

**MINUTES OF THE WARREN – WAUKEGAN FIRE PROTECTION DISTRICT
GURNEE STATION #2
Wednesday, March 17, 2010**

President DeRuntz 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, Phil 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, Deputy Fire Chief, Gurnee Fire Department
Doug Taveirne, Dam, Snell & Taveirne, Ltd.
Diane LeClair, Grandwood Park Park District

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

Approval of minutes:

Trustee Badtke made a motion to approve the January 20, 2010 meeting minutes as submitted. Trustee Klauber seconded the motion.

AYES: Badtke, DeRuntz, Klauber

NAYS: None.

Motion carried.

REPORTS

President's Report: President DeRuntz reported that it has been a very busy couple of months. He attended training sessions with the Northern Illinois Alliance of Fire Protection Districts and has been working on website maintenance as well as Public Information Officer training.

Treasurer's Report:

The Treasurer's Report of February 2010 reflected the following: the operating account with Illinois Funds reflected deposits in the amount of \$263.53 for interest income; \$6,082.16 in Permit Fees and F.F.I. Tax; \$92,705.46 from Paramedic Billing Services; and \$3,832.66 in Personal Property Replacement Tax. The Libertyville Bank and Trust MaxSafe CD (9000005582) reflected a beginning balance of \$1,009,782.57 and a deposit of \$1,981.67. The Private Bank account reflected a CD (#940604) with a beginning balance of \$253,244.22 and a deposit of \$474.03; CD (#94305) with a beginning balance of \$252,799.64 and a deposit of \$474.77; and bank account (#3127110) with a beginning balance of \$20,950.33 and a deposit of \$5.34. Total expenditures were \$200.00 in approved payments, with an ending balance of \$5,575,594.74.

The Treasurer's Report dated March 17, 2010 reflected the following: the operating account with Illinois Funds reflected deposits in the amount of \$195.94 for interest income; \$1,083.43 in Property Tax income; and \$16,556.30 from Paramedic Billing Services. The Libertyville Bank and Trust MaxSafe CD (9000005582) reflected a beginning balance of \$1,011,764.24 and interest income of \$1,917.08. The Private Bank account reflected a CD (#940604) with a beginning balance of \$253,718.25 and a deposit of \$474.93; CD (#94305) with a beginning balance of \$253,274.41 and a deposit of \$475.32; and bank account (#3127110) with a beginning balance of \$20,955.67 and a deposit of \$4.82. Total expenditures were \$653,609.60 in approved payments, with an ending balance of \$4,192,692.96.

Trustee Badtke listed proposed expenditures in the amount of \$10,652.09.

The Trustees discussed investing in a \$250,000 CD at 1.5% interest with Baytree National Bank in Lake Forest.

Trustee Klauber made a motion to approve the purchase of a \$250,000 CD at 1.5% interest with Baytree National Bank in Lake Forest. President DeRuntz seconded the motion.

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

President DeRuntz made a motion to approve the proposed expenditures. Trustee Badtke seconded the motion. A roll call vote was taken.

The Trustees discussed the proposed expenditures. Trustee Klauber proposed removing three proposed expenditures: breakfast for John Badtke's meeting with JKR Financial Consultants; John Badtke's internet connection; and toner cartridges and related administrative expenses for Phil DeRuntz. Trustee Badtke noted that the internet connection is required to do his job and stated he has been unable to access the wireless internet service at the Fire Department.

AYES: Badtke, DeRuntz NAYS: Klauber Motion carried.

Trustee Klauber made a motion to approve the Treasurer's Reports for February 2010 and March 17, 2010. President DeRuntz seconded the motion.

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

Trustee Klauber made a motion to approve payment to JKR Financial in the amount of \$250 for their financial consultation, which included researching local investment opportunities and providing recommendations. President DeRuntz seconded the motion.

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

Trustee Badtke briefly summarized JKR Financial Consultant's report and proposed accepting their recommendation to expand the investment policy beyond twelve months, which could potentially yield higher rates of return. He recommended considering it in the future.

Secretary's Report: There was no report.

Fire Chief's Report: Chief Friedl reported that the Village's proposed budget is now available online. He requested that the Board continue the practice of supporting the National Fire Safety Council with a donation of \$5,000 to pay for educational supplies for the schools in the Village/District. The Trustees agreed and requested that it be added to the next agenda for approval.

Trustee DeRuntz asked Chief Friedl how the proposed budget will affect the fire department. Chief Friedl stated that like other departments the fire department will be cutting back. He stated that the Citizen's Fire Academy is not included in the budget and that the specialized response teams will not be replacing leaving members.

Attorney's Report: There was no report.

OLD BUSINESS

Ambulance Billing Complaints: There are none at this time.

Annexations: Ms. Spring reported that she has received several annexation notices and is looking into the tax impact of each annexation. The annexations include a property at Route 132 and Knolls Road and over 100 properties in Waukegan.

Consider action regarding District investments: Ms. Spring recommended that Treasurer Badtke included the dates the CD's will mature on the Treasurer's report.

Website Administrator: President DeRuntz reported that he has been overseeing challenges on the District's website for the past couple months, including security breaches. He stated that the host company feared the website could be destroyed at one point. He worked closely with the host company to get things in order, including implementing steps such as a nightly back-up, secure password and security procedures. He stated that the Board needs to hire somebody to maintain the content of the website (minutes, agendas, etc.) while he will maintain ultimate control.

Angela Moreno, recording secretary, provided a proposal to the Board to maintain the website including uploading agendas, minutes, the newsletter, meeting schedule and other content as needed.

In addition to the website proposal, Ms. Moreno proposed changing the District newsletter to an electronic format in an effort to provide the District with a cost-savings as well as move the District toward an environmentally friendly communications approach. She proposed including an article in the next (final) print edition of the newsletter informing residents that the newsletter will be done electronically in the future and providing instructions on how to sign-up for electronic delivery. Beginning with the fall newsletter, Ms. Moreno proposed using the website (www.constantcontact.com) for development of the newsletter and maintenance of the mailing list. This could be used to communicate with residents in the case of an emergency as well. Print

copies of the newsletter could be made available at community locations such as the library, fire department, Warren-Township Senior Center, and the park district offices.

Trustee Klauber made a motion to accept Ms. Moreno's website/newsletter proposal. President DeRuntz seconded the motion.

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

Consider Proposals From JKR Financial: President DeRuntz made a motion to accept Proposal Number One from JKR Financial (as previously provided to Trustees). The motion failed for lack of a second.

Public Information Officer: President DeRuntz reported that he attended Public Information Officer (PIO) training and will be going through formal online Freedom of Information Act (FOIA) and Open Meetings Act (OMA) training.

NEW BUSINESS

Bookkeeper Consideration: Trustee Badtke stated that it would be beneficial to the District to hire a bookkeeper whose duties would include filing, spreadsheets, routing mail, and filing among other duties. He suggested approving funding for the Treasurer to hire somebody to handle these duties as needed. President DeRuntz agreed that there is a lot of work that needs to be done on a monthly basis and stated he would be in favor of supporting this on a contract basis. Doug Taveirne, Dam, Snell & Taveirne, Ltd., suggested contacting a small bookkeeping firm or part-time contractor. Another local fire protection district engages a bookkeeping firm for approximately \$500/month. The Trustees agreed to work with Ms. Spring on a job description and discuss this further at the next meeting.

Added to Agenda Item: Village of Gurnee Contract: Mr. Taveirne stated that he reviewed aggregate information from the Village in evaluating the contract for fire service and provided a brief overview to the Trustees. The Trustees discussed whether to automatically renew their contract with the village or to re-negotiate the contract. Ms. Spring noted that the Trustees must notify the Village by April 30th if they wish to terminate the contract in 2011.

Trustee Klauber made a motion to notify the Village of Gurnee that the District does not wish to continue the current contract for 2011/2012 at an increase of 4.5% and the District is terminating the contract under the renegotiating clause. Trustee Badtke seconded the motion.

Trustee Klauber clarified that the Trustees do not want to terminate, but rather want to re-negotiate and the only way to do so is to terminate the current contract. He stated that he will speak with the Village Administrator to reiterate that the District wishes to continue to work with the Village.

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

Spring Newsletter: Trustee Klauber requested that Ms. Moreno put together the Spring 2010 print newsletter and stated that he and the other Trustees would provide the content. Ms. Moreno agreed to do this per the existing hourly contract that is already in place between her and the District. Ms. Moreno agreed to send a draft to the Trustees by April 15th.

Trustee Klauber made a motion to give Ms. Moreno direction to do the Spring newsletter. Trustee Badtke seconded the motion.

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

Secretary to mail checks: Trustee Klauber made a motion to direct the Secretary to take over the role of mailing out checks on behalf of the District. President DeRuntz seconded the motion.

AYES: DeRuntz, Klauber ABSTAIN: Badtke Motion carried.

Draft Budget: Ms. Spring provided a copy of the draft budget to the Trustees for review prior to approval at the July meeting. The Trustees inquired about how much the District can hold in a reserve fund, and Ms. Spring explained the calculation, stating that you calculate the beginning balance, add taxes extended, average expenditures for three years and divide total to get an average, which should be less than 2-3 times the foreseeable expenditures for the taxing body. Averages in the 2.8 – 2.9% have been considered too high. The District has been at 2.13%, which is acceptable. Because this year's CPI is -.1% the levy will be flat, which may have the effect of reducing some of the reserves. Ms. Spring explained other ways that the District could address this if the reserves become too high. The Board reviewed the \$500,000 miscellaneous and contingent general expenses and requested to move it to the reserve account

Conflicts Waiver: Ms. Spring explained to the Trustees that the City of Waukegan is retaining her partner for litigation and requested that the Trustees sign a conflicts waiver.

Trustee Klauber made a motion to sign the Conflicts Waiver. President DeRuntz seconded the motion.

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

Closed session minutes: There were none at this time.

Public Comment: There was none.

Closed Session: None.

Next Meeting: The next meeting of the Warren-Waukegan Fire Protection District will be May 19, 2010 at 7:30 p.m. Ms. Spring reviewed the agenda items with the Trustees.

Adjournment: Having no further business to come before the Board, President DeRuntz made a motion to adjourn at 10:12 p.m. Trustee Klauber seconded the motion.

AYES: Badtke, DeRuntz, Klauber

NAYS: None.

Motion carried.

Secretary of WWFPD

Date minutes approved