

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

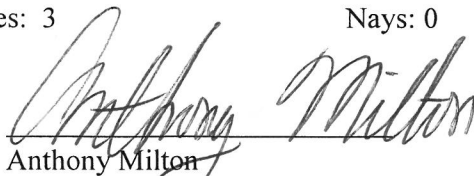
- Budget Hearing
- New Board member elections
- Appointment of Board Member
- Approval of Budget.

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:

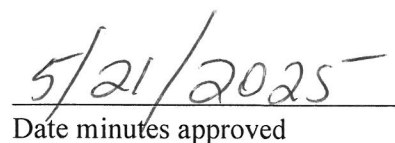
Ayes: 3

Nays: 0

Motion carried 3/0



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


Date minutes approved