

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday January 15, 2025

**Call to Order:** President Budil called the meeting of the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 6:00 PM

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

Other Present: Meganne Trela of Ottosen, Dinolfo, Hasenbalg & Castaldo, Fire Chief Kavanaugh, Lt. Tony Roberts and Ben Carney & Greg Sotiros from PMA

**Comments from the Public:** None

**Approval of Minutes:**

Trustee Wattleworth made a motion to approve WWFPD meeting minutes from November 20, 2024. President Budil 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 Reports to the Board. Trustee Wattleworth stated that in November he had transferred 1.2M from the 606 account to the Harris investment account. The remaining balance in the 606 account is approximately 500K. Total current assets are \$5,925,281.14

President Budil made a motion to approve the Treasurer's Report as presented. Trustee Milton 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 higher-than-normal invoice from CPA was due to work on the WWFPD audit and preparation on financial reports. Trustee Wattleworth noted that the ambulance billing continues to be received at the last minute.

Chief Kavanaugh stated that progress is being made but there is still work to do. Trustee Milton added that if ambulance billing continues to be received at the last minute, approval for payment may need to be moved to the next scheduled board meeting.

Total expenditures submitted for approval equal **\$925,836.37**

<b><u>Proposed Expenditures</u></b>	<b><u>Date</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
Beverly Shannon	11/20/24	Recording Secretary	\$250.00
Ottosen, Dinolfo et. al.	11/30-12/3124	Legal	\$2058.50
Dam Snell	11/30/24	CPA	\$10,570.00
EMS-MC	11/30/24	Billing Services	\$756.31
EMS-MC	12/31/24	Billing Services	\$3483.07
Cyber Construction	1/5/25	IT Services	\$67.50
NIAFPD	1/2/25	Membership Dues	\$469.36
Village of Gurnee	12/31/24	Q3 Service Contract	\$907,916.63
Domain Name Services	1/27/25	Domain Registration	\$265.00
<b>Total</b>			<b>\$925,836.37</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:**

Chief Kavanaugh stated that the Fire department had responded to 8422 calls in 2024 which averages to just over 23 calls per day.

Chief Kavanaugh announced that the new fire engine had been delivered yesterday with delivery of (2) more vehicles expected in May and October 2025. The receipt of these vehicles will align the equipment with the correct rotation schedule. The Chief also noted that another engine is due for delivery in 2026 and updates to Fire Stations 1 & 2 have been approved and scheduled.

Next Chief Kavanaugh stated that Chief Paliteri had retired from active duty but will continue to teach the new firefighters and that the department had adopted (2) families for the holidays with events including breakfast with Santa.

**Attorney's Report:**

Ms. Trela stated that the levy approved by the WWFPD board had been filed and she is expecting a notice confirming the amount in March 2025.

**Old Business:**

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

**New Business:**

**a. Presentation by PMA**

Ben Carney and Greg Sotiros are representatives of PMA a risk management group that advises the WWFPD on investing their assets. They provide cash flow analysis, pertinent data points, monthly bond performance reports and trend projections as well as comparing opportunities from numerous banks allowing Trustee Wattleworth to make informed decisions. PMA is FDIC insured and has 1.89 trillion in assets and their monthly dividends are comparable to other management firms. Their current read on market conditions is that long term, treasury bonds will outperform CDs which is why the WWFPD has invested in Treasury bonds. Trustee Milton was assured that a mix of investments is possible to mitigate risk as market conditions change.

**b. NIAFPD Conference – Trustee Attendance & Cost Reimbursement**

Payment can be made by check or credit card. Board members can register and be reimbursed at the next meeting.

**c. Adopt 2025 – 2026 WWFPD Meeting Schedule**

6:00 PM at Fire Station #2 6581 Dada Drive Gurnee IL

- May 21, 2025
- July 16, 2025
- September 17, 2025
- November 19, 2025
- January 21, 2026
- March 18, 2026

President Budil made a motion to approve 2025-2026 Meeting Schedule. Trustee Milton seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

Closed Session: None

Action on items in Closed Session: None

Review agenda items for next board meeting – March 19, 2025

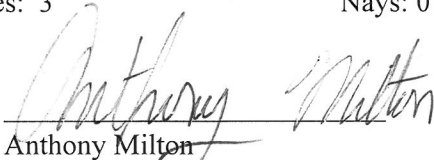
- Review of Budget
- Review of Insurance

Having no further business to come before the board, President Budil made a motion to adjourn the meeting at 6:55 PM. Trustee Milton 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