

**Warren-Waukegan Fire Protection District
Agenda – Wednesday, January 15, 2025 - 6:00 p.m.
Fire Station #2 –6581 Dada Drive, Gurnee, Illinois**

AGENDA

- I. Call to Order
- II. Roll Call
- III. Comments from the public
- IV. Approval of Minutes - Approval of minutes of meeting on November 20, 2024
- V. Reports:
 - a. President's Report
 - b. Treasurer's Report
 - 1. Review and sign statement of investments
 - 2. Review and sign statement of expenditures
 - 3. Review proposed expenditures for approval
 - c. Secretary's Report
 - d. Fire Chief's Report
 - e. Attorney's Report
- VI. Old Business:
 - a. Ambulance billing complaint(s), as applicable
 - b. Discuss annexations, as applicable
- VII. New Business
 - a. Presentation from PMA
 - b. NIAFPD Conference – Trustee Attendance & Costs Reimbursement
 - c. Adopt 2025-2026 regular meeting schedule
6:00 p.m. at Fire Station #2 – 6581 Dada Drive, Gurnee, Illinois

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

 - d. Review and consider 2025-2026 budget process
- VIII. Closed Session (if necessary)
- IX. Review agenda for next meeting – March 19, 2025
- X. Adjournment

Dated: January 10, 2025

WARREN-WAUKEGAN FIRE PROTECTION DISTRICT
By: /s/ Anthony Milton, Secretary

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday November 20, 2024

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 Doug Taveirne.

Comments from the Public: None

Approval of Minutes:

Trustee Wattleworth made a motion to approve Decennial meeting minutes from September 18, 2024. President Budil seconded the motion. A roll call was taken.

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

Trustee Wattleworth made a motion to approve WWFPD meeting minutes from September 18, 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 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 \$5,800,213.13

Trustee Wattleworth next stated that he had received notification of fraud protection offered for online banking. After discussing the issue, the board gave direction for Trustee Wattleworth to proceed with the fraud protection option. Trustee Wattleworth and Trustee Milton will act as signatories.

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 there were no unusual expenses except a reimbursement to himself for the Microsoft Office 365 payment required to maintain SharePoint access and the email addresses used by WWFPD board members.

During a discussion regarding the lag and fluctuation in billing by EMS-MC Chief Kavanaugh stated that the Village is aware of this, monitoring the situation closely and seeing incremental improvement. President Budil asked when the switch to the new company occurred. Chief Kavanaugh stated it has been almost a year. Mr. Taveirne suggested that if the billing continues to be an issue, a monitoring policy (overseen by Trustee Wattleworth) could be implemented. At this time the board will wait to see if there is continued improvement before taking any action. Total expenditures submitted for approval equal **\$7924.00**

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	9/18/24	Recording Secretary	\$250.00
Ottosen, Dinolfo et. al.	9/30-10/31/24	Legal	\$1813.00
Dam Snell	9/30/24	CPA	\$1390.00
EMS-MC	9/30-10/31/24	Billing Services	\$4255.11
Brian Wattleworth	10/5/24	MS 365 renewal	\$216.00
Total			\$7924.00

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 announced that the new Lake County 911 Emergency website is now available at lakecomm911.org and that the Board and Committee positions are actively being filled. The Chief stated that 29 police and fire agencies in Lake County are participating in the consolidation of 911 calls and the construction of the new facility. To date 6M has been raised and the first budget meeting is scheduled for

January 2025 with the building expected to operational by the 3rd quarter of 2025. The Chief stated that is accomplishment will greatly help streamline and expedite emergency response times in Lake County.

Chief Kavanaugh noted that a new fire engine, ordered in 2021, will be delivered in two weeks with two additional ambulances due in May and October of next year. The Chief stated that the cost for the fire engine ordered three years ago was 695K and that the engine ordered this year for delivery in 2027 cost 1.2M. The Chief added that the department is fortunate to have in-house mechanics that can perform scheduled maintenance and repairs to the current emergency vehicles keeping them in service for longer than many other departments. Trustee Milton asked if ordering the vehicles three years in advance would result in them having aspects that are already out of date upon delivery. Chief Kavanaugh explained that updates are made during the production process so this is not an issue.

Lastly Chief Kavanaugh announced that Lt. Tony Roberts will be promoted to acting Battalion Chief.

Attorney's Report:

There is no Attorney's Report at this time.

Old Business:

- a. Ambulance Billing Complaints: None
- b. Annexations: None
- c. Dam, Snell & Taveirne Financial Reports
 - 2024 Audit
 - 2024 Comptroller's Annual financial Report
 - 2024 Treasurer's Annual Financial Report
 - Financial reports
- d. Review and possible approval of Audit

Mr. Taveirne distributed the financial reports to the board members referring to the one-page summary on the first page. Mr. Taveirne noted that the final statement was held up by fluctuations in ambulance billing, property tax income was down due to the abatement issued the previous year, investment income was up due to higher interest rates and business taxes were at 1.5%. Mr. Taveirne noted that WWFPD account balances were enough to pay the anticipated WWFPD expenses for one year. Regarding ambulance billing Mr. Taveirne stated that he will coordinate with Erika at the Village to monitor for consistency and accuracy and added that WWFPD office equipment such as computers should be inventoried and tracked. Mr. Taveirne stated that he will submit the signed financial reports to the correct entities once approved by the board.

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

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

Trustee Wattleworth made a motion to approve the 2024 Treasurer's Annual Financial Report. President Budil seconded the motion. A roll call was taken:

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

New Business:

a. Truth in Taxation Levy Hearing.

President Budil made a motion to open the Truth in Taxation Levy Hearing at 7:02 PM. Trustee Milton seconded the motion. A roll call was taken:

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

Ms. Trela stated that the notice for the public had been published as required since the levy exceeded the 5% cap due to the abatement the previous year. There was no one present from the public for comment.

President Budil made a motion to close the Truth in Taxation Levy Hearing at 7:06 PM. Trustee Milton seconded the motion. A roll call was taken:

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

b. Ordinance 2024-O-3 Making 2024 Levy Determination

Ms. Trela stated that levy proposed is \$3,786,000.00. This amount will avoid referendums to garner additional funds in the future and Chief Kavanaugh referred back to the price increase mentioned in his earlier report and how this will affect future orders and the funds contributed by the WWFPD.

Trustee Wattleworth made a motion to adopt Ordinance 2024-O-3. President Budil seconded the motion. A roll call was taken:

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

c. Review and possible approval Dam, Snell & Taverine engagement letter.

The engagement letter will be addressed at the January 2025 meeting.

Closed Session: None

Action on items in Closed Session: None

Review agenda items for next board meeting – January 15, 2025

- Dam, Snell & Taveirne Engagement Letter
- Approval of WWFPD meeting schedule.

Having no further business to come before the board, President Budil made a motion to adjourn the meeting at 7:20 PM. Trustee Milton seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried 3/0

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

Date minutes approved

PUBLIC NOTICE

Notice is hereby given that the Board of Trustees of the Warren-Waukegan Fire Protection District will conduct its regular business meetings for the fiscal year beginning on May 1, 2025 and ending April 30, 2026 at 6:00 p.m. at Gurnee Station No. 2, 6581 Dada Drive, Gurnee, Illinois, on the following dates:

MAY 21, 2025

JULY 16, 2025

SEPTEMBER 17, 2025

NOVEMBER 19, 2025

JANUARY 21, 2026

MARCH 18, 2026

Dated: January 15, 2025

WARREN-WAUKEGAN FIRE PROTECTION DISTRICT
By: / Anthony Milton, Secretary

**Warren-Waukegan Fire Protection District
Agenda – Wednesday, March 19, 2025 - 6:00 p.m.
Fire Station #2 –6581 Dada Drive, Gurnee, Illinois**

AGENDA

- I. Call to Order
- II. Roll Call
- III. Comments from the public
- IV. Approval of Minutes
 - a. Meeting Minutes from January 15, 2025
- V. Reports:
 - a. President's Report
 - b. Treasurer's Report
 1. Review and sign statement of investments
 2. Review and sign statement of expenditures
 3. Review proposed expenditures for approval
 - c. Secretary's Report
 - d. Auditor's Financial Reports
 - e. Mayor's/Fire Chief's Report
 - f. Attorney's Report
- VI. Old Business:
 - a. Ambulance billing complaint(s), as applicable
 - b. Discuss annexations, as applicable
- VII. New Business
 - a. Review Draft FY 2025/2026 Budget & Appropriation Ordinance – discussion / possible action
 - b. Discussion/ possible action – Engagement letter for Dam Snell & Taverine, Ltd.
 - c. Review and possible approval of Insurance renewal questionnaire (VFIS Property and Casualty)
- VIII. Closed Session
- IX. Action from Closed Session (if needed)
- X. Review agenda for next meeting – May 21, 2025
- XI. Adjournment

Dated: January 15, 2025

WARREN-WAUKEGAN FIRE PROTECTION DISTRICT
By: / Anthony Milton, Secretary