

MCHENRY TOWNSHIP FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
3610 WEST ELM STREET, MCHENRY, IL 60050  
THURSDAY, APRIL 16, 2020

- I. Regular Meeting was called to order at 7:00 p.m.
- II. Roll Call - *Trustee Meyer and Trustee Miller were present. Trustee Bennett was present via phone. Trustee Schaefer was absent.*
- III. There was no public comment.
- IV. Approval of Meeting Minutes  
*Motion to Approve Minutes of the March 19, 2020 Regular Board meeting – Trustee Meyer. Second – Trustee Bennett. On a voice vote, all ayes. Motion passed 3 to 0.*

- V. Treasurer’s Report for the month of March
  - a. Accounts Payable/Payroll Approval

• Accounts Payable	\$229,923.13
• Wire Transfer for Construction Payout	\$ 43,380.00
• Payroll	\$440,815.38
• <b>Grand Total</b>	<b>\$714,118.51</b>

*Motion to Approve Accounts Payable – Trustee Meyer. Second – Trustee Bennett.*

*Roll Call: Trustee Meyer – aye, Trustee Bennett – aye; Trustee Miller – aye. Motion passed 3 to 0.*

- b. Revenue review included a check received from IPRF for a grant for safety equipment, ambulance fees collected and a deposit from HHS stimulus CARES Act provider relief payment of \$43,290.63.

Trustee Bennett reviewed the banking considerations.

*Motion to approve the wire transfer and payout #1 for bunk room construction as presented – Trustee Bennett. Second – Trustee Miller. Roll Call: Trustee Meyer – aye, Trustee Bennett – aye; Trustee Miller – aye. Motion passed 3 to 0.*

- c. Financial Statements for the month of March were placed on file with the District.
  - d. Banking Considerations were signed.
- VI. Chief’s Report  
Moment of silence was observed in memoriam of Trustee Mark Justen who passed away suddenly on March 29, 2020.

- a. Staff Reports  
Operations: Deputy Chief Spraker reviewed the March calls averaging 14 calls a day down a little bit, the frequent calls, breakdown of calls by station, average response time and auto and mutual aid. Staffing was reviewed. Significant incidents including two structure fires were reviewed.

Training: Training information from March was included in the Board packet.

Fire Prevention Bureau: Fire Prevention Bureau activities for March will be included in the next Board packet. No inspections are currently being done due to the COVID-19 situation.

Public Education: Public Education activities were included in the Board packet.

- b. Deputy Chief Horist provided an update on the Career Lieutenant testing process including that the process has been suspended due to the COVID-19 pandemic and will resume once the Fire Commissioners are able to conduct face-to-face interviews with the candidates.
- c. Bunk Room and upstairs bathroom renovations at Station 1 were reviewed and there was discussion regarding the column near the stairs and it was determined that it was not necessary to move that post.
- d. Update on Trustee appointments – Attorney Jim Militello reviewed the status of appointments for positions and dates for appointment. Mr. Militello confirmed that two board members will be appointed and available to be sworn in at the May meeting and the appointment to fill the vacancy created by the death of Trustee Justen will be made in June. Until the appointment, current trustees will remain seated on the board. It was confirmed that the election of board officers will occur each time a new board member is appointed. The organizational meeting and budget meeting are scheduled for May 7 at 4:00 p.m. The tentative budget will be adopted at the May meeting and the final budget is required to be approved by July 31, 2020.
- e. Secondary employment during the stay at home order was discussed and included that 21 career firefighters and police officers are not able to work for MTFPD during the pandemic.
- f. As discussed previously, the budget presentation is scheduled for May 7 at 4:00 p.m.
- g. Correspondence and media coverage included in the Board packet were reviewed.
- h. There was a review of the future items calendar.

## VII. Action Items

- a. Update on the parking lot at Station 1 included a review of the contractors that bid. Stuckey was the low bid and they meet all of the requirements. Discussion included going with all concrete, delaying the installation of an electronic sign, and coordinating the staging with the current bunk room renovations.

*Motion to award Stuckey Construction the contract with all concrete in the amount of \$859,706 - Trustee Bennett. Second – Trustee Meyer. Roll Call: Trustee Meyer – aye, Trustee Bennett – aye; Trustee Miller – aye. Motion passed 3 to 0.*

- b. Deputy Chief Spraker discussed updating wiring and the speakers upstairs and on the apparatus bays on the east side of Station 1 including adding lighting.

*Motion to approve U.S. Digital Designs and DigiCom at a cost not to exceed \$24,000 for updating the wiring and speakers at Station 1 – Trustee Meyer. Second – Trustee Bennett. Roll Call: Trustee Meyer – aye, Trustee Bennett – aye; Trustee Miller – aye. Motion passed 3 to 0.*

- c. Replacement antenna for Station 1 was discussed by Deputy Chief Spraker including that the antenna tower is no longer needed in the parking lot and with move to StarCom the needed whip antenna will be attached to the building.

*Motion to approve replacement antenna by General Communication not to exceed \$6,000 -- Trustee Meyer. Second – Trustee Bennett. Roll call: Trustee Bennett – aye, Trustee Meyer – aye, Trustee Miller – aye. Motion passed 3 to 0.*



- d. Declare Station #1 Antenna Surplus

*Motion to approve declaring the antenna at Station 1 as surplus and dispose of appropriately – Trustee Meyer. Second – Trustee Bennett. On a voice vote, all ayes. Motion passed.*

- e. Salary adjustment for Administrative Assistant to Deputy Chiefs was presented by Deputy Chief Horist and included that historically the position was a receptionist position but has grown into a more substantial position with more responsibilities. The job description has changed drastically and the pay should reflect that and the position should be the same scale as the Administrative Assistant to the Fire Chief. Discussion included using a tiered approach to bring the salary increase in gradually. Discussion included phasing in the pay increase incrementally over 9 months.

*Motion to approve a pay increase for the Administrative Assistant to the Deputy Chiefs in three equal increments of \$3,327 over three step increases in the next nine month period – Trustee Meyer. Second – Trustee Bennett. Roll Call: Trustee Meyer – aye, Trustee Bennett – aye; Trustee Miller – aye. Motion passed 3 to 0.*

- f. Employee assistance contract was reviewed by Deputy Horist and discussed for annual renewal. The contract proposed increased by \$96 total for the year.

*Motion to approve for one year the agreement with Behavioral Health to continue as employee assistance provider at the cost of \$3,552 annually – Trustee Meyer. Second – Trustee Bennett. Roll Call: Trustee Meyer – aye, Trustee Bennett – aye; Trustee Miller – aye. Motion passed 3 to 0.*

- g. Insurance renewal policies were reviewed. Due diligence was done to review the policies and go out for competing bids.

*Motion to approve Corkill for liability insurance at \$75,694 adding cyber extortion liability coverage for an additional \$1,243 and accident and sickness insurance with Provident for \$14,542 for a total cost not to exceed \$91,479 – Trustee Meyer. Second – Trustee Bennett. Roll Call: Trustee Bennett – aye; Trustee Meyer – aye; Trustee Miller – aye. Motion passed 3 to 0.*

VIII. Closed Session - none

IX. Adjourn

*Motion to adjourn – Trustee Meyer. Second – Trustee Bennett. On a voice vote, all ayes, the motion passed.*

The meeting adjourned at 7:52 p.m.

Respectfully Submitted,

  
\_\_\_\_\_  
Robert J. Meyer, Secretary