

MCHENRY TOWNSHIP FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
3710 JOHNSBURG ROAD, JOHNSBURG, IL 60051  
THURSDAY, SEPTEMBER 20, 2018

- I. Regular Meeting was called to order at 7:00 p.m.
- II. Roll Call - *Trustee Meyer, Trustee Miller, Trustee Bennett, Trustee Justen, Trustee Schaefer were present.*
- III. There was no public comment.
- IV. Approval of Regular Meeting Minutes – August 16, 2018  
*Motion to Approve Minutes of the August 16, 2018 Regular Board meeting – Trustee Meyer. Second – Trustee Schaefer. On a voice vote, all ayes, motion passed 5–0.*
- V. American Heart Association Mission: Lifeline Award Presentation  
MTFPD Deputy Chief Steve Spraker introduced Art Miller from the American Heart Association and he presented the award for the third year in a row to the MTFPD. The award was for a “gold” designation – MTFPD was one of only three departments in the state to receive the gold designation. The ambulance crew accepted the award.
- VI. Treasurer’s Report
- a. Revenue Review
- b. Financial Statements are on file with the District.
- c. Accounts Payable/Payroll Approval  
Total updated balance was presented in the Board report.
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|-----------------------|-----------------------|
| • Accounts Payable    | \$348,972.78          |
| • Investment Transfer | \$1,150,000.00        |
| • Payroll             | \$431,202.61          |
| • <b>Grand Total</b>  | <b>\$1,930,175.39</b> |
- Reviewed tax disbursements received and ambulance fees received this month.  
Discussion to hold back neiderman system payment for \$414.50.
- Motion to Approve Accounts Payable, less the \$414.50 payment to Midwest Air Pro – Trustee Bennett. Second – Trustee Meyer.*  
*Roll Call: Trustee Meyer – aye, Trustee Miller – aye, Trustee Justen – aye, Trustee Bennett – aye, Trustee Schaefer – aye. Motion passed 5 to 0.*
- i) Officer bonus
- ii) Performance recognition bonus: Bonus is for exceeding minimum shifts, no discipline, no accidents and awarded three times a year.
- d. Annual Treasurer’s Report  
*Motion to Approve the Annual Treasurer’s Report – Trustee Bennett. Second – Trustee Schaefer. On a voice vote, all ayes, motion passed.*
- e. Banking Considerations  
Investment schedule and banking considerations were discussed including rollovers, redeeming one CD and purchasing one new CD.  
*Motion to approve the investment letter – Trustee Bennett. Second – Trustee Meyer. On a voice vote, all ayes, motion passed.*

Trustee Bennett reported that interest the First Midwest accounts that started in June, to date MTFPD has received \$11,000 new revenue on these checking accounts.

***Motion to Approve construction payout in the amount of \$155,927.70 for construction at Station 1 – Trustee Meyer. Second – Trustee Bennett. Roll Call: Trustee Meyer – aye, Trustee Miller – aye, Trustee Justen – aye, Trustee Bennett – aye, Trustee Schaefer – aye. Motion passed 5 to 0.***

## VII. Chief's Report

### a. Staff Reports

Operations: Deputy Chief Spraker reviewed that there were 486 calls in August, up 3.5% for the year. Frequent calls were one address with several responses for brothers fighting and a broken pipe at McHenry Villa on Labor Day that required an evacuation. There were not shifts short but one-third of the time shifts were low on paramedics. Staffing levels and training hours were reviewed.

Training: Chris Rohde reported on training including the SCBA training with the trailer at Station 2. Water rescue drills were held at the park district. There has been training at the Villa while it was vacant. Review of active assailant drill at McHenry East campus working with McHenry Police Department and the schools. The mass casualty drill was successful and there was great teamwork by all.

Fire Prevention Bureau: Brent Innes recapped summer events including Lakemoor Fest with fireworks and the Blues, Brews and Barbeque festival in McHenry. School drills and inspections have begun. Fire Prevention Bureau will also be meeting with the VFW to address occupancy concerns before the Queen of Hearts game resumes in January 2019. The McHenry Jaycees have a new location for the haunted house. The past month there were 90 inspections and 70 re-inspections.

Public Education: Linda Willetts gave an update on the public education activities including the National Night Out in early August and the Senior Fair at McHenry County College. Facebook postings and the number of people reached using social media were reported. The partnership with the Senior Care Volunteer Network had 120 checks.

- b. Chief Huemann reported on the progress of Station 1 remodel project. Discussion included the problems encountered making the project fall behind schedule. Phase II of the project has been started and will incur penalty to contractor if not completed by November 2. The kitchen in the day room will be restaurant quality when complete.
- c. Deputy Chief Horist reviewed the Captain promotional process. The current list will expire at the end of September. Due to the retirement of Captain Joe Foreman there is a need to establish a new list. Changes specific to operational SOP's to include department culture in the promotion process were discussed.  
***Motion to move forward in creating a promotional process and a new list for Captain – Trustee Bennett. Second – Trustee Meyer. Roll Call: Trustee Meyer – aye, Trustee Miller – aye, Trustee Justen – no, Trustee Bennett – aye, Trustee Schaefer – aye. Motion passed 4 to 1.***
- d. RFP for furniture for administrative office and training room was discussed. Staff is working with architect and space planner to evaluate the needs for the office.
- e. Correspondence and media coverage included in the board packet were reviewed.
- f. Review of the future item calendar included: Coming forward in October, permission for RFP for protective gear purchase; Mobile Data Terminals will come forward in October; Review of the bids for new vehicle for Chief will be brought forward in October; SCBA bill will be presented once all equipment is received; payment for the Training vehicle is also expected in October.

## VIII. Action Items

- a. Deputy Chief Spraker discussed the speaker system for Station 1 that was not included in the remodel. Additionally, there are PA system problems that need to be addressed. The paging and intercom system is from Scan Am; the vendor is working on problems including volume problems at Station 2 and rear doorbell issues at Station 4. Request for funding to remove all proprietary equipment from Scan Am, add Bluetooth component and install updated equipment. Board requests that written description be provided by vendor of work to be completed at each station.

***Motion to approve \$11,000 to cover various issues with speaker systems – Trustee Bennett. Second – Trustee Justen. On a voice vote, all ayes, motion passed.***

- b. Discussion on McHenry County College Clinical Affiliation Agreement included that MTFPD attorney Jim Militello is working with MCC to modify the agreement and it will be available in final form to approve in October.
- c. Surplus equipment was discussed including SCBA that no longer has value. This could be donated to Spring Grove for their Explorer program and to Richmond Fire Department for training only. Both organizations will sign hold-harmless agreements. The bottles for SCBA will be scrapped.

***Motion to approve disposing of surplus SCBA equipment – Trustee Bennett. Second – Trustee Meyer. On a voice vote, all ayes, motion passed.***

Surplus old appliances and kitchen equipment were brought forward to the Board for discussion and disposal including dryer, water cooler, stove and refrigerator.

***Motion to approve disposing of surplus Station 1 appliances – Trustee Bennett. Second – Trustee Schaefer. On a voice vote, all ayes, motion passed.***

- d. Deputy Chief Horist reviewed the hiring process for part-time firefighters and the goal of reaching the target of 165 employees. The recent testing process has produced 18 candidates that are being recommended to move forward for hiring.
- Motion to approve moving forward with conditional offers of employment to 18 candidates and approval of continuing testing through NTN to keep moving candidates through the hiring process to get to goal of 165 employees – Trustee Meyer. Second – Trustee Bennett. Roll Call: Trustee Meyer – aye, Trustee Miller – aye, Trustee Justen – aye, Trustee Bennett – aye, Trustee Schaefer – aye. Motion passed 5 to 0.***
- e. Contract with Groot Garbage and Recycling to lock in the fee for five years was discussed.
- Motion to approve a five year contract with Groot Garbage and Recycling – Trustee Meyer. Second – Trustee Bennett. On a voice vote, all ayes, motion passed.***

IX. Closed Session

***Motion to adjourn to closed session for discussion of real estate – Trustee Bennett. Second – Trustee Meyer. On a voice vote, all ayes, the motion passed 5 to 0.***

The meeting adjourned to closed session at 8:04 p.m.

***Motion to return to open session – Trustee Justen. Second – Trustee Schaefer. On a voice vote, all ayes, the motion passed 5 to 0.***

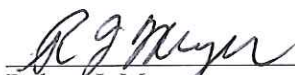
No action was taken during closed session. The meeting resumed at 8:10 p.m. There was some discussion regarding remodel of Station 1. No further action was taken.

X. Adjourn

***Motion to adjourn – Trustee Bennett. Second – Trustee Justen.***

The meeting adjourned at 8:15 p.m.

Respectfully Submitted,

  
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Robert J. Meyer  
Secretary