

## Wville Talbot LLC

August 14, 2020

Ms. Natalia Domovessova  
City of Warrenville  
3S258 Manning Avenue  
Warrenville, IL 60555

Re: 3S140 Talbot Ave – Requested Business Operations Information

Dear Natalia,

As requested, I am writing on behalf of Wville Talbot, our ownership entity, with respect to our Elite Medical Transportation (d/b/a Elite Ambulance) affiliate—which will likely be an occupant of about half of the proposed building.

As CFO of Elite and in talking with our operations people, the following describes our operations at the proposed facility:

- As an ambulance business, the station will be open 24/7.
- Approximately 20 ambulances and 5 wheelchair vans are expected to come in and out of the facility. Staffing wise, with staggered shifts we anticipate peak usage of +/- 35 parking spaces.
- Elite employees start and end each workday at the station. Before their shift ends, these medics review all call report documentation and compile this information for submission to our corporate office for patient billing.

Activities include:

- Individual Elite employee meetings and training (ongoing) with supervisor(s) and station managers
- Initial equipment and vehicle check-ins and inspections
- EMT-certification courses for community members interested in an EMS career
- Continuing education of EMTs/Medics required to maintain certifications
- Community CPR training, informational/educational meetings
- Staff meetings, interviews/hiring and vendor meetings
- Routine maintenance (car washes, fluid changes, etc.)

Typical office needs are:

- +/- 1,500 – 2,000 SF
- Large conference room for education courses
- Large room with work areas to review call reports and documentation
- +/- 4 offices (managers, lead instructors, supervisors, etc.)
- Waiting area
- Elite employees lunchroom, break area and restrooms
- Storage (non-hazardous medical, PPE supplies, cleaning, vehicle supplies, etc.)

We look forward to progressing through the entitlement and development processes with you and your staff and serving the residents of Warrenville and metropolitan Chicago.

Sincerely,

**Wville Talbot LLC**

  
John Atkinson

Its Authorized Representative

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Orland Park, Illinois 60467