

MCHENRY TOWNSHIP FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
3610 WEST ELM STREET, MCHENRY, IL 60050
THURSDAY, MARCH 19, 2020

- I. Regular Meeting was called to order at 7:00 p.m.
- II. Roll Call - *Trustee Meyer, Trustee Miller and Trustee Justen 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 February 20, 2020 Regular Board meeting – Trustee Justen. Second – Trustee Meyer. On a voice vote, all ayes. Motion passed 4 to 0.

Motion to Approve the Minutes of the February 27, 2020 Special Board meeting – Trustee Meyer. Second – Trustee Justen. On a voice vote, all ayes. Motion passed 4 to 0.

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

• Accounts Payable	\$262,663.02
• Payroll	\$446,637.28
• Grand Total	\$709,300.30

Discussion including getting a service contract for the dishwasher and repairs for the air conditioning.

Motion to Approve Accounts Payable – Trustee Meyer. Second – Trustee Justen.

Roll Call: Trustee Meyer – aye, Trustee Bennett – aye; Trustee Miller – aye, Trustee Justen – aye. Motion passed 4 to 0.

- b. Revenue review included a check received from McHenry County for DUI restitution and ambulance transport fees collected. There was discussion of lower interest rates and rollover of CD’s from Blackhawk Bank and from McHenry Bank and Trust.

Motion to approve the investment transfers and redemptions as presented – Trustee Bennett.

Second – Trustee Justen. Roll Call: Trustee Meyer – aye, Trustee Bennett – aye; Trustee Miller – aye, Trustee Justen – aye. Motion passed 4 to 0.

- c. Financial Statements for the month of February were placed on file with the District.

- d. Banking Considerations were approved and signed by the Trustees.

- VI. Chief’s Report

- a. Staff Reports

Operations: Deputy Chief Spraker reviewed the February calls, the frequent calls, breakdown of calls by station, average response time and auto and mutual aid. Staffing was reviewed.

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

Fire Prevention Bureau: Fire Prevention Bureau activities were included in the Board packet.

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 Fire Commission has approved the Final Eligibility Register that include the preference points and that list will be posted on March 20. Deputy Chief Horist also reviewed that background investigations on the candidates continue and the hiring process is on schedule.
- c. May 7, 2020 was designated as the date for the annual Organizational Meeting at 4 p.m. to be followed by the Budget Presentation Meeting. The new trustees that will be appointed by the County will be sworn in at the May 21 board meeting.
- d. The property and auto insurance quotes will come forward to the Board at the April meeting.
- e. The Economic Interest Statement filing deadline was discussed.
- f. Correspondence and media coverage included in the Board packet were reviewed.
- g. There was a review of the future items calendar. Items coming forward in April included the Employee Assistance Program contract.

VII. Action Items

- a. Update on the parking lot at Station 1 included that only one bid was received. The architect called the contractors and received message that the project may be too big or too small for some contractors.

Motion to reject / return the one bid that was received (never opened) and to go out again for bid – Trustee Meyer. Second – Trustee Justen. Roll Call: Trustee Meyer – aye, Trustee Bennett – aye; Trustee Miller – aye, Trustee Justen – aye. Motion passed 4 to 0.

- b. Discussion on the bunkroom and bathroom renovation at Station 1 included that the bid opening was held on March 16, 2020. The low bid received was from Romas for \$443,900. There was discussion regarding the length of time in business, the number of full time construction crew with the contractor, and the ability of the contractor to have a supervisor on the project. The company is six years old and does not have full time construction crew. There was discussion and concern regarding the location of the contractor to the project. There was discussion regarding references, specifications, terms of delivery, quality and serviceability. After review, it was identified that the contractor does not fall within the parameters of the District and therefore is not in the best interest of the District. Board President Miller asked that the memo of 3/18/2020 from Studio 222 Architects and GC bid breakdown comparison bid presented be added to the minutes.

Motion to reject the lowest bid from Romas – Trustee Meyer. Second – Trustee Justen. On a voice vote, all ayes. Motion passed.

The second lowest bid was from William Tonyan for \$484,900. Efraim Carlson had an error on their bid and the “correction” submitted cannot be accepted as additional information cannot be submitted after the bid opening. Further discussion regarding the bid memo and bid breakdown.

Motion to accept the bid from Tonyan for \$484,900 – Trustee Justen. Second – Trustee Meyer. Roll Call: Trustee Meyer – aye, Trustee Bennett – aye; Trustee Miller – aye, Trustee Justen – aye. Motion passed 4 to 0.

The goal is to start this project as soon as possible.

- c. Landscape maintenance contract renewal was discussed.

Trustee Justen stepped out of the room.

Motion to renew contract with Harms Landscape, not to exceed \$12,352 – Trustee Meyer. Second – Trustee Miller. Roll call: Trustee Bennett – aye, Trustee Meyer – aye, Trustee Miller – aye. Motion passed 3 to 0.

- d. Replacing the carpet at Station 2 was discussed.

Trustee Justen returned to the room.

Motion to approve Kenny's Floors for carpet replacement at Station 2 for a price not to exceed \$5,600 – Trustee Meyer. Trustee – Justen. Roll Call: Trustee Meyer – aye, Trustee Bennett – aye; Trustee Miller – aye, Trustee Justen – aye. Motion passed 4 to 0.

- e. The lease agreement for the antenna tower at Northwestern McHenry Hospital was discussed and Attorney Jim Militello recommended that MTFPD verify insurance coverage.

Motion to approve the lease agreement for \$1 per year for the antenna tower at Northwestern McHenry Hospital – Trustee Bennett. Second – Trustee Justen. Roll Call: Trustee Meyer – aye, Trustee Bennett – aye; Trustee Miller – aye, Trustee Justen – aye. Motion passed 4 to 0.

- f. Deputy Chief Horist discussed the career lieutenant leadership profile.

Motion to approve Stephen A. Laser and Associates to provide the psychology and leadership evaluations for all 11 candidates at a cost of \$1,000 per candidate – Trustee Bennett. Second – Trustee Justen. Roll Call: Trustee Meyer – aye, Trustee Bennett – aye; Trustee Miller – aye, Trustee Justen – aye. Motion passed 4 to 0.

- g. There was discussion of agreed-upon procedures report, also referred to as the ambulance audit including that auditors Eder Casella confirmed the report that Andres Medical accounting was accurate.

Motion to accept the Agreed Upon Procedures Report completed by Eder Casella – Trustee Meyer. Second – Trustee Justen. Roll Call: Trustee Meyer – aye, Trustee Bennett – aye; Trustee Miller – aye, Trustee Justen – aye. Motion passed 4 to 0.

- h. Business Manager Marjean Diercks discussed investment advisor services and retirement recordkeeping.

Motion to approve Sanford Prizant of the Prizant Group for a flat annual rate not to exceed \$20,000 for registered investment advisor services – Trustee Bennett. Second – Trustee Meyer. Roll Call: Trustee Meyer – aye, Trustee Bennett – aye; Trustee Miller – aye, Trustee Justen – aye. Motion passed 4 to 0.

Motion to approve One America for retirement recordkeeping, custodial services, and third-party administration/compliance for both MTFPD (non-Article 4) retirement plans at a rate of 36 basis points to be paid pro-rata by the plan participants – Trustee Meyer. Second – Trustee Justen. Roll Call: Trustee Meyer – aye, Trustee Bennett – aye; Trustee Miller – aye, Trustee Justen – aye. Motion passed 4 to 0.

- i. ComEd Rates were discussed.

Motion to approve the ComEd rate for 44 months with net NextEra for 0.05553/kwh – Trustee Justen. Second – Trustee Meyer. Roll Call: Trustee Meyer – aye, Trustee Bennett – aye; Trustee Miller – aye, Trustee Justen – aye. Motion passed 4 to 0.

- j. There was discussion regarding an updated IGA for the GEMT. The updated IGA will increase funding statewide by \$200 million.

Motion to approve signing the updated IGA for the GEMT – Trustee Meyer. Second – Trustee Justen. Roll Call: Trustee Meyer – aye, Trustee Bennett – aye; Trustee Miller – aye, Trustee Justen – aye. Motion passed 4 to 0.

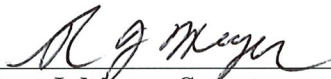
VIII. Closed Session - none

IX. Adjourn

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

The meeting adjourned at 7:50 p.m.

Respectfully Submitted,



Robert J. Meyer, Secretary