Woodstock Fire/Rescue District
Board of Trustees Meeting
Thursday, November 17, 2011

The Meeting was called to order at 7:00 pm by President Bob Kristensen.

Roll Call

Trustees Present: President Bob Kristensen, Secretary Kenneth Marunde, Treasurer John Kunzie, Trustee Richard Menzel and Trustee Scott Sankey.

Others Present: Chief Ralph Webster, Deputy Chief Terry Menzel, Office Manager Shari Simpson, Administrative Clerk Courtnie Shannon, Attorney Thomas Zanck, other members of the Department, and members of the public.

Public Comments

No public comments

Correspondence

Chief Webster commented on thank you letters received.

Approval of Minutes

Discussion was held on the minutes of October 20, 2011, Regular Meeting; and October 20, 2011, Executive Session.

A motion was made by Trustee Menzel, seconded by Secretary Marunde to approve the Regular Meeting minutes of October 20, 2011, with amendments. All yeas, motion passed.

A motion was made by Secretary Marunde, seconded by Treasurer Kunzie to approve the Executive Session Minutes on October 20, 2011. Motion passed, 5 yea, 0 nea.

Attorney's Report

No Attorney's Report

Financial Report

General Discussion was held concerning the bill report. Staff clarified and presented information on questioned bills. Trustee Menzel requested an explanation on the credit cards and the Imprest Fund expenditures. The board was presented with a report and discussion followed. Staff was directed to revise future reports and only include expenditures of $100.

A motion was made by Trustee Menzel, seconded by Treasurer Kunzie to pay the bills in the amount of $95,000. Motion passed, 5 yea, 0 nea.

A motion was made by Treasurer Kunzie, seconded by Secretary Marunde to authorize a transfer for bills in the amount of $95,000. Motion passed, 5 yea, 0 nea.

A motion was made by Trustee Menzel, seconded by Treasurer Kunzie to authorize a transfer for payroll in the amount of $180,000. Motion passed, 5 yea, 0 nea.

A motion was made by Secretary Marunde, seconded by Trustee Menzel to authorize three checks to be paid out of the Accumulation Fund in the amount of $22,680 for the repairs done to the Station 1 parking lot and roof. Motion passed, 5 yea, 0 nea.

Unfinished Business

President Kristensen commented on the discussion that was held last month concerning District Representation and would like to continue to retain Zanck, Coen, & Wright (ZCW). Following the discussion, a motion was made by Treasurer Kunzie, seconded by Trustee Menzel to repeal the motion from last month requesting proposals from other legal firms. Motion passed, 5 yea, 0 nea.

A motion was made by Treasurer Kunzie, seconded by President Kristensen and Trustee Menzel to continue with ZCW. Motion passed, 5 yea, 0 nea.

Chief Webster commented on what should be done with the 2011 Tax Levy. Chief Webster presented a memo reversing the original recommendation to freeze the 2011 tax levy at the 2010 amount and instead take advantage of the 1.93% increase. No action was necessary at this time. A decision will be made to accept the levy at the Board of Trustees Meeting next month.

Chief Webster gave a brief overview of the progress of the Station 1 projects including the roof and parking lot. No discussion held.

New Business

Chief Webster commented on the Trustee compensation. It was asked that we review the cycle in which we pay Trustees. Trustees are paid in November for the current fiscal year. For example, trustee pay for the fiscal year ending April 30, 2012 is paid in November 2011. The compensation is calculated as follows:

- $2,000 General Corporate Fund because the district had more than 20 full-time personnel
- $1,000 is paid for the Ambulance Service Fund as trustees are entitled to an additional 50%(of the amount from the General Corporate Fund) because the district provides ambulance service
- An additional $1,500 is paid from the General Fund because trustees that have completed trustee certification and/or continuing education are entitled to an additional 50% over and above other compensation.

Chief Webster presented details about a Local Incident Management Team (LIMT). That is being started with the City of Woodstock. The LIMT will ultimately have a positive impact by providing a coordinated response to emergencies within the Woodstock Fire/Rescue District and the City of Woodstock. This concept of the LIMT is the result of a research project that Chief Webster completed through the Executive Fire Officer Program.

A motion was made by Trustee Sankey, seconded by Trustee Menzel to adopt the LIMT resolution allowing the project to move forward. Motion passed, 5 yea, 0 nea.

A motion was made by Trustee Kunzie, seconded by President Kristensen to go into Executive Session to discuss personnel. All yeas, motion passed and the board adjourned to Executive Session at 7:49pm.

Regular Meeting reconvened at 8:01pm

A ceremony was held for the presentation of badges and helmets for Firefighter/Paramedic Tyler Webster and Firefighter/EMT-Basic Kyle Sahs.

A motion was made by Treasurer Kunzie, seconded by Trustee Menzel to adjourn the meeting. Meeting adjourned at 8:10pm.

Respectively Submitted,

Kenneth Marunde
Secretary