

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday September 20, 2023

**Call to Order:** President Budil called the meeting of the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 6:01 PM

**Roll Call:** Present: Trustee Tony Milton, Trustee Brian Wattleworth & President Donna Budil

Other Present: Meganne Trela and Matt Simo of Ottosen, Dinolfo, Hasenbalg & Castaldo, Deputy Chief Douglass and Doug Taveirne of Dam, Snell & Taveirne.

**Comments from the Public:** None

**Approval of Minutes:**

Trustee Milton made a motion to approve WWFPD meeting minutes from July 19, 2023. Trustee Wattleworth seconded the motion. A roll call was taken.

Ayes: 3

Nays: 0

Motion carried: 3/0

**REPORTS**

**President's Report:**

President Budil had nothing to report at this time.

**Treasurer's Report:**

Trustee Wattleworth distributed the Treasurer's Report. Trustee Wattleworth stated that a large amount of tax revenue had been collected since the last board meeting the bulk of which has been transferred to investment account. The current balance of total WWFPD assets is approximately 6.6M. Trustee Wattleworth noted that a payment to the Village is included on the upcoming expense report and execution of that payment will reduce the balance to approximately 5.7M.

President Budil made a motion to approve the Treasurer's Report as presented. Trustee Wattleworth seconded the motion. A roll call was taken.

Ayes: 3

Nays: 0

Motion carried: 3/0

Trustee Wattleworth next presented a Statement of Expenditures. Trustee Wattleworth stated the report included the usual expenses. Trustee Wattleworth asked Mr. Taveirne for clarification of invoice/credit notices received from ambulance billing company. Mr. Taveirne explained that outside factors such as insurance payments effect the final figures, and the notices are sent as final reconciliation occurs. Total expenditures equal **\$885,957.71**.

<b>Proposed Expenditures</b>	<b>Date</b>	<b>Description</b>	<b>Amount</b>
Beverly Shannon	7/19/23	Recording Secretary	\$200.00
Ottosen, Dinolfo et. al.	7/31 – 8/31/23	Legal	\$3031.50
Andres Medical Billing	7/31 – 8/31/23	Billing Services	\$3646.71
Dam Snell	7/31/23	CPA	\$690.00
Cyber Construction	9/1/23	IT Services	\$327.00
Village of Gurnee	9/15/23	WWFPD Svc Cont.	\$878,062.50
<b>Total</b>			<b>\$885,957.71</b>

President Budil made a motion to approve Expense Report. Trustee Milton seconded the motion. A roll call was taken:

Ayes: 3                      Nays: 0                      Motion carried: 3/0

**Secretary's Report:**

There is no Secretary's Report at this time.

**Fire Chief's Report:**

Deputy Chief Douglass explained the MAVIS system utilized by all fire departments in our area. The concept being that if one department is called to an emergency deploying most of their resources, other surrounding departments will pick up the slack and answer ensuing calls so that all calls can be attended to as soon as possible. Basically, MAVIS is a reciprocal agreement to best serve all communities.

Chief Douglass stated that calls have increased by 7.5% over last month. This is attributed to weather and increased number of visitors in the area with Six Flags open. Asked if his department answered a lot of calls for Six Flags, Chief Douglass replied that Six Flags has their own personnel and systems in place, but the rise in population impacts the number of calls they must respond to.

Next Chief Douglass announced that two (2) new firefighters have been added to the roster leaving only one (1) opening to be filled for the WWFPD to be at capacity. Capacity is defined at 57 people/19 people per shift.

Chief Douglass noted that 41 bullet proof vests have been added to equipment carried on WWFPD vehicles. The vests will provide protection during violent circumstances such as active shooter situations, and responses to fights and domestic violence calls. Chief Douglass also noted that the department is hoping to add another vehicle to their fleet to keep milage down on current vehicles and increase resources and the ability to respond to the community's needs.

Chief Douglass stated that members of the WWFPD attended observances commemorating 9/11 including ceremonies held at Great Lakes Naval Station.

Lastly Chief Douglass announced that “Training in the Park” was rotating through area parks and the schedule can be found on The Village website. This is a for WWFPD personnel to interact with the communities they serve and is a lot of fun!

**Attorney’s Report:**

Ms. Trela stated she will schedule the mandatory meetings to satisfy the Decennial Committee on Local Government Act to coincide with the current WWFPD schedule so board members can attend both in the same evening.

**Old Business:**

- a. **Ambulance Billing Complaints:** None
- b. **Annexations:**

The District received notice from Waukegan about an annexation. After review by the attorney, the property meets the annexation requirements and there is not a sufficient basis to challenge the annexation.

**New Business:**

➤ **Ord. 2023-O-04 Draft Levy**

Ms. Trela explained that the WWFPD can raise the levy up to 5% without triggering a Truth in Taxation debate. The board has the option of raising the levy a smaller percentage or levying the full amount with an eye to an abatement later in the fiscal year. The second option allows the board more time to study financials and receive a more detailed financial projection from Mr. Taveirne. At this juncture Mr. Taveirne distributed financial reports noting a marked increase in ambulance billing. Mr. Taveirne reminded the board to keep in mind the amount abated influences the amount that can be levied in the future and that the figures in the report are projections only. The board asked Mr. Taveirne to work up various scenarios and figures to discuss abatement at the next board meeting. Direction was given to Ms. Trela and Mr. Taveirne to approve full levy amount permitted and provide calculations for abatements of 2.7M and 1.8M with projected outcomes extending to the end of the current Village contract.

➤ **Review and possible approval of Audit Extension.**

President Budil made a motion to approve the Audit Extension. Trustee Milton seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

➤ **Review of tax rate objections.**

Ms. Trela explained that there are routine and standardized tax objections raised stating that District boards should only be able to collect funds necessary to pay required expenses and wants a judgement between 120K and 140K. The attorney at Ms. Trela’s law firm that routinely handles tax objections

believes that 127K can resolve this issue without more time and money spent fighting this objection in court. Ms. Trela noted that the amount is less than the 180K that was required to address tax objections in 2016-2017.

President Budil made a motion to approve \$127,000.00 to put an end to the litigation. Trustee Milton seconded the motion. A roll call was taken:

Ayes: 3                      Nays: 0                      Motion carried: 3/0

**Closed Session:** None

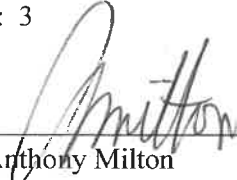
**Action Items from Closed Session:** None

**Review agenda items for next board meeting – November 15, 2023**

- Draft Levy Determination
- Audit Report

Having no further business to come before the board, President Budil made a motion to adjourn the meeting at 7:14 PM. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 3                      Nays: 0                      Motion carried 3/0

  
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Anthony Milton  
Secretary, Board of Trustees  
Warren-Waukegan Fire Protection District

  
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Date minutes approved