MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #3

Wednesday September 23, 2026

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

Roll Call: Present: President Klauber and Trustee Anthony Milton and Trustee Brian Wattleworth

Others Present: Meganne Trela and Brian Johnston of Ottosen, Dinolfo, Hasenbalg & Castaldo, Doug Taveirne of Dam, Snell & Taveirne and Deputy Fire Chief Douglass.

Approval of Remote Attendance:

This line item has been added for future occurrences.

Comments from the Public: None

Approval of Minutes:

Trustee Milton made a motion to approve WWFPD meeting minutes from July 22, 2026. 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 stated the 606 Account has not been closed yet. The WWFPD's regular contact person at the bank is no longer there. Trustee Wattleworth will find the new person and close the account. Trustee Wattleworth transferred 30K to the PMA variable account to cover invoices. A Village payment was made in July and a small amount of tax collections were deposited. Trustee Wattleworth stated the ending balance is **$6,600,676.66**

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 an outlier insurance payment that was previously thought to be spam from March was verified and paid. Other invoices are typical. Total expenditures submitted for approval equal $13,787.97

Proposed Expenditures	**Date**	**Description**	**Amount**
Beverly Shannon	7/22/26	Recording Secretary	$250.00
Ottosen, Dinolfo (Atty.)	7/31-8/31//26	Legal	$1908.00
Dam Snell	7/31/26	CPA	$690.00
EMC-MC	7/31-8/31//26	Billing Services	$8413.97
Cyber-Construction	9/1/26	IT Services	$327.00
VFIS	3/31/26	Insurance	$1947.00
Brian Wattleworth	9/18/26	MS 365 Renewal	$252.00
Total			**$13,787.97**

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:

Deputy Chief Douglass stated that the parade for Gurnee Days typically held on a Sunday was held on a Saturday this year and was well attended. Deputy Chief Douglass stated that a new hire who finished the Academy 2nd in academics is now on the job and doing well. The Deputy Chief added that another new hire is expected to start October 5th and recruitment is ongoing with a (2) positions still to be filled.

Attorney's Report:

There is no Attorney Report at this time.

Old Business:

a. Annexations:

Ms. Trela stated that an annexation notice had been received from the Village of Gurnee. Mr. Taveirne added that another annexation had been added to the books from a previous year. The income was approximately $900.00.

New Business:

a. Res. 2026-R-01 Making 2026 Truth in Taxation Determination

Ms. Trela stated that because an abatement was made last year, a levy of 5% above the 2025 levy amount should be adopted. Levies and abatements are done in alternating years to maintain a balance that will anticipate expenses while mitigating tax objections. Ms. Trela presented a draft of the public notice that is mandatory to publish prior to approving the levy. The notice will be published in the Lake County Sun Times.

President Klauber made a motion to approve a. Res. 2026-R-01 Making 2026 Truth in Taxation Determination. Trustee Milton seconded the motion. A roll call was taken.

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

b. Ord. 2026-O-04 Making 2026 Levy Draft

The proposed levy amount is 3,910,933.46 which will be voted on at the November board meeting after the public notice has been published and the board members have had time to review the financial documents provided by Mr. Taverine.

c. Dam, Snell & Taveirne Financial Reports update
   1. 2026 Audit report
   2. 2026 Comptroller's Annual Financial Report
   3. 2026 Treasurer's Annual Financial Report
   4. Financial Reports – July & August 2026

Mr. Taveirne presented the Financial Reports to the board. Mr. Taveirne stated not much had changed noting the property taxes had increased since the previous year. Trustee Wattleworth expressed concern about the large balance held by the WWFPD. Mr. Taveirne stated that the expected abatement in 2027 could greatly reduce the balance adding that waiting for the new process of ambulance billing/payment and the contract with the Village to play out over the next year will produce a clearer picture of the amount that can be abated. Ms. Trela added that the reason abatements are not done in consecutive years is to avoid the WWFPD becoming underfunded in case of unforeseen expenses.

Mr. Taveirne suggested adding annual audits of WWFPD investments and inspections fee receipts. Mr. Taveirne also suggested an annual assessment of the computers provided to the WWFPD trustees. Ms. Trela noted that the computers are the property of the District and as such subject to scrutiny in the event of lawsuit and/or FOIA requests.

President Klauber made a motion to approve the Audit and Financial Reports as presented. Trustee Wattleworth seconded the motion. A roll call was taken:

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

d. Review and possible approval of Audit

Audit approval will be addressed at the November WWFPD meeting.

e. Review and possible approval of Remote Attendance Policy Ordinance

The following reasons are acceptable for a Trustee at attend a WWFPD meeting remotely:

- Illness/Disability
- Unexpected Child Care Need
- Employment Purposes
- Family Emergencies

Two trustees must attend a meeting in person and a majority must approve remote attendance by the third trustee.

President Klauber made a motion to approve the Remote Attendance Policy. Trustee Wattleworth 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 – November 11, 2026

- Adopt Levy
- Review and approval of Audit
- Review Letter of Engagement for Dam, Snell & Taveirne

Having no further business to come before the board, President Klauber made a motion to adjourn the meeting at 6:34 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

Anthony Milton

Date minutes approved

11/11/2026