

**Warren-Waukegan Fire Protection District  
Agenda – Wednesday, September 18, 2024 - 6:00 p.m.  
Fire Station #2 –6581 Dada Drive, Gurnee, Illinois  
Decennial Committee Meeting Agenda**

- A. Call to Order
- B. Roll Call
- C. Public Comment
- D. Approval of July 17, 2024, meeting minutes
- E. Discussion and possible approval of Final Decennial Committee Report
- F. Adjournment

Dated: September 9, 2024

**WARREN-WAUKEGAN FIRE PROTECTION DISTRICT**

By: / Anthony Milton, Secretary

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT DECENNIAL  
COMMITTEE

GURNEE STATION #2

Wednesday July 17, 2024

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

**Roll Call:** Present: Trustee Brian Wattleworth, Trustee Anthony Milton & President Donna Budil, Kelly Deiler, Dave Deiler.

Other Present: Meganne Trela of Ottosen, Dinolfo, Hasenbalg & Castaldo, Chief Kavanaugh and Deputy Chief Douglass.

**Comments from the Public:** None

**Approval of May 15, 2024, meeting minutes:**

Trustee Milton moved to approved the minutes of the May 15, 2024, Decennial Committee meeting, Trustee Wattleworth seconded the motion. Motion carried by a voice vote.

**Discussion of Process, Procedures, and Proposed Timeline:**

Ms. Trela reviewed the draft report with the Committee. Trustee Milton noted that he wanted to review financials prior to the final meeting. Trustee Wattleworth discussed the procedure for the report and the District operations.

**The Next Committee Meeting is Scheduled for September 18, 2024, at 6:00 pm.**

Having no further business to come before the committee, Trustee Budil made a motion to adjourn the meeting at 6:16 pm. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 5

Nays: 0

Motion carried 5/0

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

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Date minutes approved



# Warren-Waukegan Fire Protection District

## WARREN-WAUKEGAN FIRE PROTECTION DISTRICT REPORT FOR COMPLIANCE WITH DECENNIAL COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY ACT

### I. Introduction

The Warren-Waukegan Fire Protection District (“WWFPD”) is responsible for providing fire and ambulance coverage for the unincorporated lands within this District.

The District provides fire and ambulance coverage by contracting for services with the Gurnee Fire Department. In this way, the Department provides 24-hour fire and rescue services for the entire area, operating out of three stations in Gurnee — its headquarters station located at 4580 Old Grand Avenue; Station 2 located at 6581 Dada Drive; and Station 3 located at 5330 Manchester Drive.

The District has three appointed trustees overseeing the operations of the District. The District does not have any employees. The District holds its regular meetings at 6581 Dada Drive at 6:00 pm on the third Wednesday of every other month (January, March, May, July, September, and November).

### II. General Information

#### A. Location

The District provides services for the following villages, townships, and cities.

VILLAGES, TOWNSHIPS, & CITIES	
Name	Population
Grayslake	21,248
Gurnee	30,706
Waukegan	89,321
Beach Park	14,250
Gages Lake	10,640
Libertyville	20,580
Lindenhurst	14,410
Old Mill Creek	162
Park City	7,890
Third Lake	1,110

Wadsworth	3,520
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The District is located within one county.

COUNTIES	
Name	Population
Lake	707,621

### B. District Demographics

The WWFPD along with the Village of Gurnee, make up a 32 square mile area stretching from Waukegan, Illinois, to Route 45. The area includes Gurnee Mills mall and Six Flags Great America. The WWFPD is responsible for fire and ambulance service for the unincorporated lands within the described area.

### C. Fire Stations

Name of Station	Location
Provided by Gurnee FD	1) 4580 Old Grand Avenue 2) 6581 Dada Drive 3) 5330 Manchester Drive

### D. Employees

Full Time	Part Time	Volunteer/Paid on Call
0	0	0

### E. Fire & EMS Apparatus

Type	Quantity	Age
Provided by Gurnee FD		

### F. Services & Programs

SERVICES	
Existing	Potential Future Services
Provided by Gurnee FD	

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<b>PROGRAMS</b>	
<b>Existing</b>	<b>Potential Future Programs</b>
Provided by Gurnee FD	

**G. Financials**

<b>BUDGET</b>	
<b>Fiscal Year</b>	<b>Annual Budget Amount</b>
FY 2019	\$6,483,702.00*
FY 2020	\$6,101,499.00*
FY 2021	\$6,772,815.00*
FY 2022	\$4,461,660.00
FY 2023	\$4,523,354.00
FY 2024	\$4,831,416.50

\* As a part of the contractual obligations of the WWFPD, WWFPD contributed funds to the building of the Village of Gurnee's third station.

<b>END OF YEAR FINANCIAL REPORT</b>		
<b>Fiscal Year</b>	<b>Revenues</b>	<b>Expenditures</b>
FY 2019	\$2,204,596.00	\$3,125,401.00
FY 2020	\$2,517,944.00	\$3,170,601.00
FY 2021	\$4,057,036.00	\$4,351,182.00
FY 2022	\$3,835,045.00	\$4,280,346.00
FY 2023	\$4,347,398.00	\$3,389,684.00

The District is financially healthy and has responsibly budgeted for its annual contract obligations and even contributed to the equipment and facilities used by the Village of Gurnee in their service of the District's constituents. This year, the District was able to abate its tax levy, creating a large savings for the residents of the District.

**H. Equalized Assessed Value (EAV)**

<b>Fiscal Year</b>	<b>EAV</b>
FY 2019	\$477,789,965.00
FY 2020	\$484,975,719.00
FY 2021	\$499,237,756.00
FY 2022	\$524,379,836.00
FY 2023	\$460,594,080.00

**I. Insurance Services Office (ISO) Rating**

The District’s current ISO rating is Class 3.

**III. Committee Information**

<b>COMMITTEE MEMBERS</b>	
<b>Title</b>	<b>Name</b>
President	Donna Budil
Treasurer	Brian Wattleworth
Secretary	Anthony Milton

<b>COMMITTEE MEETING DATES</b>		
<b>Meeting</b>	<b>Date</b>	<b>Location</b>
First Meeting	March 20, 2024	6581 Dada Drive
Second Meeting	May 15, 2024	6581 Dada Drive
Third Meeting	July 17, 2024	6581 Dada Drive
Additional Meetings	September 18, 2024	6581 Dada Drive

**IV. Intergovernmental Agreements (IGAs) & Interrelationships**

The District contracts for service with the Village of Gurnee. All mutual aid and Intergovernmental Agreements that would apply to the services provided by the Village of Gurnee apply to the District.

**V. Review of Laws, Fire District Policies, Rules, Procedures, Training Materials, Reports, and other Documents**

**A. Laws (External Review)**

<b>STATE LAWS</b>	
Fire Protection District Act (70 ILCS/705)	✓
Illinois Open Meetings (OMA) Act (5 ILCS 120)	✓
Illinois Freedom of Information Act (5 ILCS 140)	✓
State Officials and Employees Ethics Act (5 ILCS 430/1-1) and other State Ethics Laws	✓

**B. Policies, Ordinances, Rules, & Bylaws (Internal Review)**

<b>EXISTING POLICIES, ORDINANCES, RULES, &amp; BYLAWS</b>		
<b>Title</b>	<b>Date Enacted</b>	<b>Conclusion</b>
Public Comment Policy	5/16/2018	No action necessary
Designation of OMA Officer Policy (5 ILCS 120/1.05(a))	Currently, the Board attorney serves as the point of contact for purposes of OMA	No action necessary
Designation of FOIA Officer Policy (5 ILCS 140/3.5(a))	Currently, the Board attorney serves as the point of contact for purposes of FOIA	No action necessary
Designation of Whistleblower Auditing Official Policy (50 ILCS 105/4.1)	N/A	No action necessary
Sexual Harassment Policy (775 ILCS 5/2-109)	January 17, 2018	The Board plans to complete training in the upcoming year on this topic.
Drug Free Workplace Policy	N/A	No action necessary
IDOL Mandated Policies	N/A	No action necessary

List and briefly describe any policies, ordinances, rules, and bylaws the District is implementing or hoping to implement in the future.

### **C. Procedures**

<b>PROCEDURES</b>	
<b>Type</b>	<b>Conclusion</b>
Perform Semiannual Review of Closed Session Minutes (5 ILCS 120/2.06)	The Board does not have closed session meeting minutes to review, but will review the minutes as required when/if there are closed session minutes to review
Trustees Filed Statement of Economic Interest Policy (5 ILCS 420/4A-101)	The Trustees comply with this task annually
Computation and Retention of FOIA Requests (5 ILCS 140/3.5(a))	The Board's attorney reviews and responds to any submitted FOIA requests
Post other Required FOIA Information (5 ILCS 140/4(a)-(b))	The required information is posted

Retention, Destruction, and Review of other Documents	The Board attorney keeps copies of official documents such as the Budget
Manage/Post List for Categories of FOIA Records under FPD's Control (5 ILCS 140/5)	The Board's attorney reviews and responds to any submitted FOIA requests
Post/File OSHA 300A Report (if required)	N/A
Grant Management and Reporting	N/A
NFIRS Compliance	N/A

#### D. Reports

<b>CALL REPORTS</b>		
<b>Title</b>	<b>Findings</b>	<b>Conclusion</b>
Call Volume Reports (3-year trend)	<p>2021: District total = 1,994 (Fire service calls = 749 and EMS calls = 1,245)</p> <p>2022: District total = 2,027 (Fire service calls = 627 and EMS calls = 1,400)</p> <p>2023: District total = 2,111 (Fire Service calls = 659 and EMS calls = 1,452)</p>	Calls for service within the District (excluding calls that fall within the Village of Gurnee) increase slightly each year.
Call Type Reports (3-year trend)	Attached is a summary of the three call types	The contract with the Village of Gurnee continues to serve the District and District residents well.

<b>FINANCIAL REPORTS</b>		
<b>Title</b>	<b>Findings</b>	<b>Conclusion</b>
Treasurer Statement of Receipts & Disbursements	The Board reviews the receipts and disbursements at each meeting. They are part of the Board packets and discussed in the meeting minutes.	The Board will work to post the receipts and disbursements prior to the meeting as a part of the board packet.



Annual Audit	The annual audit is completed in a timely fashion and properly filed.	The Board will continue to complete the annual audit.
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**E. Documents**

<b>DOCUMENTS</b>		
<b>Title</b>	<b>Findings</b>	<b>Conclusion</b>
Schedule of all FPD Board Meetings (5 ILCS 120/2.03)	A schedule of meetings is posted annually.	No action necessary.

**F. Transparency**

The District does not maintain its own website but does have a page with the Village of Gurnee. The District posts its meeting notices, meeting agendas, and meeting minutes. The page also contains the contact information for the District FOIA officer.

<b>WEBSITE</b>		
<b>Type</b>	<b>Findings</b>	<b>Conclusion</b>
General Review of Website Information	<a href="https://www.gurnee.il.us/government/departments/fire-department/warren-waukegan-fire-protection-district">https://www.gurnee.il.us/government/departments/fire-department/warren-waukegan-fire-protection-district</a>	The District will start posting its board packets on the webpage.

**VI. Recommendations for Increased Accountability and Efficiency**

**A. Strengths & Efficiencies**

The District’s relationship with the Village of Gurnee is a wonderful asset to the community and residents of the District. The Village and District are able to work cooperatively to enhance the level of service to the community. In the past, the District has contributed to equipment purchases, apparatus purchases, and facilities related to the service the Village of Gurnee provides to District residents. The District looks forward to continuing its relationship with the Village of Gurnee.

**B. Weaknesses & Inefficiencies**

<b>INEFFICIENCIES</b>	
<b>Item</b>	<b>Recommendation for Improvement</b>

<i>Improve website transparency</i>	The District will work to make sure the Board packets are posted on the webpage.
<i>Continue additional training</i>	The District will work with its partners to continue to engage with trustee training opportunities.

### **C. Conclusion**

The District is in a financially sound position and has utilized its cooperative relationship with the Village of Gurnee to the benefit of the residents of the District. The District looks forward to continuing its work and continuing its relationship with the Village of Gurnee.

**The following additional documents are attached to this report:**

✓	<b>NAME OF DOCUMENT</b>
✓	Agenda and Minutes from First Committee Meeting
✓	Agenda and Minutes from Second Committee Meeting
✓	Agenda and Minutes from Third Committee Meeting
✓	Agenda and Minutes from Fourth Committee Meeting
✓	Fire Protection District Map
✓	2021, 2022, 2023 Call Volume and Type Reports