

MCHENRY TOWNSHIP FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES  
AMENDED REGULAR MEETING MINUTES  
3610 WEST ELM STREET, MCHENRY, IL 60050  
THURSDAY, JANUARY 19, 2023

- I. Regular Meeting was called to order at 7:00 p.m.
- II. Roll Call – *Trustee Bennett, Trustee Meyer, Trustee Miller, Trustee Doherty, Trustee Rodewald were present.*
- III. Public Comment – None
- IV. Approval of Minutes
- a. December 15, 2022 Public Tax Levy Hearing
- Motion to Approve Minutes of the December 15, 2022 Public Tax Levy Hearing – Trustee Bennett. Second – Trustee Doherty. On a voice vote, all ayes. Motion passed 5 to 0.*
- b. December 15, 2022 Regular Board Meeting
- Motion to Approve Minutes of the December 15, 2022 Regular Board Meeting – Trustee Bennett. Second – Trustee Doherty. On a voice vote, all ayes. Motion passed 5 to 0.*
- V. Treasurer’s Report for the month of January
- a. Accounts Payable/Payroll Approval
- |                    |                     |
|--------------------|---------------------|
| Accounts Payable   | \$295,864.81        |
| Payroll            | \$476,559.37        |
| <b>Grand Total</b> | <b>\$772,424.18</b> |
- Motion to Approve Accounts Payable and Payroll as Presented – Trustee Bennett. 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.*
- a. Revenue review included payments received from McHenry County for the ambulance grant, a check from Illinois Municipal League for insurance audits, and ambulance transportation collections from Andres Medical Billing.
- b. The Board reviewed the banking considerations which had one redemption. The authorization letter to Joe Busch was approved and signed. Financial statements for the month of January were placed on file with the district.
- VI. Chief’s Report
- a. MegaCode Kelly Demonstration - Training Instructor Chris Rohde explained the MegaCode Kelly manikin is designed for realistic Paramedic and EMT training, and focuses on a wide variety of advanced lifesaving skills. Crew members simulated a medical response to demonstrate the capabilities of MegaCode Kelly.

- b. Operations: Deputy Chief Bush reported on call activity for the month of December. There were 709 calls, which is a 9.21% increase from last year. Calls have an average 5:15 minutes response time. There was one significant incident involving a detached garage fire. Frequent call addresses were mostly senior living or health care facilities. Deputy Chief Bush mentioned all area hospitals are over capacity with an increase in COVID, Respiratory Syncytial Virus, and flu related calls. Automatic and mutual aid calls were reviewed. Currently there are 93 total employees, however, with probationary employees and members on leave of absence, only 79 are active. Firefighter/Paramedic David Thoren retired after 33 years of service. 1256/1281 Jump Company responded to 57 calls and was staffed 73% of the time. 97% of shifts ran with 11 or more paramedics.
- c. Training: Training information from December was included in the Board Packet.
- d. Fire Prevention Bureau: Bureau information from December was included in the Board Packet.
- e. Public Education: Information related to Public Education activities was included in the Board Packet. Chief Horist introduced the new Public Education Coordinator, Gwynne Finfrock.
- f. Station 6 Property Update - Attorney Jim Militello stated the Board will review the zoning application for conditional use and variance at the February Board meeting. The application will be submitted to the City of McHenry before the February 17, 2023 deadline.
- g. Hiring Process - Chief Horist stated the Board of Fire Commissioners approved to start the hiring process, which is underway.
- h. Correspondence and Media Coverage included annual alarms information, tax assessment reduction requests, and a thank you card from retired member Joel Adams.
- i. Future Items Calendar for Board of Trustees - Chief Horist stated that four part-time firefighters will be sworn in at the February Board meeting.

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

- a. Station 2 Remodeling Bids - Kelly O'Connor with Studio 222 Architects stated the bid opening took place January 11, 2023. Efraim Carlson & Son was the lowest bidder at \$634,245. Efraim Carlson & Son could begin work within 4 weeks of contract award and estimated 6 months of construction. Stuckey Construction Company was the second lowest bidder at \$661,000 and could begin construction September 2023. Kelly O'Connor recommended Efraim Carlson & Son for the Station 2 remodeling project. Deputy Chief Spraker presented two quotes for the Station 2 alerting system and recommended Advanced Wiring Solutions.

***Motion to Accept Bid from Efraim Carlson & Son for Station 2 Remodel in the Amount of \$634,245 and Advanced Wiring Solutions for Station 2 Alerting System in the Amount of \$36,098.64 - 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.***

- b. Full-Time Employee Benefits - Chief Horist gave a PowerPoint presentation regarding full-time employee benefits. The following recommendations were made:

- Add two earned time off days each year for 24/48 shift personnel.
- Eliminate year three bracket for 24/48 shift personnel.
- Add three personal days each year for 40 hour personnel.
- Add two vacation days each year for 40 hour personnel starting at year five.
- Add five sick days each year for 40 hour personnel.

***Motion to Approve Recommended Changes to Full-Time Employee Benefits - 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.***

c. Tuition Reimbursement - Deputy Chief Bush proposed the following changes to the tuition reimbursement policy:

- Update policy to support Associates, Bachelor, or Master's Degrees in fire science related fields.
- Allow tuition reimbursement eligibility after completing probation, if the employee is a certified Firefighter/Paramedic.
- Increase the employee reimbursement maximum to \$6,500 for tuition and course fees.
- Require individuals to show proof of annual application to the Illinois Fire Chiefs Associations scholarship program.
- Require individuals who voluntarily leave the district within two years after receiving a degree to pay 100% of the tuition back.

***Motion to Approve Recommended Changes to the Tuition Reimbursement Policy and Reevaluate in 2024 - 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. Station 1 Overhead Doors - Deputy Chief Spraker requested permission from the Board to go out to bid replacing the nine overhead garage doors at Station 1, and replace 12 obsolete garage door operators throughout the district. Current lead-time for overhead doors is 6 to 12 months. Bids would be reviewed at the March Board Meeting and installation of the equipment would be included in the fiscal year 2023/2024 budget. Permission to go out to bid was granted.

e. Tornado Siren - Deputy Chief Bush reviewed the district tornado siren coverage map. The southwest section of the district is not covered by a tornado warning. Deputy Chief Bush requested approval from the Board to purchase and install an outdoor tornado siren at the Boone Creek Golf Club for the cost of \$30,091. If approved, the district will seek a financial partnership with Nunda Township and Village of Bull Valley.

***Motion to Approve the Purchase and Installation of an Outdoor Tornado Warning Siren at the Boone Creek Golf Club for the Cost of \$30,091 - 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. Sale of Ambulance 1257 - Deputy Chief Spraker requested Board approval to list the sale of Ambulance 1257 with Fire Truck Resource. Fire Truck Resource recommended a listing price of \$53,000 and would charge a 10% commission.

*Motion to Approve Listing the Sale of Ambulance 1257 with Fire Truck Resource at \$53,000 - Trustee Bennett. 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.*

- g. Station 1 Sewer Pipe Repairs - Deputy Chief Spraker informed the Board the sewer pipe at Station 1 needs repair. NuFlow Midwest performed an inspection of the sewer line and recommends to re-line 100 feet of cast iron pipe with an epoxy pipe lining at a cost of \$23,880.

*Motion to Approve Station 1 Sewer Pipe Repairs at a cost of \$23,880 - Trustee Doherty. Second - Trustee Rodewald. Roll Call: Trustee Bennett - Abstain, Trustee Meyer - aye, Trustee Miller - aye, Trustee Doherty - aye, Trustee Rodewald - aye. Motion passed 4 to 0.*

- h. Records Storage System - Business Manager Marjean Diercks stated the district's current records storage area is difficult to access and requested to build a more efficient storage system. Efraim Carlson & Son would install a level concrete floor within the storage area. Bradford Systems would install a Spacesaver Storage System for records storage.

*Motion to Approve Installation of Spacesaver Storage System and Flooring in the Amount of \$28,330 with an Additional \$4,000 for Inventory Assistance - Trustee Bennett. 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.*

- i. Foreign Fire Tax Resolution #2023-001 - Attorney Jim Militello stated no interest will be accrued by The Illinois Municipal League. Attorney Jim Militello researched other companies that collect foreign fire tax, and recommended The Illinois Municipal League remain as the district's designated agent.

*Motion to Approve Foreign Fire Tax Resolution #2023-001 - 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.*

VIII. Closed Session - None

IX. Adjourn

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

The meeting adjourned at 8:30 pm.

Respectfully Submitted,

  
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Robert J. Meyer, Secretary