

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday January 17, 2024

**Call to Order:** President Budil called the meeting of the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 6:01 PM

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

Absent: Trustee Antony Milton

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

In light of Trustee Milton's absence Ms. Trela suggested Trustee Wattleworth be appointed Secretary Pro tempore in order to conduct the business scheduled for this meeting.

President Budil made a motion to appoint Trustee Wattleworth as Secretary for the WWFPD Pro tempore. Trustee Wattleworth seconded the motion. A roll call was taken.

Ayes: 2

Nays: 0

Motion carried: 2/0

**Comments from the Public:** None

**Approval of Minutes:**

Trustee Wattleworth made a motion to approve WWFPD meeting minutes from November 15, 2023. President Budil seconded the motion. A roll call was taken.

Ayes: 2

Nays: 0

Motion carried: 2/0

**REPORTS**

**President's Report:**

President Budil had nothing to report at this time.

**Treasurer's Report:**

Trustee Wattleworth distributed the Treasurer's Report. Trustee Wattleworth stated that a transfer had been made from the 606 account to the PMA account. This resulted in a large balance in the PMA account and noted that the balance will decrease with the upcoming payment to the Village of Gurnee. Current balance for WWFPD accounts is \$7,790,571.20.

President Budil made a motion to approve the Treasurer's Report as presented. Trustee Wattleworth seconded the motion. A roll call was taken.

Ayes: 2

Nays: 0

Motion carried: 2/0

Trustee Wattleworth next presented a Statement of Expenditures. Trustee Wattleworth stated the report included the usual expenses noting the payment to the Village of Gurnee and reimbursement for attendance at the NIAFPD Conference. President Budil submitted her receipt for her registration to the NIAFPD conference and the Statement of Expenditures was amended to reflect her reimbursement. Trustee Wattleworth asked Mr. Taveirne for clarification of invoice/credit notices received from ambulance billing company. Mr. Taveirne explained that outside factors such as insurance payments effect the final figures, and the notices are sent as final reconciliation occurs. Total expenditures equal \$885,957.71.

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	11/15/23	Recording Secretary	\$200.00
Ottosen, Dinolfo et. al.	11/30-12/31/23	Legal	\$3078.50
Andres Medical Billing	11/30-12/31/23	Billing Services	\$3759.90
Dam Snell	11/30-12/31/23	CPA	\$9975.00
Village of Gurnee	1/10/24	Service Contract	\$878,062.50
Brian Wattleworth	1/15/24	NIAFPD Conference.	\$250.00
Donna Budil	1/17/24	NIAFPD Conference	\$200.00
Brian Wattleworth	11/14/23	Postage	\$13.20
<b>Total</b>			<b>\$895,539.10</b>

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

Ayes: 2

Nays: 0

Motion carried: 2/0

**Secretary's Report:**

There is no Secretary's Report at this time.

**Fire Chief's Report:**

Deputy Chief Kavanaugh stated that the numbers of calls continue to rise year over year. There has been an approximate 4% increase since this time 2023 with over 8K calls responded to since the last meeting.

Chief Kavanaugh next stated the building and fire codes in Lake County have been updated and are now more stringent. The Chief added that the district codes had already been stricter than the county's, but the

department is revisiting existing building and fire codes to be more consistent with the new Lake County codes promoting uniformity and decreasing confusion.

Lastly Chief Kavanaugh reported that ground has been broken on a building to house a consolidated 911 call center. Currently all calls are initially taken by the Lake County Sheriff's Department and transferred to the appropriate station. The goal is to eliminate calls being transferred which would cut down response time. In conjunction with the change to response policy, the stations that are part of the WWFPD are considering changing the supplier of the software that controls the alarms issued. The system is called FFS and will computerize the alarms in each station house. No equipment would need to be replaced. The FFS provider would only replace software. The program is already in place in other districts and is currently being vetted for installation in the WWFPD station houses. If approved the install and new process is expected to be online by September 1, 2024.

Trustee Wattleworth asked Chief Kavanaugh what he should do with odd emails he has been receiving from Andres ambulance billing. Chief Kavanaugh stated that the state is slated to audit 1/3 of all ambulance billing this year and the Village has hired a company to respond to any questions.

**Attorney's Report:**

Ms. Trela stated that she has received a request for updated contact information for the WWFPD and has responded. Ms. Trela also stated that the City of Waukegan had arranged payments for small annexations to spread out over five years but would now like to pay in full. Ms. Trela will generate the amended invoice and send to the City of Waukegan. Trustee Wattleworth stated that he had received a request for proof of liability insurance and a list of WWFPD employees. Ms. Trela requested he forward the letter and she will take care of it.

**Old Business:**

- a. **Ambulance Billing Complaints:** None
- b. **Annexations:** None
- c. **Dam, Snell & Taveirne Financial Report**
  - **2023 Comptroller's Annual Financial Report**
  - **2023 Treasurer's Annual Financial Report**

Prior to the meeting Mr. Taveirne had sent the above reports to the Trustees.

President Budil made a motion to approve 2023 Comptroller's Annual Final Report as presented by Dam, Snell & Taveirne. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 2                      Nays: 0                      Motion carried: 2/0

President Budil made a motion to approve 2023 Treasurer's Annual Financial Report as presented by Dam, Snell & Taveirne. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 2                      Nays: 0                      Motion carried: 2/0

Ms. Trela will have reports signed at the end of the meeting and submit to the appropriate entities.

**New Business:**

a. **Adopt 2024-2025 Meeting Schedule: 6PM Fire Station #2 – 6581 Dada Drive Gurnee IL**

May 15, 2024  
July 17, 2024  
September 18, 2024  
November 20, 2024  
January 15, 2025  
March 19, 2025

President Budil made a motion to approve 2024-2025 WWFPD meeting schedule. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 2                      Nays: 0                      Motion carried: 2/0

b. Review/Approve 2024-O-01 – Ordinance Providing for the Abatement of Portions of the Year 2023 Tax Levy of Warren-Waukegan Fire Protection District

Ms. Trela stated that \$1,013,000.00 would come from the corporate WWFPD corporate fund and \$1,793,000.00 would come from the ambulance fund for a total abatement of approximately 2.8M.

President Budil made a motion to approve 2024-O-01 Ordinance Providing for the Abatement of Portions of the 2023 Tax Levy of the Warren-Waukegan Fire Protection District. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 2                      Nays: 0                      Motion carried: 2/0

Trustee Wattleworth as Secretary Pro Tempore signed the ordinance and Ms. Trela will file with the appropriate entity.

c. Review and consider 2024-2025 Budget Process

Ms. Trela stated that the process will remain the same as previous years and present a draft of the budget process at the next board meeting.

**Closed Session:** None

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

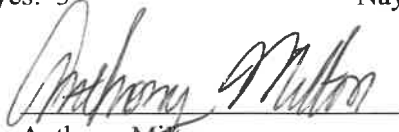
- Budget process draft
- NIAPFD reimbursements
- Insurance renewal

Having no further business to come before the board, President Budil made a motion to adjourn the meeting at 6:47 PM. Trustee Wattleworth 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

03/20/2024  
Date minutes approved