

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT DECENNIAL
COMMITTEE

GURNEE STATION #2

Wednesday May 15, 2024

Call to Order: President Budil called the meeting of the Decennial Committee of the Warren-Waukegan Fire Protection District to order at 5:50 PM

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

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

Comments from the Public: None

Discussion of Process, Procedures, and Proposed Timeline:

Ms. Trela reviewed the report outline for the committee and discussed the process for putting the report together and the deadline for finalizing and approving the report. Ms. Trela reported that her office was working on a draft for review at the July meeting.

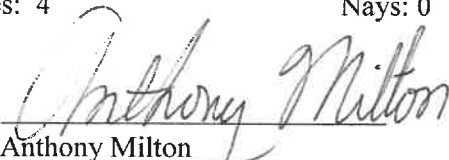
The Next Committee Meeting is Scheduled for July 17, 2024 at 6:00 pm.

Having no further business to come before the committee, Trustee Budil made a motion to adjourn the meeting at 5:58 pm. Trustee Wattleworth seconded the motion. A roll call was taken:

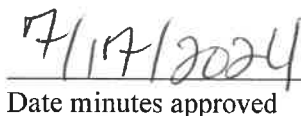
Ayes: 4

Nays: 0

Motion carried 4/0


Anthony Milton

Secretary, Board of Trustees
Warren-Waukegan Fire Protection District


Date minutes approved

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

I. Introduction

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

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

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

II. General Information

A. Location

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

VILLAGES, TOWNSHIPS, & CITIES	
Name	Population
Grayslake	35,000

The District is located within 1 county.

COUNTIES	
Name	Population
Lake	707,621

B. District Demographics

The WWFPD along with the Village of Gurnee, make up a 32 square mile area stretching from Waukegan, Illinois, to Route 45. The area includes Gurnee Mills mall and Six Flags Great

America. The WWFPD is responsible for fire and ambulance service for the unincorporated lands within the described area.

C. Fire Stations

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

D. Employees

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

E. Fire & EMS Apparatus

Type	Quantity	Age
Provided by Gurnee FD		

F. Services & Programs

SERVICES	
Existing	Potential Future Services
Provided by Gurnee FD	

PROGRAMS	
Existing	Potential Future Programs
Provided by Gurnee FD	

G. Financials

BUDGET	
Fiscal Year	Annual Budget Amount

FY 2019	\$6,483,702.00*
FY 2020	\$6,101,499.00*
FY 2021	\$6,772,815.00*
FY 2022	\$4,461,660.00
FY 2023	\$4,523,354.00

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

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

Briefly discuss the five-year trends for the Annual Budgets and the End of Year Financial Reports. Then, compare the projected budget with the actual revenues and expenditures. Use review to assess the financial efficiency and health of the District.

H. Equalized Assessed Value (EAV)

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

I. Insurance Services Office (ISO) Rating

The District's current ISO rating is Class 3.

III. Committee Information

COMMITTEE MEMBERS	
Title	Name
President	Donna Budil
Treasurer	Brian Wattleworth
Secretary	Anthony Milton

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

IV. Awards & Recognitions

Award/Recognitions	Description	Date Issued

V. Intergovernmental Agreements (IGAs) & Interrelationships

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

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

A. Laws (External Review)

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

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

EXISTING POLICIES, ORDINANCES, RULES, & BYLAWS		
Title	Date Enacted	Conclusion
Public Comment Policy	5/16/2018	
Designation of OMA Officer Policy (5 ILCS 120/1.05(a))		
Designation of FOIA Officer Policy (5 ILCS 140/3.5(a))		

Designation of Whistleblower Auditing Official Policy (50 ILCS 105/4.1)	N/A	
Sexual Harassment Policy (775 ILCS 5/2-109)	January 17, 2018	
Drug Free Workplace Policy	N/A	
IDOL Mandated Policies	N/A	

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

C. Procedures

PROCEDURES	
Type	Conclusion
Perform Semiannual Review of Closed Session Minutes (5 ILCS 120/2.06)	The Board does not have closed session meeting minutes to review, but will review the minutes as required when/if there are closed session minutes to review
Trustees Filed Statement of Economic Interest Policy (5 ILCS 420/4A-101)	The Trustees comply with this task annually
Computation and Retention of FOIA Requests (5 ILCS 140/3.5(a))	The Board's attorney reviews and responds to any submitted FOIA requests
Post other Required FOIA Information (5 ILCS 140/4(a)-(b))	The required information is posted
Retention, Destruction, and Review of other Documents	The Board attorney keeps copies of official documents such as the Budget
Manage/Post List for Categories of FOIA Records under FPD's Control (5 ILCS 140/5)	The Board's attorney reviews and responds to any submitted FOIA requests
Post/File OSHA 300A Report (if required)	N/A
Grant Management and Reporting	N/A
NFIRS Compliance	N/A

D. Training & Training Materials

TRAINING		
Title	Date	Conclusion
Board Member OMA Training (5 ILCS 120/1.05(b))		

FOIA Officer Training (5 ILCS 140/3.5(b))		
Sexual Harassment Prevention Training (775 ILCS 5/2-109(c))		

TRAINING MATERIALS		
Title	Date	Conclusion
Employee Handbook/Policy Manual		
Board of Trustees Manual	N/A	

E. Reports

CALL REPORTS		
Title	Findings	Conclusion
Call Volume Reports (3-year trend)		
Call Type Reports (3-year trend)		
Dispatch Reports (3-year trend)		

FINANCIAL REPORTS		
Title	Findings	Conclusion
Treasurer Statement of Receipts & Disbursements		
Annual Audit		
<i>Other Financial Documents</i>		

F. Documents

DOCUMENTS		
Title	Findings	Conclusion
Schedule of all FPD Board Meetings (5 ILCS 120/2.03)		
Checklist of Scheduled Annual Tasks		

G. Transparency

For a comprehensive list of items found on the District’s website see Exhibit ____.

WEBSITE		
Type	Findings	Conclusion
General Review of Website Information	https://www.gurnee.il.us/government/departments/fire-department/warren-waukegan-fire-protection-district	

VII. Recommendations for Increased Accountability and Efficiency

A. Strengths & Efficiencies

Briefly list and describe the District’s strengths and efficiencies the Committee identified and provide a plan of action for continued improvement.

B. Weaknesses & Inefficiencies

INEFFICIENCIES	
Item	Recommendation for Improvement
<i>Example of Inefficiencies (e.g., improve transparency on website)</i>	

C. Greatest Needs

Briefly list and describe the District’s greatest needs for improving accountability and efficiency (e.g., funding, equipment, personnel, etc.).

D. Conclusion

Provide the Committee’s final thoughts and a conclusion on how to increase accountability and efficiency within the District based on the information and analysis conducted in this report.

The following additional documents are attached to this report:

✓	NAME OF DOCUMENT
	Agenda and Minutes from First Committee Meeting
	Agenda and Minutes from Second Committee Meeting
	Agenda and Minutes from Third Committee Meeting
	Fire Protection District Map
	Intergovernmental Agreements (IGAs) List
	Summary of Items on District Website