

MCHENRY TOWNSHIP FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
3610 WEST ELM STREET, MCHENRY, IL 60050  
THURSDAY, JUNE 16, 2022

- I. Regular Meeting was called to order at 7:08 p.m.
- II. Roll Call – *Trustee Bennett, Trustee Meyer, Trustee Miller, Trustee Doherty and Trustee Rodewald were present.*
- III. Public Comment – None
- IV. Approval of Meeting Minutes  
*Motion to Approve Minutes from the May 19, 2022 Regular Board Meeting – Trustee Meyer. Second – Trustee Doherty. On a voice vote, all ayes. Motion passed 5 to 0.*
- V. Treasurer’s Report for the month of June:

- a. Accounts Payable/Payroll Approval

Accounts Payable	\$691,426.38
Payroll	\$450,419.55
<b>Grand Total</b>	<b>\$1,141,845.93</b>

*Motion to Approve Accounts Payable and Payroll as Presented – Trustee Bennett. Second – Trustee Meyer. Roll Call: Trustee Bennett – aye, Trustee Meyer – aye, Trustee Miller – aye, Trustee Doherty – aye, Trustee Rodewald – aye. Motion passed 5 to 0.*

- b. Revenue review included two property tax distributions, an Assistance to Firefighters Grant payment for N-95 masks, a DUI restitution payment, and ambulance transport collections from Andres Medical Billing.
  - c. The Board reviewed the banking considerations which included no rollovers, no redemptions, no transfers and two new Treasury purchases. The authorization letter to Joe Busch was approved and signed. Financial statements for the month of May were placed on file with the District.
- VI. Chief’s Report
- a. Staff Reports
    - Operations: Deputy Chief Bush reported on the call activity for the month of May continues to increase with 697 calls during the month. Three significant calls were reviewed, and Staff continues to address the frequent call addresses.
    - Training: Training information from May was included in the Board Packet.
    - Fire Prevention Bureau: Bureau information from May was included in the Board Packet
  - b. Advance McHenry County Grant – Deputy Chief Spraker has been working with County Board Member Pam Althoff; the grant request went before the finance committee last week.
  - c. Future Items Calendar were reviewed. In July, the budget public hearing will be at 6:45 p.m. The new Fire Commissioners will be sworn in and conduct their first Organizational meeting on July 1.

VII. Action Items

- a. Full-time Firefighter/Paramedic position – Jim Militello indicated that the Illinois Fire Protection District Act gives the board authority to allow temporary appointments of firefighters in order to prevent the material impairment of the fire district. Discussion was held to allow Firefighter/EMTs who have obtained their CPAT the ability to be given temporary appointments. There are 4 candidates on our list who are finishing Paramedic class in the next few months. A temporary appointment would allow them time to finish their Paramedic license.

*Motion to allow the fire commission to extend temporary offers to Firefighter/EMT candidates in order to fill vacant full-time positions – Trustee Bennett. Second – Trustee Meyer. Roll Call: Trustee Bennett – aye, Trustee Meyer – aye, Trustee Miller – aye, Trustee Doherty – aye, Trustee Rodewald – aye. Motion passed 5 to 0.*

*Motion to declare a vacancy created by Andrew Engelking’s resignation, and direct the Fire Commission to fill the vacancy – Trustee Rodewald. Second – Trustee Doherty. Roll Call: Trustee Bennett – aye, Trustee Meyer – aye, Trustee Miller – aye, Trustee Doherty – aye, Trustee Rodewald – aye. Motion passed 5 to 0.*

- b. Sealed Bids for Brush Truck – Deputy Chief Spraker reported that three offers were received; he gave all three, still sealed, to Trustee Miller to open.

1.	Mike J Harmon, Antioch	\$ 6,257.21
2.	Rick Kempe, Algonquin	\$10,000.00
3.	Tom Schwartz, Richmond	\$ 7,501.00

*Motion to accept the highest bid from Rick Kempe and sell the surplus 1989 Dodge pickup truck in the amount of \$10,000 – Trustee Bennett. Second – Trustee Meyer. Roll Call: Trustee Bennett – aye, Trustee Meyer – aye, Trustee Miller – aye, Trustee Doherty – aye, Trustee Rodewald – aye. Motion passed 5 to 0.*

- c. Fire Engine Committee - Deputy Chief Spraker discussed the apparatus replacement schedule for fire apparatus. We are due to replace Engine 1246 in approximately two years. We will have additional fire apparatus that will need replacing over the next 2 to 5 years. Deputy Chief Spraker asked for permission to form a fire engine specification committee to explore developing specifications for future purchases.

*Motion to form a fire engine specification committee with the specifications being brought back to the board before going out to bid – Trustee Bennett. Second – Trustee Meyer. Roll Call: Trustee Bennett – aye, Trustee Meyer – aye, Trustee Miller – aye, Trustee Doherty – aye, Trustee Rodewald – aye. Motion passed 5 to 0.*

- d. Particulate Hoods – Deputy Chief Bush and FF/PM Knutilla reviewed a request to purchase cancer blocking particulate hoods. The proposed hoods will add to the district’s current complement of cancer prevention initiatives.

*Motion to approve purchase of 145 particulate hoods in the amount not to exceed \$10,251.50 – Trustee Rodewald. Second – Trustee Doherty. Roll Call: Trustee Bennett – aye, Trustee Meyer – aye, Trustee Miller – aye, Trustee Doherty – aye, Trustee Rodewald – aye. Motion passed 5 to 0.*

e. Summertime Bonus Program –

*Motion to ratify the Summer Bonus to run from Memorial Day to Labor Day 2022 – Trustee Bennett. Second – Trustee Rodewald. Roll Call: Trustee Bennett – aye, Trustee Meyer – aye, Trustee Miller – aye, Trustee Doherty – aye, Trustee Rodewald – aye. Motion passed 5 to 0.*

f. Administrative Assistant position – Chief Horist recapped the process and recommended extending a conditional offer of employment, pending a successful background and reference check, to Melissa DiSalvo.

*Motion to extend offer of employment to Melissa DiSalvo with a starting annual salary of \$52,500 – Trustee Rodewald. Second – Trustee Doherty. Roll Call: Trustee Bennett – aye, Trustee Meyer – aye, Trustee Miller – aye, Trustee Doherty – aye, Trustee Rodewald – aye. Motion passed 5 to 0.*

VIII. Closed Session

*Motion to go into Closed Session for the Purpose of Discussing Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of District Employees, Pending Litigation, and Real Estate pursuant to 5 ILCS 120/2(c)(1)(6) and (7). – Trustee Miller. Second – Trustee Doherty. On a voice vote, all ayes. Motion passed 5 to 0.*

Meeting moved to closed session at 7:54 p.m.

*Motion to Return to Open Session – Trustee Bennett. Second – Trustee Meyer. On a voice vote, all ayes. Motion passed 5 to 0.*

Open meeting resumed at 8:11 p.m. No action was taken during closed session. No further business to discuss.

IX. Adjourn

*Motion to Adjourn – Trustee Bennett. Second – Trustee Meyer. On a voice vote, all ayes. Motion passed 5 to 0.*

The meeting adjourned at 8:12 p.m.

Respectfully Submitted,



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Robert J. Meyer, Secretary