

MCHENRY TOWNSHIP FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
3610 WEST ELM STREET, MCHENRY, IL 60050
THURSDAY, JANUARY 18, 2018

- I. Regular Meeting Call to Order - 7:00 p.m.
- II. Roll Call - *Trustee Bennett, Trustee Meyer, Trustee Miller, Trustee Justen, Trustee Schaefer present.*

III. Public Comment – none

IV. Approval of Minutes

*Motion to Approve Minutes of the December 21, 2017 Regular Board meeting – Trustee Bennett.
Second – Trustee Justen. Motion passed 5–0.*

*Motion to Approve Revised Minutes of the January 5, 2018 Special Board meeting – Trustee Schaefer.
Second – Trustee Meyer. Motion passed 5–0.*

V. Treasurer’s Report

a. Financial Statements

b. Reading of the Bills

c. Accounts Payable Approval

• Accounts Payable	\$176,120.05
• Investment Transfer	\$500,000.00
• Payroll	<u>\$633,105.30</u>
• Grand Total	\$1,309,225.35

Motion to Approve Accounts Payable – Trustee Bennett. Second – Trustee Schaefer.

*Roll Call: Trustee Bennett - aye, Trustee Meyer - aye, Trustee Miller - aye, Trustee Justen - aye,
Trustee Schaefer - aye. Motion passed.*

Deputy Chief Spraker reviewed the operational statistics and significant incidents including the 540 calls in December making that the busiest month ever for the department. The total calls for 2017 was 5,722 making that the most calls handled by the department in one year. An additional significant statistic mentioned was the 401 calls handled by Station 5 in the first year of its operation which was up from what was estimated would be 350 calls per year from that station.

Training Instructor Chris Rohde gave an update on ice rescue training, tours of new buildings including the theater, and other ongoing activities.

Chief Huemann reviewed the report submitted from the Fire Prevention Bureau.

Public Education Coordinator Willetts reported on the December fire safety education. She discussed programs on hands only CPR, the bingo game created for the Remembering When program, and the social media activity.

VI. Current Activities

- a. The budget process was reviewed and it was announced there will be training for all budget managers in January. The procedure of the budget preparation was discussed.

- b. An update on Engine 1246 by Deputy Chief Horist included a review of the proposals submitted and the plan to bring this item back to the board in February with a recommendation including whether to re-use the lights or put on new LED lights.
- c. A fuel audit is currently in progress and this item will also be brought back to the Board for a presentation in February.
- d. Professional video
 - Chief Huemann presented the idea to create a professional video that would highlight the accomplishments of the McHenry Township Fire Protection District.
 - He would like the video completed by October 2018.
 - This proposed video will show what the District does as well as demonstrate what a part-time fire service is like.
 - The costs and production specifics of filming and graphics were discussed.
 - The estimated cost for the video will not exceed \$7,500.
 - The vendor has not yet been determined.

Motion to Approve up to \$7,500 for a McHenry Township Fire Protection District Professional Video – Trustee Bennett. Second – Trustee Schaefer. Motion passed 5-0.

VII. Items for Consideration

- a. Banking Considerations
 - A letter to Investment Administrator Joe Busch was presented for signature to give him direction for the upcoming month's investment activities.
 - Additionally, a letter with direction for distributing funds from the money market was presented for approval.
- b. Hiring of New Firefighters
 - There were 12 candidates interviewed.
 - It was recommended that 11 of the candidates move forward to be hired.
 - The target hire date is set for the first full week of March.

Motion to Approve the Two Letters for Investment Activities – Trustee Bennett. Second – Trustee Justen. Motion passed 5-0.

Motion to Approve Hiring the 11 Recommended Firefighter Candidates as Presented to the Board – Trustee Schaefer. Second – Trustee Bennett. Motion passed 5-0.

- c. Bunker Gear
 - The RFP included that five manufactures submitted RFP's for the turnout gear
 - There were 44 items that were reviewed on the RFPs.
 - The provider with the lowest price was Innotex
 - It was pointed out that they met or exceeded all of the specifications in the RFP.
 - The reference checks from five other fire departments using Innotex gave a good report.
 - The design of this gear uses new technology and materials, the construction using lighter weight materials, and a better form fitting design.
 - The price for turnout gear was competitive and is locked in through the end of 2018.
 - The gear will be delivered in eight to ten weeks after the order is placed.

Motion to Approve \$19,352 to purchase eight sets of turnout gear – Trustee Bennett. Second – Trustee Justen. Roll Call: Trustee Bennett - aye, Trustee Meyer - aye, Trustee Miller - aye, Trustee Justen - aye, Trustee Schaefer - aye. Motion passed.

d. ImageTrend Software

- The new CAD will be updated in March
- Purchasing this new software will allow loading of information from the CAD system to the Ipad while the paramedics are in the field and not in the station.
- This item was in the budget for \$6,750
- With additional 12 local fire departments also participating in this purchase the actual cost to MTFPD will be approximately \$1,000 per year.
- It was recommended to approve \$1,500 to purchase the software to provide a buffer if one of the other departments does not participate.

Motion to Approve \$1,500 to Purchase New Software for ImageTrend – Trustee Bennett. Second – Trustee Schaefer. Motion passed 5-0.

VIII. Informational Items:

a. Shift Bonus Program Reports

- Officer hours worked are monitored on a monthly basis and there is accountability for shift minimums.

b. 2018 Awards Night

- The Chief discussed combining annual awards night from two separate events -- one traditionally sponsored by the board and a separate award dinner hosted by the firefighters -- to one joint event.
- A line item request be included in the 2018 budget for \$8,000 for this event.
- It would be a family style dinner for current personnel; this event is meant to focus on the accomplishments of the current District employees.
- Many of the venues available are not large enough to accommodate both current personnel and retired personnel and their guest. It was suggested that a separate event, such as a picnic, be scheduled to include and recognize retirees. The original Awards Night was developed to recognize current members of the Fire District.
- The cost would be split between the District and the Firefighters Association.
- There was some discussion of the venue being at McHenry Country Club and securing a date.

Motion to Approve up to \$8,000 as a line item in the 2018 Budget for a Combined Awards Night – Trustee Bennett. Second – Trustee Schaefer. Motion passed 5-0.

c. SCBA Request for Proposal

- Deputy Chief Spraker reviewed the bids received for SCBA equipment
- He reminded the trustees that this was discussed previously in the special session held earlier in January.
- It was recommended to reject all bids and start over.

Motion to Approve Putting Out a New RFP for SCBA – Trustee Schaefer. Second – Trustee Bennett. Motion passed 5-0.

d. Future Items for Board of Trustees Calendar

- Deputy Chief Horist will bring back the results from the RFP and a recommendation for Engine 1246 in February.
- Deputy Chief Spraker discussed that staffing options for Station Six will also be brought back in February.
- Chief Huemann noted two items for future discussion will include door access proposals and vehicles for use by fire prevention bureau and for training.

IX. Open Items

a. Revenue Review

- Ambulance billing
- The Foreign Fire Tax was received and deposited in the general fund as is done every year.
*Since MTFPD does not have a collective bargaining unit, there is no foreign fire tax board
*The Foreign Fire Tax is deposited into the general fund and spent on general expenses


X. New Items – none

XI. Closed Session – none

XII. Adjourn

Motion to adjourn – Trustee Schaefer. Second – Trustee Bennett at 7:56 p.m.

Respectfully Submitted,



Robert J. Meyer
Secretary