

McHENRY TOWNSHIP FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
3610 WEST ELM STREET, McHENRY, IL 60050
THURSDAY, JANUARY 18, 2024

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

- a. December 15, 2023 Special Meeting

Motion to approve minutes of the December 15, 2023 special meeting – Trustee Meyer. Second – Trustee Doherty. Roll Call: Trustee Meyer – aye, Trustee Miller – aye, Trustee Doherty – aye, Trustee Rodewald – aye. Motion passed 4 to 0.

- b. December 21, 2023 Public Tax Levy Hearing

Motion to approve minutes of the December 21, 2023 public tax levy hearing – Trustee Meyer. Second – Trustee Doherty. On a voice vote, all ayes. Motion passed 4 to 0.

- c. December 21, 2023 Regular Board Meeting

Motion to approve minutes of the December 21, 2023 regular board meeting – Trustee Meyer. Second – Trustee Doherty. On a voice vote, all ayes. Motion passed 4 to 0.

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

President Miller stated a check issued to the Illinois Department of Healthcare and Family Services in the amount of \$753,050.48 significantly increased the total accounts payable for the month of January.

- a. Accounts Payable/Payroll Approval

Accounts Payable	\$991,129.23
Payroll	\$499,361.45
Grand Total	\$1,490,490.68

Motion to approve accounts payable and payroll as presented – Trustee Meyer. Second – Trustee Rodewald. Roll Call: Trustee Meyer – aye, Trustee Miller – aye, Trustee Doherty – aye, Trustee Rodewald – aye. Motion passed 4 to 0.

- a. Revenue review included ambulance transportation collections from Andres Medical Billing.

- b. The Board reviewed the banking considerations which had two new purchases and 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.

Motion to approve the banking considerations as presented – Trustee Doherty. Second – Trustee Rodewald. Roll Call: Trustee Meyer – aye, Trustee Miller – aye, Trustee Doherty – aye, Trustee Rodewald – aye. Motion passed 4 to 0.

VI. Chief's Report

- a. Operations: Deputy Chief Bush reported on call activity for the month of December. There were a total of 697 calls. There were 7,596 total calls for the year 2023. Calls had an average 5:21 minutes response time. The number of calls for each station was reviewed. Crews responded to one structure fire during the month of December. Frequent incident addresses were reviewed. The district provided automatic aid five times and provided mutual aid 24 times. The district received automatic or mutual aid a total of three times. Captain Bill Oeffling retired after 27 years of service. Currently there are 64 part-time employees, however, with probationary employees and members on leave of absence, only 54 are active. 1256/1281 Jump Company responded to 25 calls and was out of service 63% of the time. Shift staffing percentages were reviewed. 80% of shifts ran with 13 or more paramedics.
- b. Training: Training information from December was included in the Board Packet.
- c. Fire Prevention Bureau: Fire Prevention Bureau Director Brent Innes updated the Board on various construction projects within the district. Stonewater subdivision is in Phase 3 of construction. Residence of Fox Meadows has completed two structures. Construction continues at the Court House Tavern on Riverside Drive. Wing Hut construction is moving along. Rock Solid has a foundation. Buggy's Bar and Grill is open. The Post Company construction is ongoing. The proposed Redwood Development behind Angelo's in Johnsborg will begin in 2025, and a water tower is now being proposed. The apartment development off Johnsborg Road and Route 31 is moving forward, and site plans have been approved.
- d. Public Education: Information related to Public Education activities was included in the Board Packet.
- e. Driveway Marking Program - Fire Prevention Bureau Director Brent Innes gave a PowerPoint presentation regarding a driveway marking program being launched in Bull Valley. Color-coded signs at the end of driveways will provide crews with property information upon arrival. Residents can participate in the driveway marking program for \$20. MTFPD personnel will measure the length of the driveway, and install proper signage to indicate the length of supply hose needed to mount an effective fire attack. A green sign will display the property address. A blue sign will indicate multiple driveways and buildings, and any ponds or lakes on the property. A red sign will indicate a driveway that is longer than 1,000 feet. MTFPD anticipates offering this program to other communities within the district.
- f. Battalion Chief & Lieutenant Testing Process – Chief Horist stated the final Battalion Chief & Lieutenant lists were approved by the Board of Fire Commissioners and have been posted. The appointment of Ryan Mastandrea to Battalion Chief and Joseph Winkie to Lieutenant will be effective February 11, 2024. The promotion ceremony will take place prior to the February Board meeting.

- g. Full-time Firefighter Testing Process – Chief Horist stated 15 people remain on the firefighter eligibility list. The list will expire April 3, 2025. The testing process for firefighter could possibly begin at the end of 2024.
- h. Strategic Plan – Chief Horist stated the strategic planning process will start in February. A draft strategic plan will be presented to the Board of Trustees on April 5, 2024.
- i. Correspondence and Media Coverage included tax assessment reduction requests, a thank you letter from the Village of Johnsbury for MTFPD participation in the annual holiday parade, and a donation from a resident.
- j. Future Items Calendar for Board of Trustees – In February, there will be a pension meeting review, a swearing in ceremony, the copier lease renewal will be discussed, IT Director Joe Zelek will propose IT equipment that needs to be replaced, and recommendations regarding full-time staffing will be discussed.

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

- a. Discuss and Possible Action Regarding Establishing a Salary Plan for the District – President Miller stated Chief Horist presented a salary plan to the Board of Trustees last month. Chief Horist will meet with all members next Wednesday, January 24, 2024, to explain the salary plan for the district.

Motion to pass the 65% 4-year salary plan starting May 1, 2024 – Trustee Miller. Second – Trustee Rodewald. Roll Call: Trustee Meyer – aye, Trustee Miller – aye, Trustee Doherty – aye, Trustee Rodewald – aye. Motion passed 4 to 0.

VIII. 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 Miller. Second – Trustee Rodewald. On a voice vote, all ayes. Motion passed 4 to 0.

Meeting moved to closed session at 7:32 p.m.

Motion to return to open session – Trustee Miller. Second – Trustee Rodewald. On a voice vote, all ayes. Motion passed 4 to 0.

Open meeting resumed at 8:17 p.m. No action was taken during closed session. No further business to discuss.

IX. Adjourn

Motion to Adjourn – Trustee Miller. Second – Trustee Rodewald. On a voice vote, all ayes. Motion passed 4 to 0.

The meeting adjourned at 8:18 p.m.

Respectfully Submitted,



Robert J. Meyer, Secretary