

MCHENRY TOWNSHIP FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
3610 WEST ELM STREET, MCHENRY, IL 60050
THURSDAY, FEBRUARY 20, 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. President Miller opened the meeting by welcoming all in attendance and moved up on the agenda the recognition of citizens for the successful save of a cardiac arrest patient on December 7, 2019 at the Church of the Holy Apostles using CPR and AED. Chief Huemann recognized the patient, his son, Father Paul White and the MTFPD crew that transported the patient to the hospital. Also in attendance for the recognition was Cindy Amore from Northwestern Hospital and two nurses that were present at the church and assisted the patient.

Chief Huemann then invited representatives from the Village of Lakemoor to make a presentation regarding annexation of Station 3. David Alarcon, Village Administrator and Matt Dabrowski, Economic Development Director for the Village of Lakemoor, gave an overview on future plans and development progress in Lakemoor. Discussion also included annexing MTFPD Station 3 into the Village of Lakemoor and once the infrastructure for water and sewer is available, the MTFPD would work with the Village for waiving or reduced fees for hook up to water and to the sanitary district.

Motion to approve the annexation of Station 3 into the Village of Lakemoor with future option to hookup to water – Trustee Meyer. Second – Trustee Justen. Roll Call: Trustee Meyer – aye, Trustee Miller – aye, Trustee Justen – aye, Trustee Bennett – aye. Motion passed 4 to 0.

Following the vote, Trustee Bennett left the meeting at 7:30 p.m.

- IV. There was no public comment.
- V. Approval of Regular Meeting Minutes – January 16, 2020
Motion to Approve Minutes of the January 16, 2020 Regular Board meeting – Trustee Meyer. Second – Trustee Justen. On a voice vote, all ayes. Motion passed 3 to 0.

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

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| • Accounts Payable | \$293,237.35 |
| • Payroll | \$474,717.12 |
| • Grand Total | \$767,954.47 |

Motion to Approve Accounts Payable – Trustee Meyer. Second – Trustee Justen. Roll Call: Trustee Meyer – aye, Trustee Miller – aye, Trustee Justen – aye. Motion passed 3 to 0.

- b. Revenue review included a check received from McHenry County for DUI restitution; ambulance transport fees collected were also reviewed. Other financials to report included a Treasury bill rollover in the amount of \$500,000 for 1 year at 1.50%.
- c. Financial Statements for the month of January were placed on file with the District.
- d. Banking Considerations were approved and signed by the Trustees.

VII. Chief's Report

a. Staff Reports

Operations: Deputy Chief Spraker reviewed the January calls, the frequent calls, average response time and auto and mutual aid. Staffing was reviewed.

Training: Training information from January 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. Details of the calls the Chaplains responded to in 2019 were included in the Board packet.

c. Chief Huemann gave an update on the parking lot and bunk room renovations. Discussion included that the property owners across the street from Station 1 are interested in receiving the dirt removed from the MTFPD property for fill. It was announced that the walk thru with contractors who want to bid for the jobs will be held on February 24th.

Motion to direct the architect to delete from the bid documents the requirement for contractors to have to submit affidavits for all subcontractors and suppliers – Trustee Meyer. Second – Trustee Miller. Roll Call: Trustee Meyer – aye; Trustee Miller – aye; Trustee Justen – no. Motion fails.

d. Deputy Chief Spraker reviewed the MTFPD Pension meeting from February 19 and reported just under \$6.2 million balance in the fund and \$1.6 million is from investment earnings since the inception of the fund. There was discussion about underfunding of other pension funds once the consolidation occurs.

e. Deputy Chief Horist provided an update on the hiring of career lieutenants including that the written test and assessment center have been completed and the scores from that are expected to be received soon. The interviews with the MTFPD chiefs will take place the week of February 24 and the interviews with the top 10 candidates and the Fire Commissioners is scheduled for April 22 and 23.

f. There was a reminder to the Board regarding the Phoenix G2 Fire Station Alerting System Warranty that is paid annually.

g. Attorney Jim Militello reviewed annexation payment per easement agreement for parking lot at Station 1 for the drainage easement with the Gough family.

h. Chief Huemann presented the letter from Flight for Life announcing they will no longer operate in Illinois and Air Methods will provide emergency air service. The agreement with Flight for Life housing an ambulance at Station 5 is null and void as a result of this change.

i. Chief Huemann presented the MABAS Division 5 survey for the Board's information and review.

j. Chief Huemann distributed the 2019 annual report for review.

k. Correspondence and media coverage included in the Board packet were reviewed.

l. There was a review of the future items calendar. Items coming forward in March include carpet for Station 2. Other items such as station roof repairs and additional tornado sirens will be moved to next fiscal year. Deputy Chiefs Horist and Spraker will make the budget presentation to the board on a Saturday in April.

VIII. Action Items

- a. Deputy Chief Spraker reviewed upgrading the current radio system versus switching to Starcom. The review of the current radio system included the issues with the current tower, current copper phone lines and the cost to switch to fiber-optics; in addition our radio equipment is at the end of life. All police departments in McHenry County and three fire departments are already using Starcom, and three more fire departments are switching. Additionally, with Starcom there is no equipment to maintain but apparatus radios will need to be replaced. The ETSB will reimburse fire departments for some costs. Staff recommended changing to Starcom and also thanked Lt. Chris Stephens and FF/PM Ryan Moore for help with this project.

Motion to approve moving to Starcom using the \$150,000 in current budget and the \$100,000 County reimbursement in March and payment of the balance due in the next fiscal year – Trustee Meyer. Second – Trustee Justen. Roll Call: Trustee Meyer – aye, Trustee Miller – aye, Trustee Justen – aye. Motion passed 3 to 0.

- b. Attorney Jim Militello will work on the Station 3 Annexation Agreement with the Village of Lakemoor.
- c. Deputy Chief Horist discussed the background checks for the career lieutenant hiring. References for the CLS Background Company were checked and staff recommended hiring CLS Background from Mokena, Illinois at the cost of \$300 per candidate for 10 candidates.

Motion to approve using CLS Background Company from Mokena, Illinois at a cost of \$300 per candidate – Trustee Meyer. Second – Trustee Justen. Roll Call: Trustee Meyer – aye, Trustee Justen – aye, Trustee Miller – aye. Motion passed 3 to 0.

- d. Locking in a rate for natural gas service for four years was discussed. The rate presented by Constellation for approval to lock in is \$0.3454. The expiring rate is \$0.438/therm.

Motion to approve locking the rate of \$0.3454 per therm with Constellation for 48 months (four years) – Trustee Meyer. Second – Trustee Justen. Roll Call: Trustee Meyer – aye, Trustee Miller – aye, Trustee Justen – aye. Motion passed 3 to 0.

- e. Speaker wiring at stations 3 and 5 was discussed by Deputy Chief Spraker including the age of the speakers and the buzzing and humming experienced at those locations. Station 5 has been using ramping equipment. With this change, all stations will be the same. Staff recommended re-wiring the living quarters. Staff was asked to determine price to re-wire all of Station 3.

Motion to approve re-wiring the speaker system in the living areas at Station 3 and included in the purchase installation of low-intensity LED lights built into the speakers for the bunkroom at a price not to exceed \$6,288 – Trustee Justen. Second – Trustee Meyer. Roll Call: Trustee Meyer – aye, Trustee Miller – aye, Trustee Justen – aye. Motion passed 3 to 0.

- f. Business Manager Marjean Diercks presented and recommended payroll software MassPay to improve hiring and payroll management. Applicant tracking is improved over our current process.

Motion to approve moving forward with MassPay for human capital management and payroll processing at a cost not to exceed \$22,900 for the first year with an annual fee thereafter of \$18,775 – Trustee Justen. Second – Trustee Meyer. Roll Call: Trustee Meyer – aye, Trustee Miller – aye, Trustee Justen – aye. Motion passed 3 to 0.

IX. Closed Session

There was no closed session.

X. Adjourn

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

The meeting adjourned at 8:28 p.m.

Respectfully Submitted,



Robert J. Meyer, Secretary