

**MINUTES OF THE WARREN – WAUKEGAN FIRE PROTECTION DISTRICT
GURNEE STATION #2
Wednesday, May 19, 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
Tom Keefe, Fire Marshal, Gurnee Fire Department
Kristi Kovarik, Mayor, Village of Gurnee
Glenn Ryback, Mayor, Village of Wadsworth
Steve Carlson, Lake County Board
Terry Cox, M.E.S.S.

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

Approval of minutes:

Trustee Klauber made a motion to approve the March 17, 2010 meeting minutes as submitted. Trustee DeRuntz seconded the motion.

Trustee Badtke asked for two corrections: 1) Page 2, bottom paragraph, he requested that “stated that he felt there was no value in the proposals, with the exception of the” and replace it with “proposed accepting their” and 2) Last page, under “Draft Budget” add “The Board reviewed the \$500,000 miscellaneous and contingent general expenses and requested to move it to the reserve account.”

Trustee Klauber made a motion to approve the minutes with the requested changes. President DeRuntz seconded the motion.

AYES: Badtke, DeRuntz, Klauber

NAYS: None.

Motion carried.

REPORTS

President’s Report: President DeRuntz reported that he has been very busy, and recently completed the Illinois Attorney General’s Public Information Officer training. He has been working to resolve issues with the District’s website, which has been a complicated process. He has a proposal from Ideaworks to provide technical support (including maintaining the agendas, minutes, meeting schedule, etc).

Treasurer's Report:

The Treasurer's Report of April 2010 reflected the following: the operating account with Illinois Funds reflected deposits in the amount of \$186.80 for interest income; \$15,178.12 in Paramedic Billing Service; and \$1,494.65 in Personal Property Replacement Tax. The Libertyville Bank and Trust MaxSafe CD (9000005582) reflected a beginning balance of \$1,013,681.32 and a deposit of \$2,263.70. The Private Bank account reflected a CD (#940604) with a beginning balance of \$254,649.42 and a deposit of \$429.76; CD (#94305) with a beginning balance of \$254,863.91 and a deposit of \$430.13; and bank account (#3127110) with a beginning balance of \$20,965.82 and a deposit of \$4.54. Other CD's: Community Trust Credit Union (49349) with a beginning balance of \$250,050 and a deposit of \$269.59; Consumers Credit Union (441837117) with a beginning balance of \$250,010 and a deposit of \$171.82; Great Lakes Credit Union (55307090) with a beginning balance of \$250,005 and a deposit of \$142.47; and Bay Tree (6827) with a beginning balance of \$250,000. Total expenditures were \$9,143.12 in approved payments, with an ending balance of \$5,575,594.74.

The Treasurer's Report dated May 19, 2010 reflected the following: the operating account with Illinois Funds reflected deposits in the amount of \$168.67 for interest income; and \$5,562.06 Personal Property Replacement Tax. The Libertyville Bank and Trust MaxSafe CD (9000005582) reflected a beginning balance of \$1,015,945.02 and interest income of \$2,062.51. The Private Bank account reflected a CD (#940604) with a beginning balance of \$255,079.18 and a deposit of \$261.37; CD (#94305) with a beginning balance of \$255,294.04 and a deposit of \$477.02; and bank account (#3127110) with a beginning balance of \$20,970.36 and a deposit of \$3.44. Other CD's: Community Trust Credit Union (49349) with a beginning balance of \$250,319.59 and a deposit of \$337.35; Consumers Credit Union (441837117) with a beginning balance of \$250,181.82 and a deposit of \$252.92; Great Lakes Credit Union (55307090) with a beginning balance of \$250,147.47 and a deposit of \$267.27; and Bay Tree (6827) with a beginning balance of \$250,000 and a deposit of 316.37. Total expenditures were \$1,258.97 in approved payments, with an ending balance of \$4,214,147.18.

Trustee Badtke suggested that the Board move one of the CDs at The Private Bank upon maturation because FDIC only insures up to \$250,000 and there are currently two \$250,000 CDs with that institution. The Trustees discussed this and agreed.

Trustee Klauber made a motion to move one \$250,000 CD out of The Private Bank upon maturation of the CD. President DeRuntz seconded the motion.

AYES: Badtke, DeRuntz, Klauber

NAYS: None.

Motion carried.

Trustee Badtke listed proposed expenditures in the amount of \$649,551.91. He noted that he has requested that the Village make 4th quarter adjustments for annexations. He suggested that the Board approve the expenditure and then the Village will issue a refund for the difference.

Trustee Klauber made a motion to consider the approval of the proposed expenditures. President DeRuntz seconded the motion.

The Trustees reviewed the documentation for the proposed expenditures.

Trustee Klauber inquired about the administrative expenses submitted by President DeRuntz, include an \$800 licensing fee for the software for the website and \$394.49 annual website administration fee. Trustee Klauber said those expenses should be broken out as they are not expenses incurred by President DeRuntz.

Trustee Klauber stated that he objected to paying for internet service for Trustee Badtke.

A roll call vote was taken.

AYES: Badtke, DeRuntz

NAYS: Klauber

Motion carried.

Trustee Klauber made a motion to approve the Treasurer's Reports for April 2010 and May 19, 2010. President DeRuntz seconded the motion.

AYES: Badtke, DeRuntz, Klauber

NAYS: None.

Motion carried.

Secretary's Report: There was no report.

Fire Chief's Report: Chief Friedl reported that Glen Ryback, Mayor of Wadsworth, was in attendance to discuss concerns with the open burning ordinance. Mayor Ryback addressed the Board and stated that there are two subdivisions in the district that are very close to the Wadsworth village limits where burning yard waste is permitted. The Gurnee Fire Department has visited some residents in these subdivisions for violating the burning ordinance. He requested the Board consider an exception to the ordinance for these residences (approximately 30-40 homes) to allow open burning; stating he believed that there is no yard waste pick-up available to those residents.

Chief Friedl requested time to review this issue in order to bring information back to the next meeting. He cautioned the Board about having different requirements for some areas of the district, as it makes it very difficult for the Fire Department to enforce the ordinance. He stated he would bring a recommendation forward at the next meeting.

Chief Friedl provided the Trustees with a call update, stating that the Specialized Response Sonar Team recently assisted the Chicago Fire Department in a search for a boy that fell into the Chicago River. There was a seven alarm fire in Wadsworth recently that the department assisted with. Nobody was injured.

The Fire Safety Expo is on May 22nd at Gurnee Mills.

Barry Henby is retiring, an open house will be held on June 9th.

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 a notice of annexation from the City of Waukegan related to a large property. The city has not acted on it yet. Ms. Spring is tracking this transaction.

Website Administrator: President DeRuntz reported that he has spent a considerable amount of time working on getting the website in order. President DeRuntz proposed hiring Ideaworks to update the website content for \$350 annually. They have ideas for other services related to the website that President DeRuntz will bring before the Board at a future time.

Trustee Klauber made a motion to approve hiring Ideaworks for website administration. President DeRuntz seconded the motion.

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

Public Information Officer Update: President DeRuntz reported that he has completed the Attorney General's Freedom of Information Act training and Open Meetings Act training (both online). He stated that in the future he believes this could be the Secretary's role.

Bookkeeper: This matter was tabled.

Newsletter: Trustee Klauber reported there will not be a spring newsletter. The next newsletter will be published in the fall.

Draft Budget: Ms. Spring provided the draft budget to the Trustees. The Trustees reviewed the document with Linda and suggested a few minor changes.

Trustee Klauber made a motion to approve the draft FY 2011 budget. President DeRuntz seconded the motion.

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

NEW BUSINESS

Ambulance Purchase: Trustee Klauber introduced a proposal to the Board for the District to purchase an ambulance for the Gurnee Fire Department. Ms. Spring provided the Trustees with a proposal to review.

Trustee Klauber made a motion that concern with the age and availability of ambulances cap investment benefit residents of district Trustee DeRuntz seconded the motion.

Trustee Klauber informed the Board that the Gurnee Fire Department has a couple ambulances with over 100,000 miles on them. He stated that it has been indicated to him that it will be at least five years before there will be any funding for capital improvements in the Village's budget. That means in the next five years there will be multiple ambulances with 200,000 miles on them. With the number of calls that the Fire Department handles in the District and Village, it is important to keep a reliable fleet of ambulances in service to respond to emergencies.

Trustee Klauber believes that it would improve the quality of service to the residents of the District and the Village to make a capital investment in the Fire Department by purchasing a new ambulance. He noted that the cost of the ambulance would be approximately \$209,000. Chief Friedl stated they have an ambulance that could be traded in that would be valued at approximately \$5,000. He hopes that this would be a gesture of collaboration between the District and the Village and is a good use of taxpayer funds. He clarified that this proposal is not related to the contract between the District and the Village.

Trustee DeRuntz stated he agrees with Trustee Klauber's assertions and that he strongly supports this proposal. He stated, however, that he does think the Village should consider this investment with regard to contract negotiations.

Kristi Kovarik, Mayor of the Village of Gurnee, commented that this investment strengthens the relationship between the District and the Village. She stated that she would request that the Village Attorney include language in the proposed contract that acknowledges this capital investment.

Steve Carlson, Lake County Board Member, addressed the Board and stated that this would be an excellent use of taxpayer money.

Ms. Spring noted that this expenditure is not in this fiscal year's budget, which ends on April 30, 2011. In order for this to move forward, the money needs to be appropriated in the current year's budget. She added that she would need to look into the logistics of the purchase, whether the District would provide the money to the Village to make the purchase or if the District would make the purchase and then sign it over to the Village.

Trustee Badtke stated that he supports this proposal and asked Ms. Spring if the District can legally spend money for this purpose, and she stated that yes it is permissible if it is clear that it is in the interest of the District. Since the Board is concerned about ambulance availability, it is appropriate to make this capital investment.

The Trustees considered this proposal and determined that it is in the interest of the better fire protection of the District.

Trustee Klauber requested to amend his original motion. He stated that because the District is concerned with the age and availability of the Fire Department's ambulances, he made a motion

to make a capital investment to purchase an ambulance for the Gurnee Fire Department to benefit the residents. President DeRuntz seconded the motion. A roll call vote was taken.

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

Trustee Klauber made a motion to amend the FY 2010 budget to include a capital expenditure of up to \$250,000 to purchase an ambulance, appropriating \$125,000 under Fire and \$125,000 under Ambulance. President DeRuntz seconded the motion.

Ms. Spring stated that under “Total Fire Service Contract” and “Total Ambulance Service Contract” she will add a line that says “Capital Expenditures” and add a line item for the ambulance purchase for \$125,000 in both places, for a total of \$250,000. The Trustees agreed with that.

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

Review of Investment Policy: Trustee Badtke suggested expanding the District’s current investment policy in order to take advantage of the specials that banks often offer for certificates of deposit beyond twelve months.

Trustee Klauber made a motion to amend the investment policy to include certificates of deposit for up to but not exceeding eighteen months. President DeRuntz seconded the motion.

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

National Fire Safety Council Contribution: Trustee Klauber made a motion to make a \$5,000 donation to the National Fire Safety Council for educational supplies for school age children in the District and Village. Trustee Badtke seconded the motion.

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

Newsletter Preparation Contract: Tabled.

Election of Officers: Trustee Klauber made a motion to nominate the following slate of officers:

President – Phil DeRuntz
Vice President/Treasurer – John Badtke
Secretary – Martin Klauber

President DeRuntz seconded the motion.

AYES: DeRuntz, Klauber ABSTAIN: Badtke Motion carried.

Trustee Badtke requested authorization for an expenditure of \$300 for temporary bookkeeping services until the job description is complete and a more permanent person can fill that role.

Trustee Klauber made a motion to authorize an expenditure of up to \$300 for bookkeeping services. President DeRuntz seconded the motion.

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

Trustee Klauber made a motion to authorize adding \$2,500 to the FY2010 budget for bookkeeping services annually. President DeRuntz seconded the motion.

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

Beach Park TIF Ordinance: Ms. Spring stated that the Village of Beach Park is planning to do a TIF District. Part of the TIF district is within the Fire District. Ms. Spring explained the District would continue to get taxes based on the current equalized value as determined by the County once the improvements are made on the property until the TIF District is closed. The process is in the beginning stages right now. The Board needs to authorize Ms. Spring to register as a TIF Interested Party in order to be notified of hearings. The District is entitled to sit on the Joint Review Board, which is an advisory non-binding board.

Trustee Klauber made a motion to authorize Ms. Spring to register the District as a TIF Interested Party and to designate a representative to sit on the Joint Review Board. Trustee Badtke seconded the motion.

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

Contract Consultant: Trustee Badtke asked the Trustees to consider hiring a consultant to help review the proposed contract with the Village.

Trustee Badtke made a motion to approve up to \$10,000 (\$5,000 each) to contact a law firm and consultant to ask for proposals to review and make recommendations regarding the contract.

The motion failed for lack of a second.

Proposal to Reduce Levy: Trustee Badtke stated that he suggests reducing the next levy for one year.

Trustee Badtke made a motion to levy a 0% increase over next fiscal year.

The motion failed for lack of a second.

Annexation Review: Trustee Badtke inquired as to whether it is possible to review past annexations to address whether they have caused District property to become non-contiguous. Ms. Spring stated that the annexations have to be objected to as they come up; they can not be objected to retroactively.

Closed session minutes: There were none at this time.

Public Comment: Terry Cox, M.E.S.S., requested the District consider making a donation of \$1,000 to M.E.S.S. as it has done in the past. The Trustees agreed to put the request on the next agenda.

Closed Session: None.

Next Meeting: The next meeting of the Warren-Waukegan Fire Protection District will be July 21, 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, Trustee Klauber made a motion to adjourn at 9:31 p.m. President DeRuntz seconded the motion.

AYES: Badtke, DeRuntz, Klauber

NAYS: None.

Motion carried.

Secretary of WWFPD

Date minutes approved