

**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. 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)
 - d. Review and possible approval of updated Investment Policy
 - e. Statements of Economic Interest
- VIII. Closed Session
- IX. Action from Closed Session (if needed)
- X. Review agenda for next meeting – May 21, 2025
- XI. Adjournment

Dated: March 14, 2025

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

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**

Proposed Expenditures	Date	Description	Amount
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
Total			\$925,836.37

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 205-2026 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

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

Date minutes approved

ORDINANCE NO. 2025-O-01

**ORDINANCE PROVIDING FOR THE BUDGET AND APPROPRIATIONS
OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT, LAKE COUNTY, ILLINOIS,
FOR THE FISCAL YEAR
BEGINNING MAY 1, 2025, AND ENDING APRIL 30, 2026**

WHEREAS, there has been prepared in tentative form a Budget and Appropriation Ordinance for the Warren-Waukegan Fire Protection District of Lake County, Illinois which has been made conveniently available for public inspection for at least thirty (30) days prior to final action thereon; and

WHEREAS, a public hearing was held as to the District's Budget and Appropriation Ordinance on the 21st day of May, 2025, and Notice of said hearing was given at least thirty (30) days prior thereto as required by law, and all other legal requirements have been met.

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

SECTION 1: That the fiscal year of this Fire Protection District is hereby fixed to begin May 1, 2025, and end April 30, 2026.

SECTION 2: That the following Budget containing an estimate of the revenues available and the expenditures and appropriations contained therein be and the same is hereby adopted as the Budget and Appropriations for this Fire Protection District for this fiscal year; and the following sums of money, or as much thereof as may be authorized by law, is hereby appropriated to defray the necessary expenses and liabilities of the Warren-Waukegan Fire Protection District, for the respective objects and purposes, as hereinafter set forth namely:

PART I - CORPORATE FUND

Estimated Corporate Fund Revenues

Item 1: Balance on hand as of April 30, 2025 (Including reserve funds of \$1,400,000.00)	\$1,769,778.00
Item 2: Property taxes to be received	2,100,000.00
Item 3: Annexation Credits	1,000.00
Item 4: Corporate Personal Property Replacement Tax	65,000.00
Item 5: Interest Income	50,000.00
Item 6: Foreign Fire Insurance Tax	<u>25,000.00</u>
Sub-Total	4,012,778.00
TOTAL ESTIMATED AMOUNT AVAILABLE	<u>\$4,012,778.00</u>

Estimated Corporate Fund Expenditures and Appropriations

<u>Account Code No.</u>	<u>Budgeted and Appropriated</u>
<u>Administrative Expenses</u>	
1.01: Printing and postage	1,000.00
1.02: Office Supplies and Equipment	10,500.00
1.03: Surveying costs, court costs, ballots, election and other disconnection, annexation and transfer expenses	3,000.00
1.04: Publication Expenses	5,000.00
1.05: Organization Dues	1,000.00
1.06: Conference/Seminar Expenses	5,000.00
1.07: Auditing and Accounting	10,000.00
1.08: Recording Secretary	1,000.00
1.09: Website Administration	5,000.00
1.10: Public Education & Awareness Programs	<u>2,500.00</u>
Subtotal	<u>\$44,000.00</u>
<u>Insurance Premiums</u>	
2.01: General Liability	600.00
2.02: Auto	300.00
2.03: Errors and Omissions	300.00
2.04: Surety Bond	800.00
2.05: Umbrella	<u>3,000.00</u>
Subtotal	<u>\$5,000.00</u>
<u>Salaries and Other Compensation</u>	
3.01: Trustee Compensation	4,500.00
3.02: Trustee Reimbursement	3,000.00
3.03: Legal Expenses	16,000.00
Subtotal	<u>\$23,500.00</u>
<u>Fire/Ambulance Service Contract</u>	
4.01: Contract for fire service contract with Village of Gurnee (2025-26) [50% cost allocation to Corporate Fund]	\$1,868,493.00
Subtotal	<u>\$1,868,493.00</u>
<u>Contingent Expenses</u>	
6.01: Miscellaneous and Contingent general expenses	<u>20,000.00</u>
Subtotal	<u>\$20,000.00</u>

Reserves & Capital Expenses

7.01: Reserves 500,000.00
For building, repairing and improving firehouses, procuring firehouse land or sites, fire-fighting apparatus and equipment, including those needed for emergencies involving hazardous substances. (70 ILCS 705/14)

7.02: Capital Expense – None \$0.00

Subtotal **\$500,000.00**

TOTAL ESTIMATED CORPORATE FUND EXPENDITURES **\$2,458,993.00**

Estimated Corporate Fund Balance, including reserves,
as of April 30, 2026 **\$1,551,785.00**

The foregoing appropriations are appropriated from the above revenue sources for general corporate purposes.

PART II - AMBULANCE FUND

Estimated Ambulance Fund Revenues

Item 1: Balance on hand as of April 30, 2025 (Including reserve funds of \$1,000,000.00)	<u>\$2,665,306.00</u>
Item 2: Property taxes to be received	\$1,614,000.00
Item 3: Annexation Credits	0.00
Item 4: Corporate Personal Property Replacement Tax	0.00
Item 5: Interest Income	50,000.00
Item 6: Ambulance Fees	<u>600,000.00</u>
 Sub-Total	 c.00
 TOTAL ESTIMATED AMOUNT AVAILABLE	 <u>\$4,012,778.00</u>

Estimated Ambulance Fund Expenditures and Appropriations

<u>Account Code No.</u>	<u>Budgeted and Appropriated</u>
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Administrative Expenses

8.01: Printing and postage	1,000.00
8.02: Office Supplies and Equipment	10,500.00
8.03: Surveying costs, court costs, ballots, election and other disconnection and transfer expenses	2,000.00
8.04: Publication Expenses	5,000.00
8.05: Organization Dues	2,000.00
8.06: Conference/Seminar Expenses	5,000.00
8.07: Auditing and Accounting	10,000.00
8.08: Ambulance Billing Expense	20,000.00
8.09: Recording Secretary	1,000.00
8.10: Website Administration	5,000.00
8.11: Public Education & Awareness Programs	<u>2,500.00</u>
 Subtotal	 <u>\$64,000.00</u>

Insurance Premiums

9.01: General Liability	600.00
9.02: Auto	300.00
9.03: Errors and Omissions	300.00
9.04: Surety Bond	800.00
9.05: Umbrella	<u>3,000.00</u>
 Subtotal	 <u>\$5,000.00</u>

Salaries and Other Compensation

10.01: Trustee Compensation	2,250.00
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10.02: Trustee Reimbursement	0.00
10.03: Legal Expenses	16,000.00
Subtotal	<u>\$18,250.00</u>

Fire/Ambulance Service Contract

11.01: Contract for emergency ambulance service with Village of Gurnee (2025-26) [50% cost allocation to Ambulance Fund]	\$1,868,493.00
Subtotal	<u>\$1,868,493.00</u>

Contingent Expenses

12.01: Miscellaneous and Contingent general expenses	<u>20,000.00</u>
Subtotal	<u>\$20,000.00</u>

Reserves

13.01: Reserves For building, repairing and improving firehouses, procuring firehouse land or sites, fire-fighting apparatus and equipment, including those needed for emergencies involving hazardous substances, and for the purpose of providing ambulance service. (70 ILCS 705/14 and 22)	500,000.00
13.02: Capital Expense – None	<u>0.00</u>
Subtotal	<u>\$500,000.00</u>

TOTAL ESTIMATED AMBULANCE FUND EXPENDITURES **\$2,475,743.00**

Estimated Ambulance Fund Balance, including reserves,
as of April 30, 2026 **\$2,453,563.00**

The foregoing appropriations are appropriated from the above revenue sources for Ambulance service purposes.

S U M M A R Y

TOTAL CORPORATE FUND APPROPRIATIONS	\$2,468,256.00
TOTAL AMBULANCE APPROPRIATIONS	<u>\$2,483,006.00</u>
TOTAL ESTIMATED APPROPRIATIONS	<u>\$4,951,262.00</u>

SECTION 3: That all unexpended balances of any item or items of any general appropriation in this Ordinance be expended in making up any insufficiency in any other item or items in the same general appropriation and for the same general purpose of any like appropriation made by this Ordinance.

SECTION 4: That the invalidity of any item or Section of this Ordinance shall not affect the validity of the whole or any other part hereof.

SECTION 5: That this Ordinance shall be in full force and effect from and after passage and publication as provided by law.

ADOPTED this 21st day of May, 2025, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

President
Warren-Waukegan Fire Protection District

ATTEST:

Secretary
Warren-Waukegan Fire Protection District

SECRETARY'S CERTIFICATE

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

I, **Anthony Milton**, Secretary of the Board of Trustees of the Warren-Waukegan Fire Protection District, in the County of Lake and State of Illinois, do hereby certify that attached hereto is a true and correct copy of that certain Ordinance now on file in my office entitled:

ORDINANCE NO. 2025-O-01

**ORDINANCE PROVIDING FOR THE BUDGET AND APPROPRIATIONS
OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT, LAKE COUNTY, ILLINOIS,
FOR THE FISCAL YEAR
BEGINNING MAY 1, 2025, AND ENDING APRIL 30, 2026**

which Ordinance was adopted by the Board of Trustees of the Warren-Waukegan Fire Protection District at a meeting held on the 21st day of May, 2025, at which meeting a quorum was present.

I further certify that the vote on the question of the adoption of the said Ordinance by the Board of Trustees of the Warren-Waukegan Fire Protection District was taken by Ayes and Nays and recorded in the Journal of Proceedings of the Board of Trustees of the Warren-Waukegan Fire Protection District.

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

IN WITNESS WHEREOF, I have hereunto set my hand this 21st day May, 2025.

Secretary
Warren-Waukegan Fire Protection District

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

**WARREN-WAUKEGAN FIRE PROTECTION DISTRICT, LAKE COUNTY, ILLINOIS,
ESTIMATE OF REVENUES FOR FISCAL YEAR
BEGINNING MAY 1, 2025, AND ENDING APRIL 30, 2026**

I, **Brian Wattleworth**, do hereby certify that I am the Treasurer of the Board of Trustees of the Warren-Waukegan Fire Protection District, Lake County, Illinois, and that as such, I am the Chief Fiscal Officer of said District. I do further certify that the following is an estimate of revenues, by source, anticipated to be received by the Warren-Waukegan Fire Protection District in the following fiscal year, being the fiscal year May 1, 2025, to April 30, 2026.

PART I - CORPORATE FUND

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Item 6: Foreign Fire Insurance Tax	<u>25,000.00</u>
Sub-Total	4,012,778.00
TOTAL ESTIMATED AMOUNT AVAILABLE	<u>\$4,012,778.00</u>

PART II - AMBULANCE FUND

Estimated Ambulance Fund Revenues

Item 1: Balance on hand as of April 30, 2025 (Including reserve funds of \$1,000,000.00)	<u>\$2,665,306.00</u>
Item 2: Property taxes to be received	\$1,614,000.00
Item 3: Annexation Credits	0.00
Item 4: Corporate Personal Property Replacement Tax	0.00
Item 5: Interest Income	50,000.00
Item 6: Ambulance Fees	<u>600,000.00</u>
Sub-Total	c.00
TOTAL ESTIMATED AMOUNT AVAILABLE	<u>\$4,012,778.00</u>

I do further certify that the above estimate of revenues anticipated to be received in the fiscal year was made in full compliance with the provisions of 35 ILCS 200/18-50.

Treasurer and Chief Fiscal Officer
Warren-Waukegan Fire Protection District



Dam, Snell & Taveirne, Ltd.
Certified Public Accountants

21 Rollins Road, Fox Lake, IL 60020

Phone 847-587-3022

www.dstcpa.com

March 10, 2025

President and Board of Trustees
Warren-Waukegan Fire Protection District
4580 Old Grand Avenue
Gurnee, Illinois 60031

We are pleased to confirm our understanding of the services we are to provide Warren-Waukegan Fire Protection District (the District) for the year ended April 30, 2025.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, each major fund, including and the disclosures, which collectively comprise the basic financial statements of the District as of and for the year ended April 30, 2025. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Budgetary Comparison Schedule.

In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report. In addition, our auditor's report will not provide an opinion or any assurance on that other information.



Dam, Snell & Taveirne, Ltd.
Certified Public Accountants

21 Rollins Road, Fox Lake, IL 60020

Phone 847-587-3022

www.dstcpa.com

March 10, 2025

President and Board of Trustees
Warren-Waukegan Fire Protection District
4580 Old Grand Avenue
Gurnee, Illinois 60031

We are engaged to audit the financial statements of the governmental activities and each major fund, of the Warren-Waukegan Fire Protection District for the year ended April 30, 2025. Professional standards require that we provide you with the following information related to our audit. We would also appreciate the opportunity to meet with you to discuss this information further since a two-way dialogue can provide valuable information for the audit process.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated March 10, 2025, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Generally accepted accounting principles provide for certain required supplementary information (RSI) to supplement the basic financial statements. Our responsibility with respect to the management discussion and analysis and budgetary comparison schedules, which supplements the financial statements, is to apply certain limited procedures in accordance with generally accepted auditing standards. However, the RSI will not be audited and, because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance, we will not express an opinion or provide any assurance on the RSI.

Planned Scope, Timing of the Audit, Significant Risks, and Other

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the government. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

We expect to begin our audit and issue our report at a time mutually agreed upon by us and management.

Matthew Dabrowski is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

We have identified the following significant risk of material misstatement based on prior-period audit that we still believe will be relevant for the current fiscal year. As planning has not yet concluded for the current fiscal year modifications may be made to the significant risk noted below:

- Management override of controls
- Improper revenue recognition
- Lack of segregation of duties

This information is intended solely for the use of the Board of Trustees and management of the Warren-Waukegan Fire Protection District and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

Dam, Snell & Taveirne, Ltd.

1. Comparative Tax Data
2. Schedule of Revenues, Expenditures and Changes in Fund Balances – Actual and Budget:
 - a. General (Fire Service) Fund
 - b. Special Revenue (Ambulance and Rescue Service) Fund

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements are free from material misstatements, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented in all material respects, in conformity with GAAP. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore, is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinion. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of the accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations on internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility, as auditors, is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

Audit Procedures – Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control matters that are required to be communicated under AICPA professional standards.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of Warren-Waukegan Fire Protection District's compliance with the provisions of applicable laws, regulations, contracts and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Non-attest Services

We will also perform the following non-attest services:

- We will assist in preparing the financial statements of the District in conformity with U.S. generally accepted accounting principles based on information provided by you.
- We will assist you with the internet filing of the Annual Financial Report to the Illinois Comptroller.
- Drafting of the annual publication report.
- In addition, we will assist you with payroll and 1099 filings.

In accordance with professional standards, the District will be required to review and approve this work prior to issuance, and have a responsibility to be in a position to be in fact and appearance to make an informed judgment on this information. Further, the District is required to designate a qualified individual to be responsible and accountable for overseeing our services.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of financial statements, all financial records and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with: (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records documentation, identification of all related parties and all related party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine

it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud or illegal acts affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

You are responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You agree to assume all management responsibilities for any nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Administration and Fees

We understand that your employees will prepare all cash or other confirmations and schedules we request and will locate any documents selected by us for testing.

Matthew Dabrowski is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Our fee for these services will be at our standard hourly rates. We estimate our fee will be \$9,115. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. The above fee is based on anticipated cooperation from your personnel and the assumptions that unexpected circumstances will not be encountered during the audit and the requested workpapers will be made available at the start of the audit. Payroll tax service fees will be billed at a reduced government hourly rate. Barring any changes from last year you should expect a minimum fee increase of 5%. Our invoices for these fees may be rendered each month as work progresses and are payable on presentation. Invoices are due when received and payment is expected within 30 days of the date thereon. All balances unpaid after 30 days of the invoice date are subject to a late payment charge of 1% per month. You agree to be responsible for any and all expenses to collect any outstanding invoices, including but not limited to attorney's fees, court costs and rebilling costs. We reserve the right to stop all work if any bill goes unpaid for 60 days, or withdraw from the engagement, in our discretion, if you do not provide us with any information we request in a timely manner, refuse to cooperate with our reasonable requests, or misrepresent any facts. Our withdrawal will release us from any obligation to complete your financial statements and will constitute completion of our engagement. You agree to compensate us for our time and out-of-pocket expenses through the date of our withdrawal.

You may request that we perform a single audit, grant audit, requirements required by GATA, or additional services not contemplated by this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Reporting

We will issue a written report upon completion of our audit of the District's financial statements. Our report will be addressed to the President and Board of Trustees of Warren-Waukegan Fire Protection District. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to Warren-Waukegan Fire Protection District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Dam, Snell & Taveirne, Ltd.

RESPONSE:

This letter correctly sets forth the understanding of Warren-Waukegan Fire Protection District.

Signature: _____

Date: _____

Print Name: _____

Title: _____

March 3, 2025

WARREN WAUKEGAN FIRE PROTECTION DISTRICT
4580 OLD GRAND AVENUE
GURNEE IL 60031

RE: VFIS Accident & Sickness Program Update
Policy Number: VFP-4214-3100E-09
Renewal Date: 6/1/2025

Dear Valued Client:

In an effort to keep you fully informed, we are providing advance notice of important news regarding your insurance coverage with VFIS, a division of Glatfelter Insurance Group. VFIS is updating our A&S insurance policies and we are pleased to provide these specialty coverages to your organization.

This change is a positive step for you, and VFIS, a national provider of insurance products and services to emergency service organizations like yours. We will continue to provide you with excellent insurance protection, risk management and fair and prompt claims services you deserve. These changes allow us to continually expand our VFIS A&S program across the country and continue to develop innovative means to properly protect emergency service organizations.

This letter will serve as the Notice of Conditional Renewal with a Notice to Policyholder that provides a summary of the changes to your current accident and sickness insurance policies issued through National Union Fire Insurance Company of Pittsburgh, Pa. **No action is required on your part to transition into our updated program.** Your insurance broker, who has already been informed of this process, can answer any questions or concerns you may have regarding these policy changes.

The entire VFIS staff values your trust and appreciates the opportunity to provide you and your organization with even more specialized insurance coverages and risk management training and services.

Sincerely,



Troy A. Markel, CIC, CRM
Head of Glatfelter Distribution

Encl.

c: Broker(s)

Important Notice to Policyholders

VFIS Accident and Sickness Policy

This notice does not form part of your policy. No coverage is provided by this Notice, nor can it be construed to replace any provision of your policy. You should read your policy and review your Schedule of Coverage for complete information on the coverages you are provided. If there is any conflict between the Policy and this Notice, **THE PROVISIONS OF THE POLICY SHALL PREVAIL.**

This notice provides information concerning your renewal policy being issued by us. The following is a summary of changes; it is not a complete representation of all coverages provided.

Premiums may increase as a result of coverage or product changes.

1. The following definitions have been added:
 - a. Cardiovascular Malfunction
 - b. Mandatory Quarantine
2. The following definitions have been changed:
 - a. Average Weekly Wage
 - b. Hospital
 - c. Insured Person
 - d. Total Disability
3. Coverage has been decreased as follows:
 - a. Eligible "Total Disability now requires an inability to pursue "any" occupation rather than an inability to pursue "an" occupation.
 - b. A new provision allowing the recovery of any benefit overpayment has been added.
 - c. A new Skiing Exclusion has been added.
4. Coverage has been increased as follows:
 - a. A covered Illness now includes a period of covered Mandatory Quarantine.
5. Illness Loss of Life Benefit coverage has been extended to more heart-related illnesses and extended the timeframe for death to occur.
6. Full-time eligibility criteria have been made less restrictive.
7. New benefits may have been added, subject to state approval:
 - a. Burial or Cremation Benefit
 - b. Coma Permanent Impairment Benefit
 - c. Emergency Medical Transportation and Family Travel Expense Benefit
 - d. Dependent Care Expense Benefit
 - e. Traumatic Incident Benefit
8. A consolidated policy structure has been adopted – coverage for career members and volunteers is now available within a unified form.

NOTICE OF POLICY CONDITIONAL RENEWAL

Named Insured & Mailing Address:

T3 P1 348

Producer:

WARREN WAUKEGAN FIRE PROTECTION DISTRICT
4580 OLD GRAND AVENUE
GURNEE, IL 60031-2622

VFIS
183 LEADER HEIGHTS ROAD
P.O. BOX 2726
YORK PA 17405



Policy No.: VFNUTR0013047-04
Type of Policy: PACKAGE
Date of Expiration: 6/1/2025; 12:01 A.M. Local Time at the mailing address of the Named Insured.

This is to advise that we are agreeable to renewing this policy subject to the following:

At renewal, your policy will contain various coverage changes, including changes to certain coverage limits, and will also contain enhancements, each as more specifically described in the attached Policyholder Notice. In an effort to keep you fully informed, and as required prior to your renewal, we are providing advance notice of these important changes to your insurance coverage.

Please see the attached Policyholder Notice for more information about coverage and limit changes and enhancements.

There is no action required on your part to transition to our new designed insurance coverages. However, you may wish to discuss the changes with your insurance agent. A copy of the Policyholder Notice, along with the Conditional Renewal notice, has also been sent to your insurance agent to inform them of these coverage changes so they can answer any questions or concerns you may have.

Named Insured

WARREN WAUKEGAN FIRE PROTECTION DISTRICT
4580 OLD GRAND AVENUE
GURNEE, IL 60031-2622

Date Mailed:
3rd day of March, 2025

AUTHORIZED REPRESENTATIVE

Important Notice to Policyholders VFIS

This notice does not form part of your policy. No coverage is provided by this Notice, nor can it be construed to replace any provision of your policy. You should read your policy and review your Declarations page for complete information on the coverages you are provided. If there is any conflict between the Policy and this Notice, **THE PROVISIONS OF THE POLICY SHALL PREVAIL.**

Carefully read your policy, including the endorsements attached to your policy.

This notice provides information concerning the endorsements which apply to your renewal package policy being issued by us and replace your previous corresponding endorsements. The following is a summary of changes; it is not a complete representation of all coverages provided.

Coverage may vary by state and will be modified to meet statutory requirements.

ENDORSEMENTS

If your policy contains any of the following endorsements, it is modified as follows:

VGL212 Exclusion - Electronic Information Security Event

This amended endorsement expands the definition and scope of the types of electronic information security event for which liability is excluded.

VGL217 Exclusion – Violation Of Law Addressing Data Privacy

This new endorsement provides an additional General Liability Coverage exclusion regarding liability for confidential information breaches related to any data privacy law violation.

VML203 Exclusion - Confidential Information

This new endorsement provides an additional Management Liability Coverage exclusion regarding liability for confidential information breaches, including those related to any data privacy law violation.

VPR212 Exclusion - Cyber Incident

This new endorsement provides:

1. An additional Property Coverage exclusion regarding loss caused by cyber incidents, including:
 - Unauthorized computer system access;
 - Malicious code and other malware; or
 - Denial of Service (DOS) attacks.
2. An amendment to the Property Coverage software exclusion removing any ransom payment from that extension.

CXEG0331 Exclusion - Cyber Incident

This new endorsement provides an additional Excess Liability exclusion for loss arising out of cyber incidents, including:

- Unauthorized computer system access;
- Malicious code and other malware; or
- Denial of Service (DOS) attacks.

CXEG0332 Exclusion - Confidential Information

This new endorsement provides an additional Excess Liability Coverage exclusion regarding liability for confidential information breaches, including those related to any data privacy law violation.

CXEG0333 Exclusion - Access Or Disclosure Of Confidential Or Personal Material Or Information

This new endorsement provides an additional Excess Liability Coverage exclusion for damages arising out of access to or disclosure of any type of nonpublic material or information, as well as associated causes involving computer systems and electronic data.

EXHIBIT A

INVESTMENT POLICY

The Warren-Waukegan Fire Protection District is a public taxing body whose purpose is providing fire protection, fire prevention, rescue and emergency medical services to persons within the boundaries of the District. The purpose of this investment policy is to provide guidelines for the prudent investment of the funds of the Warren-Waukegan Fire Protection District.

A. Scope

This investment policy applies to all assets of the Warren-Waukegan Fire Protection District and to those parties responsible for its administration as described in this policy.

B. Investment Objectives

The primary objective of the Board of Trustees of the Warren-Waukegan Fire Protection District (hereinafter the "Board"), in order of priority, are as follows:

1. **Safety** – Investments shall be undertaken in a manner that seeks to ensure the preservation of capital. As such, the Board shall diversify the aggregate investments to ensure that adverse or unexpected results will not have an excessively detrimental impact on the entire portfolio. Diversification shall be interpreted to include diversification by asset type, characteristic, number of investments, and in the case of investment managers, investment style.
2. **Liquidity** – The investment portfolio shall remain sufficiently liquid to enable the Board to pay all necessary obligations, immediate or long term, and meet all operating requirements, which might be reasonably anticipated.
3. **Return on Investment** - Assets shall be invested to achieve attractive real rates of return. Following the prudent person standard for preservation of capital, assets will be invested to achieve the highest possible rate of return, consistent with the plan's tolerance for risk, as determined by the Board in its role as a fiduciary.

C. Delegation of Authority

Management responsibility for the investment program is borne by the Board of Trustees of the Warren-Waukegan Fire Protection District, who are establishing written procedures and investment guidelines for the operation of the investment program, consistent with this investment policy. Such procedures and guidelines may include explicit delegation of authority to other persons responsible for investment transactions and investment records. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures and guidelines established by the Board. The Board shall be advised of and have oversight over all appointees, and shall establish a system for internal controls to regulate the activities of the investment manager(s).

Parties which may be associated with the Plan:

1. Board of Trustees for the Warren-Waukegan Fire Protection District

- a. Holds ultimate responsibility for the investment of funds and the appropriateness of its investment policy and its execution.
 - b. Retains consultants, money managers, and other advisors to implement and execute investment policy as it relates to the investment fund.
 - c. Reviews adequacy or needs for change of this statement.
 - d. Meets regularly and reviews reports concerning asset management of the investment.
 - e. Engages a custodian.
 - f. Defines investment policy, objectives and guidelines for the investment of funds, including risk tolerance.,
 - g. Administers the investment in accordance with the Public Funds Investment Act, (30 ILCS 235 *et seq.*).
2. Custodian
- a. Accepts possession of securities for safekeeping; collects and disburses income; collects principal of sold, matured, or called items; and provides accurate, timely market value pricing.
 - b. Provides timely monthly statements which accurately detail all transactions in the accounts, as well as accurately describe all of the securities owned.
 - c. Effects receipt and delivery of following purchases and sales of securities on a timely and accurate basis.
 - d. Ensures that all cash is productively employed at all times.
 - e. Meets monthly with the Board and provides reports relative to the status of the investments.
3. Investment Consultant (as necessary)
- a. Assists the Board in developing investment policy guidelines including asset class choices, asset allocation targets and risk diversification.
 - b. Conducts investment manager searches when requested by the Board.
 - c. Provides the Board with objective information on a broad spectrum of investment alternatives, and assists in evaluating the merits of each particular investment product.
 - d. Evaluates investment managers as to their track records, management style, and quality.
 - e. Monitors the performance of the aggregate investments and investment managers. Provides regular reports to the Board to

aid them in determining the progress toward meeting their investment objectives.

4. Investment Managers (as necessary)
 - a. Subject to overall investment guidelines established by the Board, has full discretion over the management of the allocated assets.
 - b. Serves as fiduciary; responsible for specific securities decisions.
 - c. Will abide by the Illinois Public Funds Investment Act (30 ILCS 235, *et seq.*) and shall abide by the duties, responsibilities and guidelines detailed in any specific investment manager's agreement entered into by the manager and Board.
 - d. Shall prepare periodic reports (no less frequent than quarterly) detailing individually all investments, by class and type, the book value, the income earned and the market value and all account transactions since the last report.
 - e. Shall communicate to the Board any major changes in economic outlook, investment strategy, or other factors that affect implementation of their investment process, or the investment objectives.
 - f. Shall communicate to the Board any qualitative change in the investment management organization. Examples include, but are not limited to change in portfolio management personnel, ownership structure, or investment philosophy.

D. Ethics and Conflict of Interest Policy

It is the policy of the Board of Trustees that no Board members, officers or other District employees shall also be an employee or have any interest in any institution, investment manager, whether individual or company, or investment advisor, whether individual or company, under any agreement with the District for the investment of District funds. Additionally it is the policy of the Board of Trustees that all elected and appointed officials and employees of the District shall comply with the Public Officers Prohibited Activities Act (50 ILCS 105/3 *et seq.*).

E. Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, by persons of prudence, discretion, and intelligence; experienced in the management of their own affairs, not for speculation, but for investment; considering the primary objective of safety as well as the secondary objective of attainment of market rates of return. The standard of prudence to be used by investment officials shall be that of a "prudent person" and shall be applied in the context of managing an overall portfolio. The members of the Board, and other District officials, acting in accordance with written procedures and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that deviations for expectations are reported in a timely fashion, and appropriate action is taken to control adverse developments.

F. Prohibited Transactions

Prohibited transactions shall include, but are not limited to:

- a. Short selling
- b. Margin transactions
- c. Transactions involving futures or option contracts
- d. Reverse repurchase agreements
- e. Repurchase agreements other than those permitted by 30 ILCS 235(g) and (h)

Prohibited investments shall include, but are not limited to:

- a. CATS-ZERO Coupon
- b. TIFERS-ZERO Coupon
- c. TR-Treasury Receipt Zero Obligation
- d. CMO-Collateralized Mortgage Obligation
- e. Sallie-Mae-Student Loan Marketing Association

G. Investments

The Board may invest the funds of the District only in investments authorized by 30 ILCS 235/2, as it may be amended from time to time, and as authorized by other applicable law. As of the date of adoption of this policy, permitted investments are:

- a. In bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereinafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest.
- b. In bonds, notes, debentures, or other similar obligations of the United States of America or its agencies;
- c. In interest-bearing savings accounts, interest bearing certificates of deposit, or interest-bearing time deposits, or any other investments, constituting direct obligations of any bank as defined by the Illinois Banking Act;
- d. In short-term obligations of corporations, organized in the United States, with assets exceeding \$500 million if (i) such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard rating services, and which mature not later than 270 days from the date of purchase, (ii) such purchases do not exceed ten percent of the corporation's outstanding obligations, and (iii) no more than one-third of the District's fund may be invested in short-term obligations of corporations.
- e. In money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described above, and to agreements to repurchase such obligations.
- f. In addition to any other investments authorized by law, the District may invest its public funds in interest bearing bonds of any county, township,

city, village, incorporated town, municipal corporation, or school district. The bonds shall be registered in the name of the municipality or held under a custodial agreement at a bank. The bonds shall be rated at the time of purchase within the 4 highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.

- g. Investments may be made only in banks that are insured by the Federal Deposit Insurance Corporation. The District may invest public funds in short-term discount obligations of the Federal National Mortgage Association or in shares or other form of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of Illinois or any other state or under the laws of the United States. Investments may be made only in those savings banks which are insured by the Federal Deposit Insurance Corporation.
- h. The District may invest public funds in dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of Illinois or the laws of the United States; provided, the principal office of such credit union must be located with the state of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.
- i. The District may invest public funds in the Public Treasurer's Investment Pool created under Section 17 of the State Treasurer's Act.
- j. Any other security authorized by law and pre-approved by the Board of Trustees.

H. Collateral Requirements

In accordance with (30 ILCS 235/6) of the Public Funds Investment Act on the collateralization of public deposits, it is the policy of the Warren-Waukegan Fire Protection District that funds on deposit in excess of FDIC limits be secured by some form of collateral. The amount of collateral required is at least 102% of the total investment. The District will accept any of the following securities as collateral:

- a. Negotiable obligations of the United States Government; or
- b. Negotiable obligations of any agency or instrumentality of the United States Government; or
- c. Letter of credit issued by a Federal Home Loan Bank.

I. Investment Selection Criteria

Investments of the District's funds will be selected on the following basis:

- a. The institution offering the investment must meet all the criteria as stated in the "Financial Institutions" section of this policy.
- b. The duration of the investment must coincide with the cash flow requirements of the District to meet short-term or long-term needs.

- c. The rate of interest on the investment must be at least equivalent to the average rate of return available in the market place.
- d. Short-term investment in certificates of deposits (CD's) and other lawful investment instruments shall be permitted.
- e. Investments of the Board shall be held in a custodial trust account for the benefit of the Board at a commercial bank located in the State of Illinois. Safekeeping account receipts will be held by the Warren-Waukegan Fire Protection District.
- f. At all times the long term invested funds shall be invested in a balanced portfolio with average duration of maturities set by the Board, with the advice of the Board's investment manager. By example, but not a limitation, the balance might be set as follows:

NO MORE THAN 25% SHORT	0 TO 1 YEAR OR LESS
NO MORE THAN 65% INTERMEDIATE	1 TO 10 YEARS
NO MORE THAN 50% LONG	OVER 10 YEARS
- g. This balance will be set and reviewed not less than quarterly by the Board. The balance components as to maturity will be based on the dedicated components of the immediate cash flow required for current obligations, long term needs for capital purchases, long term needs budgeted in capital equipment or building accounts, and current review of the current conditions of the investment market.
- h. All securities purchase or sold will be transferred when possible only under "Delivery Vs Payment (DVP) method or "Receipt Vs Payment" (RVP) method to ensure that funds or securities are not released until all criteria related to the specific transaction are met.

J. Specific Investment Goals

Performance objectives and measures:

- a. Over a five-year investment horizon it is the goal of the aggregate plan to meet or exceed the annual rate of return as reported by the Illinois Public Treasurer's Investment Trust, which shall be the bench mark against which all other investment performance will be ranked.
- b. The Board of Trustees understands that in order to achieve its objectives for the investment of assets, the investments will experience volatility of returns and fluctuations of market value as well as period of losses. Losses will be viewed within the context of appropriate market indices.
- c. Performance will be reviewed for the following period: the most current month, quarter to date; year to year, one, three, and five years, and since inception.

K. Controls

The Treasurer of the Board shall serve as the Chief Investment Officer and shall establish a system of controls, which shall be documented in writing. The internal controls shall be reviewed by and with the advice of an independent auditor. The controls shall be designed to prevent losses of public funds arising

from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets or imprudent actions by employees and officers of the Warren-Waukegan Fire Protection District or financial managers and advisors.

L. Selection Criteria for Investment Managers, Advisors and Institutions

All investment managers, investment advisors and institutions in which public funds are invested may be selected on the basis of request for proposals based on such criteria as are selected by the Board of Trustees. The criteria used may include, but not be limited to, fee structure, performance measures, security procedures, convenience of accessing funds, services included in fees, and community investment record among others.

M. Custody of Assets

All investments of the District's funds shall be clearly held and accounted for to indicate ownership by the Board. The Board will direct the registration of securities in its own name or in the name of a fiduciary nominee for the Board created for the express purpose of registration of securities by a national or state bank or trust company authorized to conduct a trust business in the State of Illinois.

N. Effective Date

This policy was prepared under the authority of the Board. The policy shall be effective immediately for all investments purchased after the date of its adoption. All investments of the District's funds shall be brought into compliance with the policy. A copy of the policy shall be provided to the independent auditor of the District.

O. Policy Available to the Public

This investment policy shall be readily available to the public at the main administrative offices of the District. The office of the Warren-Waukegan Fire Protection District is located at 5500 W. Main Street, Warren-Waukegan, Illinois 60449

**Warren-Waukegan Fire Protection District
Agenda – Wednesday, May 21, 2025 - 6:00 p.m.
Fire Station #2 –6581 Dada Drive, Gurnee, Illinois**

AGENDA

- I. Call to Order
- II. Appointment of Trustee and oath of office
- III. Roll Call
- IV. Election of Officers
- V. Public Hearing on FY2025-2026 Budget & Appropriations Ordinance 2025-O-01
 - a. Open Hearing
 - b. Public Comment
 - c. Close Hearing
- VI. Comments from the public
- VII. Approval of Minutes – March 19, 2025 meeting
- VIII. 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. Auditor’s Report
 - f. Attorney’s Report
- IX. Old Business:
 - a. Ambulance billing complaint(s), as applicable - discuss/possible action
 - b. Discuss annexations and disconnections, as applicable - possible action
- X. New Business
 - a. Consider Ord. 2025-O-01 Approving FY2025-2026 Budget & Appropriation – discussion / action
 - b. Consider renewal of Accident & Sickness and Commercial Package insurance policies with VFIS – discussion / action
- XI. Closed Session
- XII. Action on Items from Closed Session (if any)
- XIII. Review agenda for next meeting – July 16, 2025
- XIV. Adjournment

Dated: March 14, 2025

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