

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday May 15, 2024

Call to Order: President Budil called the meeting of the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 6:03 PM

Appointment of Trustee & Oath of Office:

Ms. Trela administered the Oath of Office to Trustee Wattleworth.

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

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

Election of Officers: After discussion among the Trustees, it was determined that they would all retain their current roles on the board of the WWFPD.

- President: Donna Budil
- Treasurer: Brian Wattleworth
- Secretary: Anthony Milton

Trustee Wattleworth made a motion to approve the election of Trustees in the roles listed above. President Budil seconded the motion. A roll call was taken.

Ayes: 3

Nays: 0

Motion carried:3/0

Public Hearing on FY2024-2025 Budget & Appropriations Ordinance 2024-O-02

a. Open Hearing:

President Budil made a motion to open the Public Hearing on FY2024-2025 Budget & Appropriations Ordinance 2024-O-02. Ms. Trela confirmed that the information informing the public about the hearing had been published in the newspaper 30 days prior to this meeting as required by law. Trustee Milton seconded the motion. A roll call was taken.

Ayes: 3

Nays: 0

Motion carried:3/0

b. Public Comment: None

c. Close Hearing

President Budil made a motion to close the Public Hearing on FY2024-2025 Budget & Appropriations Ordinance 2024-O-02. Trustee Wattleworth seconded the motion. A roll call was taken.

Ayes: 3 Nays: 0 Motion carried:3/0

Comments from the Public: None

Approval of Minutes:

Trustee Wattleworth made a motion to approve WWFPD meeting minutes from March 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 Report and noted that a payment to the Village was made in April. There is approximately 366K in the PMA account and 1.97M in the 606 Harris account. A May transfer from the 606 Harris account in the amount of 1.5M into fixed assets will fund the next (6) payments to the Village. The maturity date for the transferred funds is October 2025. Total WWFPD assets at this time equal \$6,254,565.

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

Ayes: 3 Nays: 0 Motion carried: 3/0

Trustee Wattleworth next presented a Statement of Expenditures. Trustee Wattleworth stated the report shows the April payment to the Village and 1st quarter tax return payment. The payment to the NIAFPD is for the past (2) years as a bill for last year was never received. Total expenditures equal **\$894,078.12**

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	3/20/24	Recording Secretary	\$200.00
Ottosen, Dinolfo et. al.	3/31-4/30/24	Legal	\$2033.50
Dam Snell	3/31-4/30/24	CPA	\$1600.00
EMS-MC	3/31/24	Billing Services	\$1279.87

NIAFPD	7/14/23-3/19/24	Membership Dues	\$875.00
VFIS	4/30/24	Insurance	\$7646.00
Village of Gurnee	3/31/24	Village Contract	\$878,062.50
Il Dept. of Revenue	3/31/24	Tax Return	\$336.00
US Treasury	3/31/24	Tax Return	\$2045.25
Total			\$894,078.12

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 Kavanaugh stated that a meeting was held today regarding the contract for consolidation of (8) dispatch centers to better serve all communities involved. A 15M building is being constructed in Libertyville to house the dispatch center. It will be a "high impact building" constructed to withstand tornados and other natural disasters keeping the emergency response network working when it is needed most. The Chief stated that the goal is to retain all employees with their current salaries and with pensions intact. A company named RayCom and its (30) partner agencies will oversee operations. The City of Waukegan is the only entity not joining the coalition which is set to open in September.

Chief Kavanaugh next reported that the first fire fatality in 12 years occurred in the district last Saturday night. The state Fire Marshall's report currently lists the cause as *Undetermined* pending more investigation. This fatality was a first for many of the fire fighters and support tools are available to help them deal with this tragedy.

Deputy Chief Douglass announced that the First Responders Expo will be held this Friday, Saturday, and Sunday at Gurnee Mills. Friday's events will include a Moving 9/11 Memorial. The hours are 10AM to 3PM.

Chief Kavanaugh stated that the change from Johnson Controls to FSS will take place when the current contract runs out in September. FSS is currently used by many surrounding departments to coordinate fire alarms within businesses. FSS provides a state-of-the-art system that is Cloud based. The conversion will require 544 radio transmitters be installed in local businesses prior to FSS going live.

Attorney's Report:

Ms. Trela stated that the City of Waukegan has paid the annexation amount that was due.

Old Business:

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

New Business:

a. **Ord. 2024-O-02 Approving FY2024-2025 Budget & Appropriation.**

Ms. Trela handed out the budget packets to the board and stated that they had been reviewed by Mr. Taverine. Ms. Trela stated that the Corporate and Ambulance funds were currently allocated evenly, but a rebalancing to 60% Corporate and 40% Ambulance may be recommended in the future. The last abatement will keep the finances for the WWFPD with the desired range and further abatements or other remedies could be discussed in the future as needed.

Trustee Wattleworth made a motion to approve Ord. 2024-O-02 Approving FY2024-2025 Budget & Appropriation. President Budil seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried: 3/0

b. **Renewal of Accident & Sickness and Commercial Insurance policies with VFIS.**

Ms. Trela distributed the (2) insurance policies to the board and noted the increase in premiums was \$27.00.

President Budil made a motion to approve the Renewal of Accident & Sickness and Commercial Insurance policies with VFIS. Trustee Milton seconded the motion. A roll call was taken:

Ayes: 3 Nays: 0 Motion carried: 3/0

Closed Session: None

Review agenda items for next board meeting – July 17, 2024

- Possible discussion of Truth in Taxation - Ms. Trela
- Audit Report - Mr. Taverine

Ms. Trela then acquired the signatures of all trustees on the budget documents approved at this meeting.

Chief Kavanaugh stated that Lake County board member Hart had asked him to inquire if the WWFPD board had any objections to publishing the full meeting packet on their website in addition to the Agenda and Minutes. After a brief discussion, the board agreed that though it is not required, all documents in meeting packets supplied by Ms. Trela prior to each board meeting will be added to the website in the spirit of transparency. This practice will be starting with the next board meeting.

Having no further business to come before the board, President Budil made a motion to adjourn the meeting at 6:49 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

9/17/2024
Date minutes approved

Treasurer's Report

Treasurer's Report

May

June

Statement Period: (May 2024)		Statement Period: (June 2024)		Ending Balances	Beginning Balances	Deposits	Withdrawals	Ending Balances
Harris Bank Account 4819475592		Harris Bank Account 4819475592			\$42,608.88			
Interest Income	\$49.49	Interest Income				\$42.31		
Permit Fees & F.I. Tax	\$0.00	Permit Fees & F.I. Tax				\$0.00		
Property Tax	\$1,063.80	Property Tax				\$0.00		
Paramedic Billing Service	\$0.00	Paramedic Billing Service				\$0.00		
Personal Property Rplcmt Tax	\$12,595.06	Personal Property Rplcmt Tax				\$0.00		
Transfers	\$0.00	Transfers				\$0.00		
	\$0.00							
Service Charge	\$29.60	Service Charge					\$26.78	
Approved Payments	\$14,804.62	Approved Payments					\$675.00	
Transfers	\$0.00	Transfers			\$0.00			
Harris Account Total	\$13,708.35	Harris Account Total		\$42,608.88	\$42,608.88	\$42.31	\$801.78	\$41,749.41
Harris Bank Account 4891475606		Harris Bank Account 4891475606			\$519,238.10			
Interest Income	\$574.63	Interest Income				\$0.00		
Permit Fees & F.I. Tax	\$0.00	Permit Fees & F.I. Tax				\$788.73		
Property Tax	\$46,006.68	Property Tax				\$460,528.94		
Ambulance Billing	\$0.00	Ambulance Billing				\$78,259.39		
Personal Property Rplcmt Tax	\$0.00	Personal Property Rplcmt Tax				\$0.00		
Transfers (PMA)	\$0.00	Transfers (PMA)				\$0.00		
Service Charge	\$0.00	Service Charge				\$0.00		
Harris Account Total	\$46,581.31	Harris Account Total		\$519,238.10	\$519,238.10	\$0.00	\$0.00	\$0.00
PMA Variable Assets	\$388,044.24	PMA Variable Assets		\$519,238.10	\$691,158.88	\$539,377.06	\$0.00	\$1,058,815.16
PMA Variable Withdrawal/Fixed Purchase	\$1,500,000.00	PMA Variable Withdrawal/Fixed Purchase				\$0.00		
PMA Proceeds from Fixed	\$0.00	PMA Proceeds from Fixed				\$0.00		
PMA Dividends	\$3,464.64	PMA Dividends				\$0.00		
PMA Variable Totals	\$1,503,464.64	PMA Variable Totals		\$691,158.88	\$5,050,449.42	\$2,958.78	\$0.00	\$694,117.66
PMA Fixed Assets	\$3,850,099.42	PMA Fixed Assets		\$5,050,449.42	\$5,050,449.42	\$2,958.78	\$0.00	\$694,117.66
PMA Fixed Asset Buy/Redeem (Cost Face)	\$1,279,636.65	PMA Fixed Asset Buy/Redeem (Cost/Face)				\$0.00		
PMA Interest Paid	\$0.00	PMA Interest Paid				\$0.00		
PMA Fixed Totals	\$1,200,350.00	PMA Fixed Totals		\$5,050,449.42	\$5,050,449.42	\$0.00	\$0.00	\$5,050,449.42
ACCOUNTS TOTALS	\$2,764,104.30	ACCOUNTS TOTALS		\$6,303,455.28	\$1,253,005.86	\$542,378.15	\$901.78	\$6,845,131.85

WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

17-Jul-24

Proposed Expenditures:	Invoice #	Date	Description	Amount
Beverly Shannon	-	5/15/2024	Recording Minutes Services	\$ 200.00
Ottoeson Dinolfo Hasenbaig & C	7400/7773	5/31/24, 6/30/24	Legal	\$ 3,747.14
Dam Snell	372719	6/30/2024	CPA	\$ 810.00
EMS-MC	EMS-005647,005648,005184	6/30/24 (2), 5/31/24	Billing Services	\$ 2,153.32
Cyber-Construction	13104/13105	7/1/2024	IT Services	\$ 401.00
NIAFPD	-	-	-	\$ -
VFIS	-	-	-	\$ -
Village of Gurnee	4077	7/1/2024	Village Contract	\$ 907,916.63
IL Dept of Revenue	-	-	-	\$ -
US Treasury [IRS]	-	-	-	\$ -
Anthony Milton	-	-	-	\$ -
Donna Budil	-	-	-	\$ -
Brian Wattleworth	1CF9NKG	8/11/2024	CDW (Computer)	\$ 1,630.94
Total				\$ 916,859.03

Warren-Waukegan Fire Protection District, Board of Trustees
Regular MEETING – Wednesday, September 18, 2024 – 6:00 p.m.
Fire Station #2 – 6581 Dada Drive, Gurnee, Illinois
AGENDA

- I. Call to Order
- II. Roll Call
- III. Comments from the public
- IV. Approval of Minutes – Meeting July 17, 2024
- V. Reports:
 - a. President's Report
 - b. Treasurer's Report
 - 1. Review and sign statement of investments
 - 2. Review and sign statement of expenditures
 - 3. Review proposed expenditures for approval
 - c. Secretary's Report
 - d. Fire Chief's Report
 - e. Attorney's Report
- VI. Old Business:
 - a. Ambulance billing complaint(s), as applicable – discuss/possible action
 - b. Discuss annexations, as applicable – discuss/possible action
- VII. New Business
 - a. Res. 2024-R-01 Making 2024 Truth in Taxation Determination – discuss/action
 - b. Ord. 2024-O-02 Making 2024 Levy DRAFT – discuss
 - c. Dam, Snell & Taveirne Financial Reports update – discuss/action
 - 1. 2024 Audit Report
 - 2. 2024 Comptroller's Annual Financial Report
 - 3. 2024 Treasurer's Annual Financial Report
 - 4. Financial reports – July and August 2024
 - d. Review and possible approval of Audit
 - e. Review Closed Session Minutes – discuss/action
- VIII. Closed Session (if needed)
- IX. Action on Items from Closed Session (if any)
- X. Review agenda for next meeting – November 20, 2024
- XI. Adjournment

Dated: July 17, 2024

WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

By: Anthony Milton, Secretary