districts.

OLD BUSINESS

Superior Ambulance billing: Trustee Badtke noted that the collections seemed to be down this month, however, Trustee DeRuntz informed the Board that they are up compared to this time last year.

Ambulance Billing Complaints: There are none at this time.

NEW BUSINESS

Annexations: Ms. Spring stated that while she did not receive any annexation notices, she did receive a tax appeal, which will be heard by the Board of Review. She stated that while the Board had a right to appear at the hearing to present evidence, the best approach would be to monitor the situation.

The Trustees discussed whether they felt it is necessary for Ms. Spring to forward such notices to the Trustees, since there is nothing for them to do in response to the notice and it costs the District money for the time it takes her to forward the notices. Ms. Spring stated that it is her policy to provide copies of any notifications/documentation that she receives that pertains to her clients.

Trustee DeRuntz made a motion to direct Ms. Spring not to send tax appeal notices to the Trustees in the future, only to keep them on file. Trustee Klauber seconded the motion.

AYES: Badtke, DeRuntz, Klauber

NAYS: None.

Motion carried.

Village audit report: Ms. Spring provided the Trustees with a copy of the Village's audit report, dated April 30, 2008. She stated that the District's new auditor will review it and provide comments/input.

Spring Newsletter: Trustee Badtke stated that the newsletter will be ready to go out in February, or whenever the Board so desires. The Trustees discussed and agreed to include the following:

- 2008-2009 Meeting dates

- A report from the President
- Revisions to the Burn Ordinance
- Acknowledgement of the organizations that support the Fire Department
- New Officers

Trustee Badtke will have a draft of the newsletter at the next meeting for review.

2008-2009 Meeting Schedule: The Trustees discussed the meeting dates for 2008-2009, they will be approved at the next meeting. Trustee Badtke proposed reducing the meetings to quarterly meetings. Ms. Spring stated that there is regular business (i.e. approving payments) that would make quarterly meetings difficult. President Klauber stated that he prefers to keep the meeting schedule as is, meeting every other month. Trustee DeRuntz complimented the Trustees on the work they've done to minimizing the meetings, stated that the Board used to meet monthly for several hours at a time. He agreed that the meeting schedule should stay as it is.

Recording Secretary Compensation: President Klauber asked for the Board's consideration in increasing the compensation for the recording secretary, Angela Moreno, from \$150 per meeting to \$200 per meeting. He stated that she has worked with the District for three years, and has not received an increase in the per-meeting fee. Trustee DeRuntz agreed that the increase was warranted. The Trustees agreed that the new rate would also apply to Marsha Baker, who helps fill in for Ms. Moreno when she is unavailable. The Trustees agreed to have this on the next agenda for approval.

Public Comment: Terry Cox, Chief of Operations for the Metropolitan Emergency Support Services (MESS) appeared before the Trustees to provide an accounting of the funds that the District donated to MESS last year. He reported the following:

- \$2,700 – Numerous repairs to Canteen #3
- \$800 – Radio antennas
- \$640 – Tents
- \$300 – GPS Unit
- \$540 – Office Supplies
- \$670 – Uniform jackets for crew (all volunteers)

Mr. Cox reported that they've had several mutual aid calls over the last couple months, as well as several fire calls. Additionally, MESS provided 5,000 meals during the flooding in Gurnee in August at no cost to the Village. Meals were provided for the Fire Department staff, residents and volunteers. They also responded to 6 fire calls during the flood. He reported that there has been an increase in volunteerism in Gurnee.

Trustee DeRuntz thanked Mr. Cox for appearing and reporting on how MESS used the funds, and stated that he looks forward to seeing him again and continuing to support MESS.

Closed Session: None.

Next Meeting: The next meeting of the Warren-Waukegan Fire Protection District will be March 19, 2008 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 8:11 p.m. Trustee DeRuntz seconded the motion.

AYES: Badtke, DeRuntz, Klauber

NAYS: None.

Motion carried.

Secretary of WWFPD

Date minutes approved