

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #3

Wednesday March 18, 2026

Call to Order: President Klauber called the meeting of the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 6:05 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:

President Klauber made a motion to approve WWFPD meeting minutes from January 21, 2026. Trustee Milton 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 stated that he had transferred funds from the 606-account to the PMA account in February and confirmed all direct deposits would now be deposited into the PMA account. Once a pattern of transfers into the PMA has been verified, the remaining money from the 606 -account (approximately 10-20K) will be deposited into the WWFPD 592 Operating Account and the 606-account closed. The ending balance for the WWFPD is 6,871,697.05

President Klauber made a motion to approve the Treasurer's Report as presented. Trustee Wattleworth 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 \$32.00 had been paid to Cyber Construction to retain the WWFPD domain name, President Klauber had been reimbursed for his attendance at NIAFPD training, and Trustee Milton had been reimbursed for replacement of a cracked screen on his WWFPD computer.

Total expenditures submitted for approval equal **\$13,562.27**

<u>Proposed Expenditures</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>
Beverly Shannon	1/21/26	Recording Secretary	\$250.00
Ottosen, Dinolfo (Atty.)	1/31, 2/28/26	Legal	\$2673.00
Dam Snell	12/31/25-1/31/26	CPA	\$970.00
EMC-MC	10/31, 11/30/25	Billing Services	\$3330.78
Cyber Construction	3/2/26	IT Support	\$32.00
NIAFPD	1/20/26	Klauber Conference Fee	\$200.00
Anthony Milton	3/9, 3/18/26	Monitor Repair/Stipend	\$2849.75
Martin Klauber	3/18/26	Stipend	\$1628.37
Rian Wattleworth	3/18/26	Stipend	\$1628.37
Total			\$13,562.27

President Klauber made a motion to approve Expense Report. Trustee Wattleworth 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 there had been a number of structure fires in the district since the last meeting. First was the result of rags covered in chemicals used to refinish basement stairs that were left in a bucket and spontaneously combusted. Smoke detectors and rapid response resulted in little, mostly smoke, damage.

Next was a larger fire that took place in renovated home that was difficult to navigate due to a circuitous layout. The owner attempted to douse the fire before calling 911 which delayed response time. One was

injured, but Fire Chief Kavanaugh emphasized the importance of calling 911 immediately before addressing a fire yourself.

An additional (electrical) fire was caused by either an indoor bug zapper being used outside or a faulty extension cord and another fire took place in a detached garage with no injuries and no damage to the main structure.

Lastly, Deputy Chief Douglass invited the board members to attend the swearing in ceremony being held at Station #3 for (4) new hires on March 27th at 8:30AM.

Attorney's Report:

Ms. Trela stated that there have been changes to FOIA requests that require one to prove they are human and that the request is not AI generated.

Ms. Trela advised Trustee Wattleworth to keep an eye out for documents from the County that will require his signature.

Ms. Trela stated that Trustee Milton's reappointment to the WWFPD board was upcoming and advised him to expect a call confirming he would like to remain on the board prior to the May WWFPD board meeting.

Old Business:

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

New Business:

a. Review and possible approval of Service Contract with the Village of Gurnee

President Klauber stated he attended a meeting with Village of Gurnee representatives and Chief Kavanaugh to discuss the upcoming renewal of the Service Contract. During the meeting it was suggested that the Village take over ambulance billing eliminating the need for an outside ambulance billing service.

President Klauber made a motion to open the floor to discussion of the Service Contract with the Village of Gurnee. Trustee Wattleworth seconded the motion.

Chief Kavanaugh explained that currently the Village codes the ambulance services into 6 categories which often do not correspond with the ambulance billing service codes leading to late invoicing and remittance of payment. A search for a better billing service has been conducted and the choices were either worse or involved fees up to 20%. Chief Kavanaugh, Deputy Chief Douglass, Doug Trveirine (WWFPD CPA) and Erica (Village accounting) have spent many hours auditing ambulance billings over the past four years and arrived at a number to plug into a formula they believe will streamline the ambulance billing process.

The plan is to reduce the service contact amount by the average annual amount of ambulance funds received by The Village then forwarded to the WWFPD less the 4% currently collected by the outside billing service.

The 4% retainage would be used to compensate the fire department and the Village for the additional work coding, invoicing and collecting ambulance billing.

This method would reduce the back and forth between Fire Department, the Village, the ambulance billing service and the WFPD. The service contract would be reduced by 733K/year annual after the standard 3% CPI annual increase. The 3% CPI is standard policy and has been included in previous contracts.

Trustee Milton asked if hiring a part time 3rd party to independently handle the ambulance billing was a viable option. Chief Kavanaugh noted that the Village financials are public if the concern is separation and transparency. Chief Kavanaugh also shared his spreadsheet explaining how they had arrived at the 733K to be deducted annually from the service contract. Trustee Wattleworth agreed with the concept but questioned how over or under ambulance payments would be addressed after the fact. President Klauber suggested an amendment be added to the service contract that Chief Kavanaugh must present an annual report/audit of ambulance billing. Extremely large disparities could be addressed through contract renegotiation and the annual amount deducted would be revisited every three years when the service contract renews.

President Klauber made a motion to add an amendment to the service contract requiring an annual report on ambulance billing be presented to the WWFPD at the end of each fiscal year. Trustee Milton seconded the motion. A roll call was taken:

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

A roll call was taken to approve the Service Contract with the Village of Gurnee.

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

b. Review Draft FY 2026/2027 Budget & Appropriation Ordinance

Ms. Trela distributed drafts of the proposed 2026/2027 Budget and Appropriations. Ms. Trela is waiting for final feedback from Mr. Taverine. Ms. Trela stated that there were no significant differences from the previous budget with the exception of the change to amount of the service contract with the Village of Gurnee.

Ms. Trela confirmed that the required public notice will be published 30 days before the next meeting notifying the community of the agenda of May 20th meeting.

c. Statements of Economic Interest.

Ms. Trela reminded the board members to return their Statements of Economic Interest prior to the May 1st deadline or risk accruing daily penalties.

d. Approval of Dam, Snell & Taverine Engagement Letter

President Klauber stated that the cost of the WWFPD audit was \$9570.00

President Klauber made a motion to approve the Dam, Snell & Taverine Engagement Letter. Trustee Milton seconded the motion. A roll call was taken:

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

Closed Session: None

Action on items in Closed Session: None

Review agenda items for next board meeting – May 20, 2026

- Budget & Appropriations
- VFIS Accident & Sickness Insurance

Having no further business to come before the board, President Klauber made a motion to adjourn the meeting at 7:12 PM. Trustee Milton seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried 3/0

Brian Wattleworth

~~Anthony Milton~~

Secretary, Board of Trustees

Warren-Waukegan Fire Protection District

Anthony Milton

2026

Date minutes approved

5/20/26
