

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday January 21, 2026

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

**Roll Call:** Present: President Klauber, Trustee Brian Wattleworth. 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:**

Trustee Milton made a motion to approve WWFPD meeting minutes from November 12, 2025. Trustee Wattleworth seconded the motion. A roll call was taken.

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

**REPORTS**

**President's Report:**

There is no President's Report at this time.

**Treasurer's Report:**

Trustee Wattleworth distributed the Treasurer's Reports to the Board. Trustee Wattleworth stated that has been no significant activity in the PMA account. The 606 Harris account now holds approximately 780K and the intention is to close that account after upcoming disbursements have cleared and invest the remaining balance. Future payments will be deposited directly into the PMA account and Trustee Wattleworth will advise the board when these changes are completed. Trustee Wattleworth also noted the withdrawal of the 68K tax objection payment that had been approved at the previous board meeting The ending balance for the WWFPD is 7,645,713.39

President Klauber 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 noted that the Village had been paid October 2, 2025. Also included are NIAFPD membership dues and reimbursement for the Microsoft subscription Trustee Wattleworth had paid since the last meeting.

Total expenditures submitted for approval equal **\$942,857.40**

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	11/12/25	Recording Secretary	\$250.00
Ottosen, Dinolfo (Atty.)	10/25, 11/30, 12/31	Legal	\$4260.33
Dam Snell	11/30, 12/31	CPA	\$12,080.00
EMC-MC	10/31, 11/30	Billing Services	\$4988.12
NIAFPD	1/19/26	Conference Fee (Wattleworth)	\$200.00
Village of Gurnee	1/6/26	Service Contract	\$934,246.21
NIAFPD	1/19/26	Conference Fee (Milton)	\$663.60
<b>Total</b>			<b>\$956,688.26</b>

President Klauber 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:**

Chief Kavanaugh stated that 800K from 2026-2027 budget will be used to make improvements to Station#2. The improvements will include updating the conference room and partitioned bunk rooms. The Chief noted that Station #2 had been built in 1995 and has never been updated or modernized since its construction. Due to work being done to the conference room in Station #2 it was decided future WWFPD board meetings, (starting March 2026), be conducted at the Station #3 location. Also any old WWFPD currently housed in Station #2 will be destroyed after consulting the WWFPD board and getting approval from the archivist.

Deputy Chief Douglass reported that the Illinois Department of Public Health recognized our firefighters for saving a drowning child at a pool party. The child fully recovered. The Deputy Chief also stated that the Illinois Fire Chiefs Association recognized the Battalion Chief who recently retired after 38 years of service and is now employed as our Vehicle Maintenance Chief.

**Attorney's Report:**

There is no Attorney's Report at this time.

**Old Business:**

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

**New Business:**

- a. **ORDINANCE NO. 2026-O-01 Ordinance for the Abatement of Portion of the 2025 Tax Levy**

Ms. Trela distributed drafts of the abatement. The abatement would be 420K from the Corporate Fund and 580K from the Ambulance Fund for a total of 1M. Once signed the paperwork would be filed with the County and the abatement applied to the levy passed at the November 2025 WWFPD board meeting.

President Klauber made a motion to approve ORDINANCE NO. 2026-O-01 Ordinance for the Abatement of Portion of the 2025 Tax Levy. Trustee Wattleworth seconded the motion. A roll call was taken:

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

- b. **NIAFPD Conference – Trustee Attendance and Reimbursement.**

Trustees Wattleworth and Milton have been reimbursed. President Klauber will submit his invoice at the next meeting.

- c. **Adopt 2026-2027 WWFPD Board Meeting Schedule.**

All meetings will begin at 6:00 CST  
Gurnee Fire Department Station #3  
5330 Manchester Dr. Gurnee IL 60031

- May 20, 2026
- July 15, 2026
- September 16, 2026
- November 11, 2026
- January 20, 2027
- March 17, 2027

President Klauber made a motion to adopt the 2026-2027 WWFPD Board Meeting Schedule. Trustee Milton seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried: 3/0

**d. Review and possible approval of service contact with the Village.**

Chief Kavanaugh stated that the service contact meeting is scheduled for May 10, 2026. Ms. Trela stated that she did not anticipate major changes to the contract. Chief Kavanaugh added that there is a discussion regarding changing the ambulance billing to “in house” versus contracting the service out. Ms. Trela will provide the board with a draft proposal of any changes to the service contract.

**e. Review and consider 2026-2027 budget process.**

It was decided to begin discussion of budget process in at the WWFPD March meeting and adopt the new budget at the July 2026 meeting.

**Closed Session:** None

**Action on items in Closed Session:** None

**Review agenda items for next board meeting – March 18, 2026**

- Updates to new service contract.

Having no further business to come before the board, Trustee Milton made a motion to adjourn the meeting at 6:30 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

Date minutes approved

