

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 – Martin Klauber
- 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: May 6, 2025

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

Warren-Waukegan Fire Protection District



OATH OR AFFIRMATION OF OFFICE FOR THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT, LAKE COUNTY, ILLINOIS

WARREN-WAUKEGAN FIRE PROTECTION DISTRICT TRUSTEE

I, Martin Klauber, do solemnly swear or affirm that I will support the Constitution and laws of the United States of America, the Constitution and laws of the State of Illinois; that I will become familiar with and obey the policies, rules, and regulations of the Warren-Waukegan Fire Protection District; and that I will faithfully serve the Warren-Waukegan Fire Protection District in the discharge of my duties as a Trustee to the best of my knowledge and ability.

Dated: May 21, 2025

Meganne Trela

WITNESS

An Attorney for Warren-Waukegan
Fire Protection District

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:

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	<u>\$0.00</u>
------------------------------	---------------

Subtotal	<u>\$500,000.00</u>
-----------------	----------------------------

TOTAL ESTIMATED CORPORATE FUND EXPENDITURES	<u>\$2,458,993.00</u>
--	------------------------------

Estimated Corporate Fund Balance, including reserves, as of April 30, 2026	<u>\$1,551,785.00</u>
---	------------------------------

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	<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>
--------------------------------	---

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
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	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, and for the purpose of providing ambulance service. (70 ILCS 705/14 and 22)

13.02: Capital Expense – None	<u>0.00</u>
-------------------------------	-------------

Subtotal	<u>\$500,000.00</u>
-----------------	----------------------------

TOTAL ESTIMATED AMBULANCE FUND EXPENDITURES	<u>\$2,475,743.00</u>
--	------------------------------

Estimated Ambulance Fund Balance, including reserves, as of April 30, 2026	<u>\$2,453,563.00</u>
---	------------------------------

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

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>

PART II - AMBULANCE FUND

Estimated Ambulance Fund Revenues

Item 1: Balance on hand as of April 30, 2025	<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

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday March 19, 2025

Call to Order: President Budil called the meeting of the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 6:02 PM

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

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

Comments from the Public: None

Approval of Minutes:

Trustee Wattleworth made a motion to approve WWFPD meeting minutes from November January 15, 2025. President Budil seconded the motion. A roll call was taken.

Ayes: 3

Nays: 0

Motion carried:3/0

REPORTS

President's Report:

President Budil stated she has learned a lot during her time as President of the WWFPD thanked everyone for this opportunity to serve the community.

Treasurer's Report:

Trustee Wattleworth distributed the Treasurer's Reports to the Board. Trustee Wattleworth noted that the January payment to the Village was reflected on the report with no significant transactions in February. Total current assets are \$5,252,571.75

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 that the annual stipends for board members, reimbursement for computer equipment and conference fee appear on the Expenditure Report.

Trustee Wattleworth next noted the smaller than usual payment to EMS. Deputy Chief Douglass commented that both he and Erica from the Village have a weekly meeting with EMS and are continuing to address the issue of late invoices and data reports. President Budil asked if other entities are experiencing the same problems with EMS. Deputy Chief Douglass noted that the contract with EMS is in place for another year and the issues may be the result of EMS absorbing other smaller companies and their communication formats not matching with the previous processes.

Total expenditures submitted for approval equal **\$13,384.30**

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	1/15/25	Recording Secretary	\$250.00
Ottosen, Dinolfo et. al.	1/31/-2/28/25	Legal	\$1396.50
Dam Snell	1/31/25	CPA	\$1290.00
EMS-MC	1/31/25	Billing Services	\$1302.40
Cyber Construction	3/1/25	IT Services	\$32.00
Anthony Milton	2/24/25	Office Equip./Conf. Fee	\$4028.29
Anthony Milton	3/19/25	2025 Stipend	\$1628.37
Donna Budil	3/19/25	2025 Stipend	\$1628.37
Brian Wattleworth	3/19/25	2025 Stipend	\$1628.37
Brian Wattleworth	1/20/25	Conference Fee	\$200.00
Total			\$13,384.30

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 stated that the Fire department is hoping to add four new firefighters soon. Two are ready to start now and two still have to pass the physical portion of the exams. Deputy Chief Douglass will invite the board members to the swearing in ceremony which will be held at Station #3.

Deputy Chief Douglass next announced that the new fire engine has been received and added the department will request another engine as well as command vehicles be approved for FY 2026 when the Village meets to address the budget.

Deputy Chief Douglass stated that *Gurnee Living* magazine had done an article on the department and he would have copies scanned and sent to the board members.

Chief Douglass noted that with the warm weather approaching the department will begin planning community events such as block parties to continue to be engaged with the public.

Lastly Deputy Chief Douglass stated that calls are only slightly down from this time last year.

Attorney's Report:

Ms. Trela stated she would address legal issues later in the meeting.

Old Business:

- a. Ambulance Billing Complaints: None
- b. Annexations: A small property (annual taxes approximately \$80.00) was submitted for

annexation. Ms. Trela stated it will be added to other larger Village annexations.

New Business:

a. Review Draft FY 2025/2026 Budget & Appropriation Ordinance

Ms. Trela pointed to the draft budget sent to all board members. Ms. Trela has been in contact with Mr. Taverine and very little had changed from the previous budget. Ms. Trela noted that the Village contract is up in 2026 and the reserves that are recommended by Mr. Taverine but objected to by some in the public can be mitigated by contributions to the upcoming needs of the department. Ms. Trela asked that the board relay any changes they would like to see to the budget prior to the May 2025 meeting of the WWFPD when the budget will be voted on. Ms. Trela will publish the required notices for an open hearing on the budget as required by law and asked that the website also be updated with all notices and WWFPD business as requested by Lake Co.

b. Engagement Letter Dam Snell & Taverine

Ms. Trela pointed to the Engagement Letter Dam Snell & Taverine and noted the increase from \$8680.00 for the 2024 audit to \$9116.00 for the 2025 audit.

Trustee Wattleworth made a motion to approve the Engagement Letter Dam Snell & Taverine. President Budil seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

a. Review and possible renewal of Insurance – VFIS Property & Casualty

Ms. Trela stated that she had not received a questionnaire from the insurance company as in previous years, only a conditional policy with stating that there would be changes to coverage. There is no action to be taken at this time.

b. Review and possible approval of updated Investment Policy

Ms. Trela had found the previous WWFPD investment policy document from 2018 and after review, the board determined no changes needed to be made.

c. Statements of Economic Interest

Ms. Trela reminded the board members that they need to complete and return the Statement of Economic Interest before May 1, 2025, or be subject to daily fines.

Closed Session: None

Action on items in Closed Session: None

Review agenda items for next board meeting – May 21, 2025

- Budget Hearing
- New Board member elections
- Appointment of Board Member
- Approval of Budget.

Having no further business to come before the board, President Budil made a motion to adjourn the meeting at 6:40 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

Warren-Waukegan Fire Protection District
Agenda – Wednesday, July 16, 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 – May 21, 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. Fire Chief's Report
 - e. Attorney's Report
- VI. Old Business:
 - a. Ambulance billing complaint(s), as applicable – discuss/possible action
 - b. Discuss annexations, as applicable – possible action
- VII. New Business
 - a. CY2025 Levy/Truth-in-Taxation determination – discussion
 - b. Status of Audit/Annual Financial Report – discussion
- VIII. Closed Session
- IX. Action on Items from Closed Session (if any)
- X. Review agenda for next meeting – September 17, 2025
- XI. Adjournment

Dated: May 21, 2025

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