

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday July 16, 2025

Call to Order: President Klauber called the meeting of the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 6:00 PM

Roll Call: Present: President Klauber, Trustee Brian Wattleworth. Absent: Trustee Tony Milton

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

Comments from the Public: None

Approval of Minutes:

President Klauber made a motion to approve WWFPD meeting minutes from May 21, 2025. Trustee Wattleworth seconded the motion. A roll call was taken.

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

REPORTS

President's Report:

President Klauber stated he is happy to be back and has nothing to report at this time.

Treasurer's Report:

Trustee Wattleworth distributed the Treasurer's Reports to the Board. Trustee Wattleworth that due to a large number of ambulance and tax payments the WWFPD 606 account has exceeded 3 million dollars. Prior to this meeting, Trustee Wattleworth transferred 3M from the 606 account to the PMA account. The PMA account now has enough funds to cover (7) payments Village. Including the payment scheduled to be made 7/31/25. Total assets prior to withdrawals to be authorized in the expenditure report below is \$7,195,959.08

President Klauber inquired about the ramifications of the WWFPD carrying such a high balance and inquired when it would be appropriate to discuss an abatement.

Ms. Trela stated that there are always tax objections, but having such a high balance does fuel concerns. Ms. Trela added that the Levy is typically discussed at the November board meeting and any abatements adopted the following January. Ms. Trela noted that the last abatement adopted in 2023 was for approximately 3M.

Chief Kavanaugh added that negotiations with the Village for the new Service Contract will also take place in the fall.

President Klauber 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 noted the only unusual one-time payment were for President Klauber's District computer and a late fee to the IRS for Q1

Total expenditures submitted for approval equal **\$945,186.26**

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	5/21/25	Recording Secretary	\$250.00
Ottosen, Dinolfo et. al.	5/31, 6/30/25	Legal	\$1843.00
Dam Snell	5/31/25	CPA	\$1175.00
Cyber Construction	7/1, 7/10/25	IT Support	\$139.50
EMC-MC	4/30, 5/31/25	Billing Services	\$5726.86
Village of Gurnee	7/3/25	Svc. Contract Q1	\$934,246.21
US Treasury IRS	7/7/25	Q1 Tax – Late Fee	\$106.65
Martin Klauber	6/25/25	New Computer	\$1699.04
Total			\$945,186.26

President Klauber 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:

Trustee Milton is absent. There is no Secretary's Report at this time.

Fire Chief's Report:

Chief Kavanaugh stated that although he was unable to attend, but he was told the grand opening of the new centralized 911 Dispatch Center was a success. A final sign-off from the State administrator is still pending, but the new center is fully staffed with transfers from existing dispatch centers, so the personnel are already fully trained. The Lake Zurich dispatch center will act as a backup center as it is the facility that is the most technically up to date.

Chief Kavanaugh next described a call at the station that was unusual because the building was next to City Hall. It was a 4-unit condominium complex, and the fire was ignited by candles left burning after the occupant has left for work. Fortunately, the fire was contained to the single structure, and no one was hurt.

Chief Kavanaugh stated that the department continues to seek out new recruits, but they now have enough people to recommence specialized training sessions to include hazmat situations and underwater search and rescue.

Attorney's Report:

Ms. Trela stated that a FOIA request had been received asking for the WWFPD vendors and cost of said vendors. Ms. Trela and Trustee Wattleworth responded to the request.

Ms. Trela also stated that she had received an inquiry from the Gurnee Park District regarding making a parcel of land tax exempt. President Klauber asked what the monetary impact of the exemption would be. Ms. Trela stated that the value was such that the financial impact would be small.

Old Business:

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

New Business:

Ms. Trela suggested that Trustee Wattleworth be approved as Secretary Pro Tempore in the absence of Trustee Milton for any new business put before the board.

President Klauber made a motion to appoint Trustee Wattleworth Secretary Pro Tempore. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 2

Nays: 0

Motion carried: 2/0

a. CY2025 Levy/Truth-in Taxation determination – discussion

Ms. Trela will work with Mr. Taveirne and report back on a possible 3M abatement to be implemented next year.

b. Status of Audit/Annual Financial Report – discussion

Mr. Taveirne was not present but did request a signed copy of his engagement letter be sent to his office. Ms. Trela and Trustee Wattleworth will ensure the document is sent.

c. Discussion and possible action on Resolution 2025-R-01. A Resolution Authorizing the Signatory Authority for the WWFPD Bank Accounts.

President Klauber made a motion to approve Resolution 2025-R-01 authorizing his signatory authority on WWFPD financial accounts. Trustee Wattleworth seconded the motion. A roll call was taken:

Ayes: 2

Nays: 0

Motion carried: 2/0

Ms. Trela will return the document to the appropriate entities. President Klauber then co-signed outgoing checks provided by Trustee Wattleworth prior to remittance.

Closed Session: None

Action on items in Closed Session: None

Review agenda items for next board meeting – September 17, 2025

- Discuss Levy.
- Possible Audit Report.
- Research changing the WWFPD account receives property tax payments.

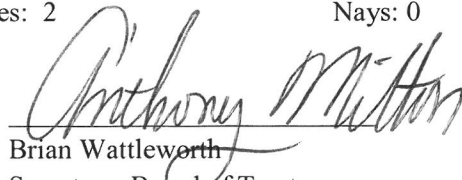
Lastly it was agreed that the November 2025 WWFPD board meeting be changed from November 19th to November 12th at 6:00 CST.

Having no further business to come before the board, President Klauber made a motion to adjourn the meeting at 6:36 PM. Trustee Wattleworth seconded the motion. A roll call was taken:

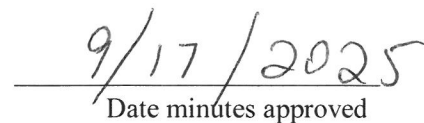
Ayes: 2

Nays: 0

Motion carried 2/0


Brian Wattleworth

Secretary, Board of Trustees
Warren-Waukegan Fire Protection District


Date minutes approved