

MCHENRY TOWNSHIP FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
3610 WEST ELM STREET, MCHENRY, IL 60050  
MARCH 21, 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. Swearing In of Adam Lukas and Ryan Mischke - Chief Horist welcomed those in attendance, introduced the Board of Trustees, and invited Adam Lukas and Ryan Mischke to come forward. Adam Lukas and Ryan Mischke were sworn in by President Allen Miller.
- VI. Approval of Meeting Minutes
  - a. Special Meeting Minutes – February 12, 2024  
  
*Motion to approve minutes of the February 12, 2024 special board meeting – Trustee Meyer. Second – Trustee Bennett. On a voice vote, all ayes. Motion passed 5 to 0.*
  - b. Regular Meeting Minutes – February 15, 2024  
  
*Motion to approve minutes of the February 15, 2024 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 February
  - a. Accounts Payable/Payroll Approval

Accounts Payable	\$389,352.32
Payroll	\$509,311.83
<b>Grand Total</b>	<b>\$989,664.15</b>

  
*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 Doherty – aye, Trustee Rodewald – aye. Motion passed 5 to 0.*
  - b. Revenue review included a check from McHenry County for ETSB station alerting grant and ambulance transportation collections from Andres Medical Billing.
  - c. The Board discussed banking considerations which included one new purchase and one redemption. The authorization letter to Joe Busch was approved and signed. Financial statements for the month of March were placed on file with the district.

*Motion to approve banking considerations as presented – Trustee Bennett. Second – Trustee Doherty. On a voice vote, all ayes. Motion passed 5 to 0.*

d. The Board reviewed the final construction payout for the Station 2 remodeling project.

*Motion to approve the final construction payout for the Station 2 remodeling project in the amount of \$15,786.65 – 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.*

## VIII. Chief's Report

- a. Operations: Deputy Chief Bush reported on call activity for the month of February. There were a total of 523 calls. Calls had an average 5:20 minutes response time. The number of calls for each station was reviewed. There were two significant incidents during the month of January involving a field fire and a car fire. Frequent incident addresses were reviewed. The district provided automatic aid five times and provided mutual aid 15 times. The district received automatic or mutual aid four times. Currently there are 65 part-time employees, however, with five probationary employees and six members on leave of absence, only 54 are active. FF/EMT Phil Szyjka retired after 33 years of service. 1256/1281 Jump Company ran 21 calls during the month of February and was in service 50% of the time. Shift Staffing percentages were reviewed. Seven voluntary overtime shifts by full-time members were needed to maintain the minimum staffing of 18. 76% of shifts ran with 13 or more paramedics.
- b. Training: Training information from February was included in the Board Packet.
- c. Fire Prevention Bureau: Fire Prevention Bureau information from February was included in the Board Packet.
- d. Public Education: Information related to Public Education activities was included in the Board Packet.
- e. Part-time Firefighter Candidates – A list of new part-time firefighters was included in the board packet. Deputy Chief Spraker stated the application period is closed and nine applications will be reviewed.
- f. Strategic Planning – Chief Horist stated the Board of Trustees was provided with the report from the strategic planning sessions. The Board of Trustees and Chief Officers will review the draft report on April 5, 2024.
- g. Decennial Committee on Local Government Efficiency – Chief Horist stated the Local Government Efficiency Committee is required to submit an efficiency report to the McHenry County Board every ten years. The Local Government Efficiency Committee consists of the Board of Trustees, Fire Chief, and three civilian members. The Government Efficiency Committee is required to meet three times and can be held as a regular Board of Trustees meeting. The deadline to submit the report is December 31, 2024. A template report was included in the board packet.
- h. Andres Medical Audit Report – Eccezion Consulting completed the Andres Medical audit report, and the report was reviewed by staff. Governmental Accounting recommends monitoring procedures and scheduling a meeting to discuss the audit.

- i. Station 2 Remodeling and Parking Lot Project – President Miller stated five bids were submitted. Bids will be reviewed, and a decision will be made at the special board meeting on April 5, 2024. Trustee Bennett requested that staff check references.
- j. Correspondence and Media Coverage included a thank you letter from a resident’s daughter, a letter from McHenry/Western Lake County EMS praising members for swift action taken during a medical emergency, a thank you letter from a resident for assistance during a snow storm, a letter from Wirfs Industries, a thank you card from the Justen family, and a letter from the Illinois Fire Chiefs Educational and Research Foundation appointing Chief Horist to the Board.
- k. Future Items Calendar for Board of Trustees – In April, fitness equipment, ambulance bid results, vehicle purchases, dive equipment and extrication tools will be discussed. The Organization Meeting and Budget Presentation will be May 2, 2024, at 9:00 a.m.

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

- a. Leadership/Team Development Training – Chief Horist requested Board approval for Dr. Lewis Bender to conduct two days of leadership/team development training for staff. The cost for this training would be an amount not to exceed \$6,800. A proposal was included in the board packet. Trustee Bennett requested participation feedback from staff.

***Motion to approve leadership/team development training – 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. Copier Lease – Deputy Chief Spraker stated the lease for seven copiers is due to expire. Three local vendors submitted quotes. Deputy Chief Spraker recommended approving a five-year lease with Imagetec, Inc. The district will be responsible for the costs of returning the current copiers back to the leasing company at an estimated cost of \$1,600.

***Motion to approve a five-year lease with Imagetec, Inc. – 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.***

- c. Property/Vehicle Insurance Renewals – Deputy Chief Spraker stated insurance policies for property, vehicle, liability, cyber and umbrella were reviewed with the district’s insurance agent. Deputy Chief Spraker recommended to renew liability, umbrella, crime, cyber and accident & sickness insurance proposed by Assured Partners for an annual premium not to exceed \$98,497. Deputy Chief Spraker stated the Board of Trustees has the option to increase the accident & sickness for an additional cost \$8,636.

***Motion to approve the annual premium including the additional cost to increase accident & sickness – 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.***

- d. Landscape Maintenance Contract – Deputy Chief Spraker stated Landcare & Lawn Maintenance, Inc. quoted the same price as last year and offered the same price for the 2025 growing season.

***Motion to approve landscape maintenance contract with Landcare & Lawn Maintenance, Inc. – Trustee Bennett. Second – Trustee Meyer. Roll Call: Trustee Bennett – aye, Trustee Meyer – aye, Trustee Miller – aye, Trustee Doherty – aye, Trustee Rodewald – abstain. Motion passed 4 to 0.***

- e. Zoll Monitors – Deputy Chief Bush requested permission to purchase eight Zoll Cardiac Monitors at a cost of \$320,894.24. Payments for this purchase will be spread out over five years with equal payments of \$64,178.85 annually and interest-free. FF/PM Johnie Downey addressed the Board regarding the current fleet of Zoll Monitors and requested permission to continue working with Zoll.

***Motion to approve the purchase of eight Zoll Cardiac Monitors at an annual payment of \$64,178.85 and evaluating interest rates yearly – 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. Extrication Equipment – Deputy Chief Bush requested permission to go out to bid to replace extrication equipment on Engine 1241 and replace the electric pump and hydraulic hoses on Engine 1242. The Board of Trustees granted permission.
- g. Request to Waive Reimbursement to District – Chief Horist stated full-time FF/PM Paul Kubiak resigned from MTFPD and is disputing the pre-hire reimbursement invoice. Chief Horist stated department policy requires all full-time firefighters to sign an initial employment agreement. If the employee fails to complete two full years of employment with the district, the employee agrees to reimburse the district for certain costs of hiring.

***Motion to request Paul Kubiak reimburse the district for pre-hire costs per initial employment agreement – 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 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 5 to 0.***

Meeting moved to closed session at 8:04 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 8:57 p.m.

***Motion to approve Group 2 and Group 3 salary pay plan as presented by the Chief Horist – 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.***

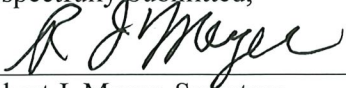
XI. Adjourn

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

*Motion passed 5 to 0.*

The meeting adjourned at 8:58 p.m.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "R J Meyer".

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Robert J. Meyer, Secretary