

**Warren-Waukegan Fire Protection District, Board of Trustees**  
**Regular MEETING – Wednesday, November 20, 2024 – 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 – Meeting September 18, 2024
  - V. Approval of Minutes – Decennial Meeting September 18, 2024
  - VI. 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
  - VII. Old Business:
    - a. Ambulance billing complaint(s), as applicable – discuss/possible action
    - b. Discuss annexations, as applicable – discuss/possible action
    - c. Dam, Snell & Taveirne Financial Reports update – discuss/action
      - 1. 2024 Audit Report
      - 2. 2024 Comptroller's Annual Financial Report
      - 3. 2024 Treasurer's Annual Financial Report
      - 4. Financial reports
    - d. Review and possible approval of Audit
  - VIII. New Business
    - a. Truth In Taxation Levy hearing
    - b. Ord. 2024-O-03 Making 2024 Levy Determination – discuss/action
    - c. Review and approve Dam, Snell & Taveirne, Ltd. engagement letter
  - IX. Closed Session (if needed)
  - X. Action on Items from Closed Session (if any)
  - XI. Review agenda for next meeting – January 15, 2025
  - XII. Adjournment
- Dated: November 7, 2024

**WARREN-WAUKEGAN FIRE PROTECTION DISTRICT**

By: Anthony Milton, Secretary

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday September 18, 2024

**Call to Order:** President Budil called the meeting of the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 6:12 PM

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

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

**Comments from the Public:** None

**Approval of Minutes:**

Trustee Wattleworth made a motion to approve WWFPD meeting minutes from July 17, 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 noted that only 45K in property tax money had been taken in over the last two months. This decreased amount is the result of the last tax abatement passed by the board.

Trustee Wattleworth next commented that there is a lag in receiving invoices from as well a notable decrease in the amount due to EMS-MC, the new ambulance billing company. Deputy Chief Douglass stated that the Village staff is looking into this matter and Ms. Trela added that WWFPD accountant Doug Taverine is also trying to reconcile the issue.

Trustee Wattleworth stated that 606 account holds approximately 1.2M and should be between 500K and 750K so he will make the appropriate transfer between WWFPD accounts to realize the best available interest rates. The total current equal \$6,121,252.41

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 report included the usual expenses including a payment to the Village. Total expenditures equal **\$912,977.72**

<b><u>Proposed Expenditures</u></b>	<b><u>Date</u></b>	<b><u>Description</u></b>	<b><u>Amount</u></b>
Beverly Shannon	7/17/24	Recording Secretary	\$250.00
Ottosen, Dinolfo et. al.	7/31-8/30/24	Legal	\$3136.00
Dam Snell	7/31/24	CPA	\$915.00
EMS-MC	7-31-8-31/24	Billing Services	\$433.09
Cyber Construction	9/1/24	IT Services	\$327.00
Village of Gurnee	10/1/24	Village Contract	\$907,916.63
<b>Total</b>			<b>\$912,977.72</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 reported that Gurnee Fire Open House held during Gurnee Days was very well attended. He next noted that firefighter Josh Cedergren was recently promoted to 2<sup>nd</sup> Lieutenant while serving in the IL National Guard and all of his colleagues are very proud of him.

Deputy Chief Douglass stated that the new hires are fitting in well and now executing full 24-hour shifts. The Deputy Chief added that there is still a shortage of personnel, and the department is still actively recruiting. To date, 10 people have taken the written examination with another 10 people signed up to do so.

Next Deputy Chief Douglass reported that the local Fox News station taped a segment with firefighter Leon Lake call “Cooking with Fire”. Firefighter Lake is a great cook, and it was a huge success.

Lastly Deputy Chief Douglass stated that Training in the Park, a program to work out with the community, is still happening on Mondays, Tuesdays and Wednesdays. The locations can be found on the Village website.

**Attorney's Report:**

Ms. Trela held her comments for the New Business section of the meeting.

**Old Business:**

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

**New Business:**

- a. **Resolution 2024-R-01: Making 2024 Truth-in-Taxation Determination-discussion/action.**

Ms. Trela stated that with the abatement last year, the numbers used to determine the next levy need to be based off the 2022 financials; because of this the levy will exceed the 5% increase allowed. When a levy is over 5%, there must be a public hearing and notice of the hearing must be published stating the purpose, location and time of meeting.

President Budil made a motion to approve 2024-R-01: Making the 2024 Truth-in-Taxation Determination and authorize the publication of the levy hearing. Trustee Milton seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

- b. **Ordinance 2024-O-Making Levy DRAFT - discussion**

Ms. Trela stated that Mr. Taverine had related to her that the expected the levy income, based off of the 2022 financials, would be approximately 3.7M. To rebalance the Corporate and Ambulance accounts, Mr. Taverine recommends that 2.1M be levied for the Corporate fund with 1,686,000 to be levied for the Ambulance fund,

- c. **Dam, Snell & Taverine Financial Reports– discussion/action.**

Mr. Taverine was not in attendance but related to Ms. Trela he should have the financial reports for the November 2024 meeting.

**Closed Session:** None

**Action on items in Closed Session:** None

**Review agenda items for next board meeting – November 20, 2024**

- Financial reports.

Having no further business to come before the board, President Budil made a motion to adjourn the meeting at 6:33 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

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT DECENNIAL  
COMMITTEE

GURNEE STATION #2

Wednesday September 18, 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 July 17, 2024, meeting minutes:**

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

**Discussion and Possible Approval of Final Decennial Committee Report:**

Ms. Trela reviewed the draft final report with the Committee. Trustee Milton moved to approve the final report and President Budil seconded.

A roll call was taken:

Ayes: 5    Nays: 0    Motion carried 5/0

Having no further business to come before the committee, Trustee Budil made a motion to adjourn the meeting at 6:10 pm. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 5    Nays: 0    Motion carried 5/0

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

\_\_\_\_\_  
Date minutes approved

**ORDINANCE NO. 2024-O-03**

**ORDINANCE LEVYING AND ASSESSING TAXES OF THE  
WARREN-WAUKEGAN FIRE PROTECTION DISTRICT  
LAKE COUNTY, ILLINOIS FOR 2024**

**BE IT ORDAINED** by the Board of Trustees of the Warren-Waukegan Fire Protection District, Lake County, Illinois, as follows:

**Section One:** That the sum of **THREE MILLION SEVEN HUNDRED EIGHTY SIX THOUSAND NINETY FOUR DOLLARS (\$3,786,000.00)** assessed and levied from and against all taxable property within the limits of the said Warren-Waukegan Fire Protection District as the same is assessed and equalized for State and County purposes for the current year, 2024, and the specific amount hereby levied is set forth under the column entitled "Amount To Be Raised By Tax Levy," as follows:

**AMOUNTS TO BE RAISED BY TAX LEVY:**

**CORPORATE FUND**

Corporate Fund Levy: \$2,100,000.00

The foregoing amount is hereby levied for general corporate purposes pursuant to the provisions of 70 ILCS 705/14.

**AMBULANCE FUND**

Ambulance Fund Levy: \$1,686,000.00

The foregoing amount is hereby levied for ambulance expense purposes pursuant to the provisions of 70 ILCS 705/22.

**LEVY SUMMARY**

<b>TOTAL CORPORATE FUND</b>	<b>\$ 2,100,000.00</b>
<b>TOTAL AMBULANCE FUND</b>	<b>\$ 1,686,000.00</b>
<b>GRAND TOTAL</b>	<b><u>\$ 3,786,000.00</u></b>

**Section Two:** That the Secretary, or District's Attorney acting on behalf of the Secretary, is hereby directed to file a certified copy of this Ordinance with the Clerk of Lake County within the time specified by law.

**Section Three:** If any item or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of remaining portions of the Ordinance.

**Section Four:** That this Ordinance shall be in full force and effect from and after its passage and approval as required by law.

**ADOPTED** this 20th day of November, 2024, pursuant to a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Donna M. Budil  
President, Board of Trustees  
Warren-Waukegan Fire Protection District

ATTEST:

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



**ORDINANCE NO. 2024-O-03**

**ORDINANCE LEVYING AND ASSESSING TAXES OF THE  
WARREN-WAUKEGAN FIRE PROTECTION DISTRICT  
LAKE COUNTY, ILLINOIS FOR 2024**

**WARREN-WAUKEGAN FIRE PROTECTION DISTRICT  
TRUTH IN TAXATION CERTIFICATION FOR 2024 LEVY**

I, Donna M. Budil, hereby certify that I am the President of Warren-Waukegan Fire Protection District, Lake County, Illinois, and as such, I hereby certify that the levy ordinance, a copy of which is attached hereto, was adopted pursuant to, and in all respects in compliance with, the provisions of Sections 18-60 through 18-85 of the Truth in Taxation Law, 35 ILCS 200/18-55 *et seq.*

The provisions of Sections 18-60 through 18-85 of the Truth in Taxation Law are applicable for the 2024 levy.

**IN WITNESS WHEREOF**, I have placed my signature this 20th day of November, 2024.

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Donna M. Budil  
President, Board of Trustees  
Warren-Waukegan Fire Protection District

STATE OF ILLINOIS        )  
  )  
COUNTY OF LAKE         )        SS

**SECRETARY’S CERTIFICATE**

I, Anthony Milton, the duly qualified and acting Secretary of the Board of Trustees of the Warren-Waukegan Fire Protection District, Lake County, Illinois, do hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

**ORDINANCE NO. 2024-O-03**

**ORDINANCE LEVYING AND ASSESSING TAXES OF THE  
WARREN-WAUKEGAN FIRE PROTECTION DISTRICT  
LAKE COUNTY, ILLINOIS FOR 2024**

which Ordinance was duly adopted at a meeting called by said Board of Trustees on this 20th day of November, 2024.

I do further certify that a quorum of said Board of Trustees was present at said meeting, and that the Board of Trustees complied with all the requirements of the Illinois Open Meetings Act.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 20th day of November, 2024.

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

**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
  - c. Dam, Snell & Taveirne Financial Reports update – discuss/action
    - 1. 2023 Comptroller’s Annual Financial Report
    - 2. 2023 Treasurer’s Annual Financial Report
- 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

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

  - d. Review and consider 2024-2025 budget process
  - e. Review Dam Snell & Taverine, Ltd. Engagement Letter
- VIII. Closed Session (if necessary)
- IX. Review agenda for next meeting – March 19, 2025
- X. Adjournment

Dated: November 7, 2024

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