

MCHENRY TOWNSHIP FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
3610 WEST ELM STREET, MCHENRY, IL 60050
DECEMBER 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 Nicholas Lienhardt - Chief Horist welcomed those in attendance, introduced the Board of Trustees, and invited Nicholas Lienhardt to come forward. Nicholas Lienhardt was sworn in by President Allen Miller.
- VI. Treasurer's Report for the month of November

a. Accounts Payable/Payroll Approval

Accounts Payable	\$359,404.44
Payroll	\$505,253.01
Grand Total	\$864,657.45

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 a check from McHenry County for property taxes, a check from the Village of Wonder Lake for impact fees and ambulance transportation collections from Andres Medical Billing.
- c. The Board discussed the banking considerations which included one redemption. The authorization letter to Joe Busch was approved and signed. Financial statements for the month of December were placed on file with the district.

Motion to approve payout #6 for Station 2 remodel project – Trustee Bennett. Second – Trustee Meyer. On a voice vote, all ayes. Motion passed 5 to 0.

VII. Approval of Meeting Minutes – November 16, 2023

Motion to approve minutes of the November 16, 2023 Regular Board meeting – Trustee Bennett. Second – Trustee Rodewald. On a voice vote, all ayes. Motion passed 5 to 0.

VIII. Chief's Report

- a. Operations: Deputy Chief Bush reported on call activity for the month of November. There were a total of 648 calls. Calls have an average 5:17 minutes response time. The number of

calls for each station was reviewed. Crews responded to one structure fire during the month of November. Frequent incident addresses were reviewed. The district provided automatic aid 3 times and provided mutual aid 35 times. The district received automatic or mutual aid a total of four times. Currently there are 65 part-time employees, however, with three probationary employees and seven members on leave of absence, only 55 are active. 1256/1281 Jump Company responded to 73 calls. Shift Staffing percentages were reviewed. 92% of shifts ran with 13 or more paramedics.

- b. Training: Training information from November was included in the Board Packet.
- c. Fire Prevention Bureau: Fire Prevention Bureau information from November was included in the Board Packet. Chief Horist updated the Board on various development projects taking place within the district.
- d. Public Education: Information related to Public Education activities was included in the Board Packet. Chief Horist updated the Board on various activities taking place within the district.
- e. Pension Fund Municipal Compliance Report – Deputy Chief Spraker stated the Municipal Compliance Report for the fiscal year 2023, will need to be submitted before the 2023 tax levy is filed. Deputy Chief Spraker stated the current FPIF balance is about \$9.5 million.
- f. Correspondence and Media Coverage included tax assessment reduction requests, several thank you notes from residents, letters from Nunda Rural Fire Protection District and Barrington Countryside Fire Protection District for assistance for structure fires, and a donation from a resident.
- g. Future Items Calendar for Board of Trustees - Chief Horist stated preparations for the new fiscal year budget will begin in January.

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

- a. Tax Levy Approval Ordinance #2023-006 – Attorney Jim Militello stated the black box was published in the newspaper prior to the public hearing. The board will need to approve the tax levy in the amount of \$9,193,408.

Motion to approve Ordinance #2023-006 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. Approve Proposal for Engineering Services for Fire Station #6 from J. Condon & Associates – Trustee Bennett stated the proposal for final engineering services for site development is in the amount of \$37,600.

Motion to approve the proposal for engineering services for fire station #6 from J. Condon & Associates – 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. EAP Contract Renewal – Deputy Chief Spraker stated Perspectives, LTD was selected as the new EAP provider as of January 1, 2023, and recommended renewing the contract for another year at a total cost of \$4,008.

Motion to renew the EAP contract with Perspectives, LTD. – 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. Strategic Plan Proposal – Chief Horist requested Board approval for Lewis G. Bender as the consultant for the upcoming strategic planning process. Approval is sought for an amount not to exceed \$14,000. The current strategic plan was issued in 2018, and it is now time to develop a new 5-year plan for the district. The development of a new strategic plan will incorporate the requirements of the Decennial Committees on Local Government Efficiency Act that was passed in 2022. Five consulting firms were invited to submit a proposal, and two firms submitted proposals. Chief Horist recommended Lewis G Bender as the consultant for the district.

Motion to accept the proposal from Lewis G. Bender in the amount of \$14,000 – 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.

X. Closed Session

Motion to go into Closed Session to review closed session minutes, discuss appointment, employment, compensation, discipline, performance, or dismissal of District employees, pending litigation or real estate – Trustee Bennett. Second – Trustee Meyer. On a voice vote, all ayes. Motion passed 5 to 0.

Meeting moved to closed session at 7:40 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 9:03 p.m. No action was taken during closed session. No further business to discuss.

XI. Adjourn

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

The meeting adjourned at 9:03 p.m.

Respectfully Submitted,



Robert J. Meyer, Secretary