

MCHENRY TOWNSHIP FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
3610 WEST ELM STREET, MCHENRY, IL 60050  
THURSDAY, DECEMBER 15, 2022

- I. Regular Meeting was called to order at 7:00 p.m.
- II. Roll Call – *Trustee Bennett, Trustee Miller, Trustee Doherty were present. Trustee Meyer and Trustee Rodewald were absent.*
- III. Public Comment – None
- IV. Approval of Special Meeting Minutes - December 1, 2022

*Motion to Approve Minutes of the December 1, 2022 Special Board Meeting – Trustee Bennett. Second – Trustee Doherty. On a voice vote, all ayes. Motion passed 3 to 0.*

*Trustee Miller appointed Trustee Doherty as Pro-Tem Secretary for the December 15, 2022 meeting as Trustee Meyer was absent.*

- V. Treasurer’s Report for the month of December

a. Accounts Payable/Payroll Approval	
Accounts Payable	\$180,170.58
Investment Transfers	\$1,100,000.00
Payroll	\$471,713.70
<b>Grand Total</b>	<b>\$1,751,884.28</b>

*Motion to Approve Accounts Payable and Payroll as Presented – Trustee Bennett. Second – Trustee Doherty. Roll Call: Trustee Bennett – aye, Trustee Miller – aye, Trustee Doherty – aye. Motion passed 3 to 0.*

- a. Revenue review included final payment from McHenry County for property taxes, a check from Farmers Insurance for training van toolbox and graphics, a check from Ronald and Mary Koehn for Bull Valley Road farm rent, and ambulance transportation collections from Andres Medical Billing.
- b. The Board reviewed the banking considerations which had no rollovers, no transfers, no new purchases, and two redemptions. The authorization letter to Joe Busch was approved and signed. Financial statements for the month of December were placed on file with the District.
- c. Municipal Compliance Report - Chief Horist stated the Annual Municipal Compliance Report for the firefighter's pension fund requires Board authorization prior to the tax levy approval. Deputy Chief Spraker requested the Board to approve the Annual Municipal Compliance Report.

*Motion to Approve the Annual Municipal Compliance Report as Presented – Trustee Bennett. Second – Trustee Doherty. Roll Call: Trustee Bennett – aye, Trustee Miller – aye, Trustee Doherty – aye. Motion passed 3 to 0.*

## VI. Chief's Report

- a. Operations: Chief Horist reported on call activity for the month of November. There were 657 calls, which is an average of 22 calls per day; making November the second busiest month in the history of the fire district. Calls have an average 5:11 minutes response time. There was one significant incident involving 80 acres of cornfield on fire. 16 departments assisted and there was no damage to any structures or adjoining properties. Staff continues to address the frequent call addresses. There were 25 mutual aid requests, and the district received automatic or mutual aid a total of 6 times. 10% of part-time personnel are on leave of absence and there were two resignations. There are currently 92 part-time employees and 75 are active. 1256/1281 Jump Company was in service 70% of the time and responded to 66 calls. 98% of shifts ran with 11 or more paramedics.
- b. Training: Training information from November was included in the Board Packet.
- c. Fire Prevention Bureau: Bureau Information from November was included in the Board Packet. Chief Horist informed the Board that Cedarhurst Senior Living Center will be opening soon.
- d. Part-time Hiring Update - Deputy Chief Spraker stated three part-time personnel have been hired, and three additional part-time personnel will be hired at the beginning of the 2023.
- e. Correspondence and Media Coverage included information regarding the Northern Illinois Alliance Fire Protection District Annual Conference, a photo from the Employee Benefit Fair, a Certificate of Appreciation from the VFW, a thank you card from the Lloyd Freund family, and a donation from Nancy Peterson Downes.
- f. Future Items Calendar for Board of Trustees - Chief Horist informed the Board that 12 full-time members will be sworn-in prior to the January Board Meeting.

## VII. Action Items: (Discussion and Possible Action on the Following)

- a. Tax Levy Approval Ordinance #2022-05 - Attorney Jim Militello stated the district complied with statutory requirements and the black box was published in the Northwest Herald on December 5, 2022. Attorney Jim Militello confirmed the 2022 Tax Levy to be adopted is in the amount of \$8,576,009.84.

***Motion to Approve Tax Levy Ordinance #2022-05 in the Amount of \$8,576,009.84 – Trustee Bennett. Second – Trustee Doherty. Roll Call: Trustee Bennett – aye, Trustee Miller – aye, Trustee Doherty – aye. Motion passed 3 to 0.***

- b. Full-Time Firefighter/Paramedic Hiring Recommendation - Chief Horist gave a PowerPoint presentation regarding full-time firefighter/paramedic hiring recommendations. The following recommendations were made:
  - Hiring 12 additional full-time personnel
  - Utilize the current Lieutenants and Firefighter eligibility list first
  - Increase daily minimum staffing to 21 members on shift
- c. Full-Time Firefighter/Paramedic Testing Requirements - Chief Horist continued the PowerPoint presentation relating to full-time firefighter/paramedic testing requirements. The following recommendations were made:



- Allow applicants to be a firefighter/EMT-B
- Provide 24 months to become a licensed paramedic
- Annual salary would be \$5,000 less until paramedic license is obtained
- Paramedic school tuition reimbursement added to employment agreement
- Duty coverage during paramedic school

***Motion to Approve Hiring 12 Additional Full-Time Personnel – Trustee Bennett. Second – Trustee Doherty. Roll Call: Trustee Bennett – aye, Trustee Miller – aye, Trustee Doherty – aye. Motion passed 3 to 0.***

***Motion to Approve Recommend Changes to the Full-Time Firefighter/Paramedic Testing Requirements – Trustee Bennett. Second – Trustee Doherty. Roll Call: Trustee Bennett – aye, Trustee Miller – aye, Trustee Doherty – aye. Motion passed 3 to 0.***

***Motion to Recommend Five Preference Points if a Candidate is a Licensed Paramedic at the Time of Application, and Three Preference Points if Currently Enrolled in Paramedic School at the Time of Application – Trustee Doherty. Second – Trustee Bennett. Roll Call: Trustee Bennett – aye, Trustee Miller – aye, Trustee Doherty – aye. Motion passed 3 to 0.***

- d. Full-Time Firefighter/Paramedic Testing Process - Deputy Chief Spraker stated the Board of Fire Commissioners selected National Testing Network to administer the written exam, Testing for Public Safety to assist with the oral interview process, Laser and Associates for the psychological exam, and CLS Investigations for the background check. The Board of Fire Commissioners is requesting approval to conduct an entry level full-time firefighter/paramedic exam at a cost not to exceed \$5,675, as well as \$550 for each psychological exam and \$300 for each background check.

***Motion to Approve an Entry Level Full-Time Firefighter/Paramedic Exam at a Cost Not to Exceed \$5,675, as well as \$500 for Each Post-Offer Psychological Exam, and \$300 for Each Post-Offer Background Check – Trustee Doherty. Second – Trustee Bennett. Roll Call: Trustee Bennett – aye, Trustee Miller – aye, Trustee Doherty – aye. Motion passed 3 to 0.***

- e. Employee Assistance Program - Chief Horist informed the Board that the district's provider, Advantage Behavioral Health, will permanently close as of December 31, 2022. Deputy Chief Spraker stated Advantage Behavioral Health will continue to provide services and transition any employees that are utilizing the program as of December 31, 2022. Deputy Chief Spraker recommended Perspectives, LTD for a six-session Employee Assistance Program for a period of one year at a cost of \$4,008.

***Motion to Approve Perspectives, LTD for a Six-Session Employee Assistance Program for a Period of One Year at a Cost of \$4,008 – Trustee Bennett. Second – Trustee Doherty. Roll Call: Trustee Bennett – aye, Trustee Miller – aye, Trustee Doherty – aye. Motion passed 3 to 0.***

- f. Foreign Fire Tax Resolution - Attorney Jim Militello requested the Board table this item until the January Regular Board Meeting. No action was taken.
- g. Station 6 IDOT Taking - Attorney Jim Militello recommended the Board accept the land acquisition offer at \$55,000.

***Motion to Accept the IDOT Land Acquisition Offer at \$55,000 – Trustee Bennett. Second – Trustee Doherty. Roll Call: Trustee Bennett – aye, Trustee Miller – aye, Trustee Doherty – aye. Motion passed 3 to 0.***

- h. COVID Stipend - Deputy Chief Bush updated the Board on COVID calls and COVID payouts. Deputy Chief Bush stated there has been an increase of COVID related calls. Chief Horist requested the Board allow the district to continue the COVID Stipend through the end of the fiscal year. The next COVID Stipend update will be at the May 2023 Regular Board Meeting.

***Motion to Continue COVID Stipend Program – Trustee Bennett. Second – Trustee Doherty. Roll Call: Trustee Bennett – aye, Trustee Miller – aye, Trustee Doherty – aye. Motion passed 3 to 0.***

- i. Turnout Gear Purchase - Deputy Chief Spraker stated ten sets of turnout gear is being requested to replace expiring gear, and also provide gear to newly hired full-time employees. Cost not to exceed \$25,650, plus estimated shipping at \$500.

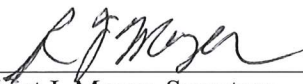
***Motion to Approve Purchasing Ten Sets of Turnout Gear for a Total Amount Not to Exceed \$25,650, Plus the Cost of Shipping Estimated at \$500 – Trustee Bennett. Second – Trustee Doherty. Roll Call: Trustee Bennett – aye, Trustee Miller – aye, Trustee Doherty – aye. Motion passed 3 to 0.***

X. Adjourn

***Motion to Adjourn – Trustee Bennett. Second – Trustee Doherty. On a voice vote, all ayes. Motion passed 3 to 0.***

The meeting adjourned at 8:31 p.m.

Respectfully Submitted,

  
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Robert J. Meyer, Secretary