

**MINUTES OF THE WARREN – WAUKEGAN FIRE PROTECTION DISTRICT
GURNEE STATION #2
Wednesday, January 21, 2009**

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
Fred Friedl, Fire Chief, Gurnee Fire Department
John Kavanagh, Captain, Gurnee Fire Department

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

Approval of minutes:

Trustee Badtke made a motion to approve November 19, 2008 regular meeting minutes as submitted. President DeRuntz seconded the motion.

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

REPORTS

President's Report: The President had no report.

Treasurer's Report: Trustee DeRuntz supplied the Board and the public with copies of his reports dated December 2008 and January 21, 2009.

The Treasurer's Report of December 2008 reflected the following: the operating account with Illinois Funds reflected deposits in the amount of \$1,053.92 for interest income; \$30,331.83 in Property Tax income; and \$13,400.82 from Paramedic Billing Services. The reserve account with Illinois Funds reflected deposits in the amount of \$1,340.87. The account with The Private Bank reflected a deposit of \$4,587.90 in interest income. Total expenditures were \$575,410.06 in approved payments, giving an ending balance of \$3,786,688.88.

The Treasurer's Report dated January 21, 2009 reflected the following: the operating account with Illinois Funds reflected deposits in the amount of \$552.57 for interest income; \$34,217.80 in Property Tax income; and \$30,263.78 from Paramedic Billing Services; and \$1,625.06 from Personal Property Replacement Tax. The reserve account with Illinois Funds reflected a deposit in the amount of \$1,242.16 in Interest Income. The account with The Private Bank reflected a deposit of interest income in the amount of \$16.64. Total expenditures were \$3,815.08 in approved payments, giving an ending balance of \$3,850,791.81.

Trustee DeRuntz listed proposed expenditures in the amount of \$1,004,604.54.

President Klauber inquired about the interest rate on the Illinois Funds accounts, and Trustee DeRuntz stated that the prime fund earns .972% and the money market earns .445%. Trustee DeRuntz noted that there have been issues with service on the CDARS account, and that he plans to meet with the bank director later in the week to address the concerns. President Klauber suggested that the Board considering rolling an additional \$500,000 into a 6 month CDARS. Trustee DeRuntz cautioned the Board that all of the District's monies are fully collateralized and secure, and that once he meets with the bank director on Friday, he will ask for a proposal from the bank to share with the Board in March. Trustee DeRuntz also noted that the Illinois State Treasurer may combine the Illinois prime fund and the money market into one account at a higher rate. After meeting with the bank director, he will share the info with the Board and then they can decide whether a special call meeting is needed prior to the regularly scheduled March meeting in order to authorize any fund transfers.

Trustee Badtke made a motion to approve the Treasurer's Reports for December 2008 and January 21, 2009, pending the audit. Trustee DeRuntz seconded the motion. A roll call vote was taken.

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

Trustee Badtke made a motion to approve \$1,004,604.54 in proposed expenditures. Trustee DeRuntz seconded the motion. A roll call vote was taken.

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

Secretary's Report: The Secretary had no report.

Fire Chief's Report: Chief Friedl reported the following:

- The 2008 Annual Report has been provided to each of the Trustees.
- Chief Friedl provided information to Ms. Spring regarding an annexation that the Village is looking into.
- The Fire Department's next report will be done in February if the Trustees would like to use any of the content for the Spring newsletter

Attorney's Report: Ms. Spring reported that she received an annexation notice from the Village regarding property in Gurnee Glen. She will contact the Village for further information so that she may investigate the proposed annexation.

Regarding permit application fees, Trustee DeRuntz provided a chart detailing the collections, and Ms. Spring shared a memo analyzing the collections. Trustee DeRuntz stated that there are two groups of debtors. The first group previously received a collection letter and they need to receive an additional letter. This group owes approximately \$3,800 collectively. The second group has not received the first collection letter yet, and they owe about \$800 collectively.

Collection letters were sent to both groups today, Trustee DeRuntz will provide a report at the next meeting.

Trustee Badtke inquired as to whether the letters include a penalty, and Trustee DeRuntz noted that it's a complicated process and that he and Ms. Spring are doing the best that they can. Ms. Spring noted that fines can not be assessed without passing and publishing an ordinance.

Trustee Klauber made a motion to create an ordinance assessing fines/fees up to 5% of the amount owed or \$200 (whichever is greater), for debts that are over 30 days overdue. Trustee Badtke seconded the motion.

Discussion on the motion: Trustee DeRuntz stated that \$200 does not seem to be punitive enough, and Trustee Badtke noted that processing overdue accounts takes a lot of the attorney's time, and suggested considering a fine of \$1,000. Ms. Spring noted that the ordinance could allow for the recovery of attorney fees in addition to the fine.

Trustee Klauber amended the previous motion to include recovery of attorney fees, and to change the term to accounts that are over 90 days overdue. Trustee DeRuntz seconded the amendment.

AYES: Badtke, DeRuntz, Klauber

NAYS: None.

Motion carried.

The Trustees discussed the status of the property near SEDOL in Grayslake where a building is proposed. Because of boundary lines, the building may be on Fire District property. Chief Friedl requested that the District please follow-up on this issue because he believes that the project is moving forward. Ms. Spring stated she will follow-up on this.

OLD BUSINESS

Superior Ambulance billing: There were none at this time. The Trustees agreed that this item can be removed from the agenda.

Ambulance Billing Complaints: There are none at this time.

NEW BUSINESS

Annexations: Ms. Spring already reviewed the only annexation that has been received.

Spring Newsletter: Trustee Badtke stated that he will have a draft of the newsletter prepared for the next meeting, so that it will be ready to be sent out in April. He asked that the Trustees please submit ideas and articles to him.

2009/2010 Meeting Schedule: Ms. Spring distributed the proposed 2009/2010 meeting schedule for review and approval.

Trustee DeRuntz made a motion to adopt the proposed 2009/2010 meeting schedule. Trustee Badtke seconded the motion.

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

Trustee Training/Additional Compensation: Ms. Spring explained that the Illinois Legislature passed an amendment to the Fire Protection District Act that allows trustees to receive additional compensation upon completion of annual Trustee training. There are three sessions the first year, and then one session each subsequent years. The additional compensation is equal to 50% of the current compensation, bringing the total compensation for trained/qualified Trustees to \$2,250.

Ms. Spring noted that the District needs to decide whether to adopt an ordinance authorizing additional compensation, and also whether to reimburse the Trustees for the costs associated with the required trainings.

President Klauber made a motion to authorize up to three Trustees to complete training and to be reimbursed for associated costs. Trustee DeRuntz seconded the motion.

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

Ms. Spring provided the Trustees with a draft ordinance authorizing additional compensation for qualified Trustees.

President Klauber made a motion to adopt proposed ordinance #09-0-1, "Ordinance authorizing additional compensation for Trustees who complete an approved training program on Fire Protection District Administration". Trustee DeRuntz seconded the motion.

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

Draft Budget and Appropriations Ordinance: Ms. Spring provided the Trustees with a draft Budget for the 2009/2010 fiscal year, which begins May 1, 2009. The Trustees reviewed the draft, noting that the proposed budget will be further reviewed in March and adopted in May. Ms. Spring reviewed the budget line by line, and the Trustees provided Ms. Spring with input and recommendations, which she will include before further consideration in March.

Public Comment: There was none.

Closed Session: None.

Next Meeting: The next meeting of the Warren-Waukegan Fire Protection District will be March 18, 2009 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 DeRuntz made a motion to adjourn at 8:49 p.m. Trustee Badtke seconded the motion.

AYES: Badtke, DeRuntz, Klauber

NAYS: None.

Motion carried.

Secretary of WWFPD

Date minutes approved