

MCHENRY TOWNSHIP FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
3610 WEST ELM STREET, MCHENRY, IL 60050
SEPTEMBER 21, 2023

- I. Regular Meeting was called to order at 7:00 p.m.
- II. Pledge of Allegiance
- III. Roll Call – *Trustee Bennett, Trustee Meyer, Trustee Miller, Trustee Doherty, Trustee Rodewald were present.*
- IV. Public Comment - None
- V. Swearing In of Anthony Morris and Todd Dombrowski - Chief Horist welcomed those in attendance, introduced the Board of Trustees, and invited each candidate to come forward. Two firefighter candidates were sworn in by President Allen Miller.
- VI. Approval of Meeting Minutes - August 17, 2023

Motion to approve minutes of the August 17, 2023 Regular Board meeting – Trustee Meyer. Second – Trustee Bennett. On a voice vote, all ayes. Motion passed 5 to 0.

VII. Treasurer’s Report for the month of August

a. Accounts Payable/Payroll Approval

| | |
|--------------------|---------------------|
| Accounts Payable | \$304,061.83 |
| Payroll | \$488,960.08 |
| Grand Total | \$793,021.91 |

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.

- b. Revenue review included payments received from McHenry County for property taxes and ambulance transportation collections from Andres Medical Billing.
- c. The Board discussed the banking considerations which included three new purchases and two redemptions. The authorization letter to Joe Busch was approved and signed. Financial statements for the month of September were placed on file with the district.

Motion to approve the banking considerations 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.

Motion to maintain a minimum balance of \$350,000 in the payroll account – Trustee Doherty. 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.

Motion to approve Station 2 remodel construction payout #4 in the amount of \$62,950.26 – Trustee Meyer. 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. Chief's Report

- a. Operations: Deputy Chief Bush reported on call activity for the month of August. There were a total of 663 calls. Calls have an average 5:21 minutes response time. The number of calls for each station was reviewed. There were no significant incidents during the month of August. Frequent incident addresses were reviewed. Automatic and mutual aid calls were reviewed. The district received automatic or mutual aid a total of five times. Currently there are 75 part-time employees, however, with probationary employees and members on leave of absence, only 65 are active. 1256/1281 Jump Company responded to 84 calls and staffing percentages were reviewed. Shifts were staffed at minimum zero times, however, there were three full-time hire backs to attain minimum staffing. 66% of shifts ran with 13 or more paramedics.
- b. Training: Training information from August was included in the Board Packet. Deputy Chief Bush stated there was a large number of outside training classes for the upcoming Acting Officer promotional process.
- c. Fire Prevention Bureau: Bureau information from August was included in the Board Packet. Chief Horist stated various development projects are taking place throughout the district.
- d. Public Education: Information related to Public Education activities was included in the Board Packet. Chief Horist stated Open House will be October 8, 2023.
- e. August 2023 Part-Time Hiring - Chief Horist stated four additional part-time firefighters have been hired. In addition, seven potential candidates were also interviewed for part-time firefighter, and eight potential candidates have completed the application process with the deadline of October 31, 2023.
- f. Transition to Governmental Accounting - Chief Horist updated the Board on the transition to Governmental Accounting.
- g. Strategic Planning - Chief Horist stated the current Strategic Plan will soon expire. A recommendation for a Strategic Plan vendor will be presented at the November board meeting.
- h. Correspondence and Media Coverage included a donation from VFW Fox River Post 4600. Chief Horist provided information regarding recent meetings with Elburn & Countryside Fire Protection District and Harlem-Roscoe Fire Protection District.
- i. Future Items Calendar for Board of Trustees - Chief Horist stated the Annual Awards Night will be held September 27, 2023. In October, discussions regarding the tax levy will begin and the Annual Audit and Annual Treasurer's Report will be presented for approval.
- j. Fire Chief of the Year - It was announced that the Illinois Fire Chiefs Association selected Chief Horist as 2023 Illinois Fire Chief of the Year.

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

- a. Appoint Chief Horist to Vacancy on McHenry Township Firefighters Pension Board - President Miller appointed Chief Horist to the McHenry Township Firefighters Pension Board.
- b. GEMT Cost Report - Deputy Chief Spraker requested Board approval for the Intergovernmental Agreement between The Illinois Department of Healthcare and Family Services and MTFPD, and Emergency Medical Transportation Cost Report. Attorney Jim Militello stated the Intergovernmental Agreement will start January 1, 2024.

Motion to approve the Intergovernmental Agreement between The Illinois Department of Healthcare and Family Services and MTFPD as presented - 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. Station 2 Sewer Installation - Deputy Chief Spraker stated five bids were received and recommended Behm Enterprises, Inc.

Motion to approve the proposal from Behm Enterprises in the amount of \$38,500.00 – 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.

- d. Annual Pension Payment - Deputy Chief Spraker stated there are currently 36 personnel in the pension fund and the recommended contribution is \$592,823.00. The current FPIF balance is approximately \$9 million.

Motion to contribute \$592,823.00 to the pension fund – 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.

- e. Approval of Hiring One Additional Full-Time Firefighter/Paramedic Due to Pending Retirement - Chief Horist stated the pending retirement of Battalion Chief Mike Majercik will create a firefighter vacancy in January 2024. Chief Horist requested to hire one additional full-time firefighter/paramedic.

Motion to approve hiring one additional full-time firefighter/paramedic – 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.

- f. Approval of Illinois Shines Community Solar Project Agreement - This item was tabled.
- g. Approval of AIA Owner Architect Agreement for Fire Station 6 - Attorney Jim Militello stated the AIA Owner Architect Agreement between MTFPD and Gillespie Design Group, LTD was reviewed.

Motion to approve the AIA Owner Architect Agreement for Fire Station 6 as presented – 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.

- h. Refuse Service Contract - Deputy Chief Spraker stated prior to signing a contract with Flood Brothers, the current refuse provider invoked the "right to first refusal" which allows the ability to counter any competitor's offer first before terminating a contract. Attorney Jim Militello reviewed the previous contract and the new proposed 5 year contract with the Groot / MDC.

Motion to accept a new 5 year contract with Groot / MDC as presented – Trustee Bennett. Second – Trustee Doherty. On a voice vote, all ayes. Motion passed 5 to 0.

X. Closed Session

Motion to go into Closed Session for the Purpose of Reviewing Closed Session Minutes, 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 Bennett. Second – Trustee Rodewald. On a voice vote, all ayes. Motion passed 5 to 0.

Meeting moved to closed session at 7:53 p.m.

Motion to return to open session – Trustee Bennett. Second – Trustee Doherty. On a voice vote, all ayes. Motion passed 5 to 0.

Open meeting resumed at 9:44 p.m. No action was taken during closed session. No further business to discuss.

XI. Adjourn

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

The meeting adjourned at 9:45 p.m.

Respectfully Submitted,



Robert J. Meyer, Secretary