

MCHENRY TOWNSHIP FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES
REGULAR MEETING MINUTES
3610 WEST ELM STREET, MCHENRY, IL 60050
FEBRUARY 15, 2024

- 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. Approval of Meeting Minutes – January 18, 2024

Motion to approve minutes of the January 18, 2024 Regular Board meeting – Trustee Meyer. Second – Trustee Rodewaldy. On a voice vote, all ayes. Motion passed 4 to 0.

VI. Treasurer's Report for the month of January

a. Accounts Payable/Payroll Approval	
Accounts Payable	\$295,655.65
Payroll	\$554,788.03
Grand Total	\$850,443.68

Motion to approve Accounts Payable and Payroll as presented – Trustee Bennett. Second – Trustee Rodewald. Roll Call: Trustee Bennett – aye, Trustee Meyer – aye, Trustee Miller – aye, Trustee Rodewald – aye. Motion passed 4 to 0.

- b. The Board discussed banking considerations which included two new purchases, one redemption, and one rollover. The authorization letter to Joe Busch was approved and signed. Financial statements for the month of February were placed on file with the district.
- c. Revenue review included ambulance transportation collections from Andres Medical Billing.

VII. Chief's Report

- a. Operations: Chief Horist reported on call activity for the month of January. There were a total of 705 calls, which is an average 23 calls per day. Calls had an average 5:28 minutes response time. The number of calls for each station was reviewed. There was one significant incident during the month of January involving 46 odor investigations calls on January 2, 2024. Frequent incident addresses were reviewed. The district provided automatic aid 10 times and provided mutual aid 19 times. The district received automatic or mutual aid one time. Currently there are 64 part-time employees, however, with three probationary employees and five members on leave of absence, only 56 are active. 1256/1281 Jump Company was staffed 34% of the time with 3 crew members, 26% of the time with 2 crew members, and out of service 40% of the time. Shift Staffing percentages were reviewed. 90% of shifts ran with 13 or more paramedics.

- b. Training: Training information from January was included in the Board Packet.
- c. Fire Prevention Bureau: Fire Prevention Bureau information from January 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.
- e. Strategic Planning – Draft notes will be distributed to the Trustees around March 1, 2024. The Board of Trustees and Chief Officers will review the draft report on April 5, 2024.
- f. Pension Meeting Review - Deputy Chief Spraker updated the Board on the quarterly pension meeting. The current FPIF balance is \$10 million.
- g. Correspondence and Media Coverage included tax assessment reduction requests, a thank you card from Salem Lakes Fire/Rescue for assistance with a structure fire, a thank you letter from Grayslake Fire Protection District for assistance with a structure fire, a thank you letter from a resident's daughter, and Trustee Miller stated a letter from Paul Kubiak was received requesting a waiver of medical and psychological fees listed on the reimbursement invoice.
- h. Future Items Calendar for Board of Trustees – In March, budget planning, economic interest statement filings, property/auto insurance, landscape maintenance contract and copier lease renewals will be discussed.
- i. Station 2 Parking Lot – President Miller stated the blueprints are completed and instructed staff to announce the invitation to bid Station 2 pavement rehabilitation project.

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

- a. Request to Bid Battalion 12 and Fire Prevention Bureau Vehicle – Deputy Chief Spraker requested permission to go out to bid replacement vehicles for Battalion 12 and the Fire Prevention Bureau. Purchasing recommendations with pricing and maintenance analysis will be presented to the Board in March or April. The Board of Trustees granted permission.
- b. Purchase of Information Technology (IT) Equipment – A memo from IT Director Joe Zelek was included in the Board Packet. Deputy Chief Spraker stated that IT Director Joe Zelek is requesting the purchase of various hardware and software that is reaching manufacture end-of-service life and support. Technology that has entered this phase of operation no longer receives security updates and is vulnerable to security threats. The total cost to replace technology equipment would be \$45,795.22.

Motion to approve replacement of technology hardware and software not to exceed \$46,000 – Trustee Bennett. Second – Trustee Meyer. Roll Call: Trustee Bennett – aye, Trustee Meyer – aye, Trustee Miller – aye, Trustee Rodewald – aye. Motion passed 4 to 0.

IX. Closed Session

Motion to go into Closed Session for the purpose of discussing personnel pursuant to 5 ILCS 120/2(c)(1)(6) and (7). – Trustee Bennett. Second – Trustee Rodewald. On a voice vote, all ayes.

Motion passed 4 to 0.

Meeting moved to closed session at 7:29 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 7:47 p.m. No action was taken during closed session. No further business to discuss.

X. Adjourn

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

The meeting adjourned at 7:48 p.m.

Respectfully Submitted,



Robert J. Meyer, Secretary