

**Warren-Waukegan Fire Protection District**  
**Agenda – Wednesday, July 16, 2025 – 6:00 p.m.**  
**Fire Station #2 –6581 Dada Drive, Gurnee, Illinois**

**AGENDA**

- I. Call to Order
- II. Roll Call
- III. Comments from the public
- IV. Approval of Minutes – May 21, 2025
- V. Reports:
  - a. President's Report
  - b. Treasurer's Report
    - 1. Review and sign statement of investments
    - 2. Review and sign statement of expenditures
    - 3. Review proposed expenditures for approval
  - c. Secretary's Report
  - d. Fire Chief's Report
  - e. Attorney's Report
- VI. Old Business:
  - a. Ambulance billing complaint(s), as applicable – discuss/possible action
  - b. Discuss annexations, as applicable – possible action
- VII. New Business
  - a. CY2025 Levy/Truth-in-Taxation determination – discussion
  - b. Status of Audit/Annual Financial Report – discussion
  - c. Discussion and possible action on Resolution 2025-R-01 – A Resolution Authorizing the Signatory Authority for the Bank Accounts of the Warren-Waukegan Fire Protection District
- VIII. Closed Session
- IX. Action on Items from Closed Session (if any)
- X. Review agenda for next meeting – September 17, 2025
- XI. Adjournment

Dated: July 7, 2025

**WARREN-WAUKEGAN FIRE PROTECTION DISTRICT**

By: / Anthony Milton, Secretary

MINUTES OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT

GURNEE STATION #2

Wednesday May 21, 2025

**Call to Order:** Trustee Wattleworth called the meeting of the Board of Trustees of the Warren-Waukegan Fire Protection District to order at 6:01 PM

**Appointment of Trustee/Oath of Office:**

Ms. Trela administered the oath of office to Martin Klauber.

**Roll Call:** Present: Trustee Brian Wattleworth, Trustee Tony Milton & Martin Klauber.

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

**Election of Officers:**

**Slate of Officers:**

**President: Martin Klauber**

**Treasurer: Brian Wattleworth**

**Secretary: Anthony Milton**

Martin Klauber made a motion to approve the Slate of Officers as presented. Trustee Wattleworth seconded the motion. A roll call was taken.

Ayes: 3

Nays: 0

Motion carried: 3/0

**Public Hearing on FY 2025-2026 budget & Appropriations Ordinance 2025-O-01**

- Open Hearing

President Klauber made a motion to open the public hearing of FY 2025-2026 Budget & Appropriations Ordinance 2025-O-1. Trustee Wattleworth seconded the motion. A roll call was taken.

Ayes: 3

Nays: 0

Motion carried:3/0

- Public Comment

Ms. Trela stated that the required notice for the hearing had been published in a timely manner. The WWFPD Board thanked Ms. Budil for her service and in return Ms. Budil thanked the board for the opportunity to serve.

- Close Hearing

President Klauber made a motion to close the public hearing of FY 2025-2026 Budget & Appropriations Ordinance 2025-O-1. Trustee Wattleworth seconded the motion. A roll call was taken.

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

**Comments from the Public:**    None

**Approval of Minutes:**

President Klauber made a motion to approve WWFPD meeting minutes from March 19, 2025. Trustee Milton seconded the motion. A roll call was taken.

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

**REPORTS**

**President's Report:**

President Klauber stated he had nothing to report at this time.

**Treasurer's Report:**

Trustee Wattleworth distributed the Treasurer's Reports to the Board. Trustee Wattleworth stated that the ambulance billing appears to be getting better. Erica from the Village and Mr. Taveirne conducted an audit to double check coding and found errors. Erica will continue to have weekly meetings with the ambulance billing company to monitor billing going forward and Chief Kavanaugh has requested a designated project manager from the billing company be assigned to the account. President Klauber inquired if Erica should be reimbursed for the extra work being done on behalf of the WWFPD. Trustee Milton inquired if the billing could not be done "in-house". Chief Kavanaugh responded that specific method and codes must be used but the new company should soon be using the same systems as the previous company which should alleviate many of the errors.

Trustee next stated there have been minimal deposits the WWFPD accounts and adder that tax collections are expected prior to the next meeting. Total current assets are \$5,106,186.96

Ms. Trela added that a resolution to update the banking signatory cards will be added to the next meeting's agenda.

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 stated the payment to VFIS for insurance was included.

Total expenditures submitted for approval equal **\$17,630.69**

| <b><u>Proposed Expenditures</u></b> | <b><u>Date</u></b> | <b><u>Description</u></b> | <b><u>Amount</u></b> |
|-------------------------------------|--------------------|---------------------------|----------------------|
| Beverly Shannon                     | 3/15/25            | Recording Secretary       | \$250.00             |
| Ottosen, Dinolfo et. al.            | 3/31, 4/30/25      | Legal                     | \$2894.57            |
| Dam Snell                           | 3/31/25            | CPA                       | \$1288.00            |
| Andes Med. Billing                  | 4/28/25            | Billing Services          | \$5379.12            |
| VFIS                                | 5/30/25            | Insurance                 | \$7619.00            |
| Martin Klauber                      | 3/19/25            | NIAFD reimburse           | \$200.00             |
| <b>Total</b>                        |                    |                           | <b>\$17630.69</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:**

Deputy Chief Douglass stated that the ribbon cutting ceremony for the new state of the art and fully integrated 911 dispatch center is scheduled for June 27<sup>th</sup> at 3PM on the Winchester campus.

Current dispatch staff is expected to migrate to the new facility, and everyone is very excited about the efficiency that the new center is expected to provide since it will cut down on the number of transfers that had previously affected response times.

Next Chief Kavanaugh announced that 3 new fire fighters have been added to the roster. Two men and one woman.

Lastly it was announced that the Fire Expo held annually at Gurnee Mills mall drew the largest crowds ever.

**Auditor's Report:**

There is no Auditor's report t this time.

**Attorney's Report:**

There is no Attorney's report t this time.

**Old Business:**

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

**New Business:**

**a. Consider Ordinance 2025-O-01 Approving the FY 2025-2026 Budget & Appropriation – discussion/action**

Ms. Trela discussed the budget wit Mr. Taveirne and there are no major changes to report.

President Klauber made a motion to approve Ordinance 2025-O-01 Approving the FY 2025-2026 Budget & Appropriation. Trustee Milton seconded the motion. A roll call was taken:

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

Ms. Trela will gather the necessary board member signatures at the conclusion of the meeting and file the document with Lake County.

**b. Consider renewal of Accident & Sickness and Commercial Package Insurance policies with VFIS – discussion/action**

Ms. Trela stated that the coverage is similar to past policies and a copy of the policy is in the packet she distributed to each board member at the beginning of the meeting.

President Klauber made a motion to approve renewal of Accident & Sickness and Commercial Package Insurance policies with VFIS. 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 – July 16, 2025**

- Update signatures for WWFPD bank account to align with new make-up of the board.
- Preliminary discussion on upcoming Levy/Truth in Taxation issue.

Having no further business to come before the board, President Klauber made a motion to adjourn the meeting at 6:45 PM. Trustee Milton seconded the motion. A roll call was taken:

Ayes: 3

Nays: 0

Motion carried 3/0

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

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Date minutes approved

**RESOLUTION NO. 2025-R-01**

**A RESOLUTION AUTHORIZING THE SIGNATORY AUTHORITY FOR THE BANK  
ACCOUNTS OF THE WARREN-WAUKEGAN FIRE PROTECTION DISTRICT**

**WHEREAS**, the Warren-Waukegan Fire Protection District (“the District”) is a District duly organized under the laws of the State of Illinois; and

**WHEREAS**, the Board of Trustees of the District (the “Board”) has deemed it necessary to identify the current members of the Board and employees who are authorized to approve transfers and be authorized signatories among the bank accounts held by the District.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Trustees of the Warren-Waukegan Fire Protection District as follows:

**Section 1.** The individuals identified in Exhibit A to this Resolution are authorized, for as long as they remain members of the Board or employees of the District, to approve transfers and be authorized signatories among the accounts held by the District.

**Section 2.** Any action taken to buy or sell investments, or to initiate the payment of new benefits or administrative costs, must be approved by the Board prior to any of the authorized individuals listed in Exhibit A approving a transfer of funds for their payment.

**Section 3.** This Resolution shall supersede any resolution or motions, or parts of resolutions or motions, in conflict with any part herein, and any such resolutions or motions, or part thereof, are hereby repealed.

**Section 4.** If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, such invalidity or unenforceability shall not affect any of the remaining provisions of this Resolution.

**ADOPTED** this 16<sup>th</sup> day of July, 2025, by a roll call vote as follows:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President, Board of Trustees  
Warren-Waukegan Fire Protection District

**ATTEST:**

\_\_\_\_\_  
Secretary, Board of Trustees  
Warren-Waukegan Fire Protection District

**EXHIBIT A**

**SIGNATORY AUTHORIZATION AMONG ACCOUNTS FOR THE  
WARREN-WAUKEGAN FIRE PROTECTION DISTRICT**

The Board of Trustees of the Warren-Waukegan Fire Protection District, Lake County, Illinois hereby identifies the following individuals as authorized signatories among the bank accounts held by the District as necessary to make payments for benefits and administrative costs, as of this 16<sup>th</sup> day of July, 2025:

\_\_\_\_\_  
Martin Klauber

\_\_\_\_\_  
Brian Wattleworth

\_\_\_\_\_  
Anthony Milton

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**Warren-Waukegan Fire Protection District, Board of Trustees**  
**Regular MEETING – Wednesday, September 17, 2025 – 6:00 p.m.**  
**Fire Station #2 – 6581 Dada Drive, Gurnee, Illinois**  
**AGENDA**

- I. Call to Order
  - II. Roll Call
  - III. Comments from the public
  - IV. Approval of Minutes – Meeting July 16, 2025
  - V. Reports:
    - a. President's Report
    - b. Treasurer's Report
      - 1. Review and sign statement of investments
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      - 3. Review proposed expenditures for approval
    - c. Secretary's Report
    - d. Fire Chief's Report
    - e. Attorney's Report
  - VI. Old Business:
    - a. Ambulance billing complaint(s), as applicable – discuss/possible action
    - b. Discuss annexations, as applicable – discuss/possible action
  - VII. New Business
    - a. Ord. 2024-O-02 Making 2025 Levy DRAFT – discuss
    - b. Dam, Snell & Taveirne Financial Reports update – discuss/action
      - 1. 2025 Audit Report
      - 2. 2025 Comptroller's Annual Financial Report
      - 3. 2025 Treasurer's Annual Financial Report
      - 4. Financial reports – July and August 2025
    - c. Review and possible approval of Audit
    - d. Review Closed Session Minutes – discuss/action
  - VIII. Closed Session (if needed)
  - IX. Action on Items from Closed Session (if any)
  - X. Review agenda for next meeting – November 19, 2025
  - XI. Adjournment
- Dated: July 9, 2025

**WARREN-WAUKEGAN FIRE PROTECTION DISTRICT**

By: Anthony Milton, Secretary