

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF  
TRUSTEES OF THE LAKE ZURICH RURAL FIRE  
PROTECTION DISTRICT  
JULY 15, 2025**

A special meeting of the Lake Zurich Rural Fire Protection District Board of Trustees was held on Tuesday, July 15, 2025 at 5:00 p.m. in the Lake Zurich Fire Station # 4 located at 21970 W. Field Parkway, Deer Park, Illinois 60010, pursuant to notice.

**CALL TO ORDER:** President Novak called the meeting to order at 5:01 p.m.

**ROLL CALL:**

**PRESENT:** President Julie Novak, Trustee Jim Lang, Trustee Mindy Dupee, Trustee Frederick Hutchinson (*arrived at 5:26 p.m.*) and Trustee Hilary Winiarz

**ABSENT:** None

**ALSO PRESENT:** Wes Levy and Dhara Patel, Lauterbach & Amen; CPA Mark DaValle, Bryant & DaValle PC; Fire Chief David Pilgard, Lake Zurich Fire Department; Attorney Megan Mack, Ancel Glink; Fire Chief Paul Segalla, Long Grove Fire Protection District; President Eleanor Sweet McDonnell, Village of North Barrington

**PLEDGE OF ALLEGIANCE:** All in attendance stood and recited the Pledge of Allegiance.

**APPROVAL OF AGENDA:** The Board reviewed the July 15, 2025 special meeting agenda. A motion was made by Trustee Lang and seconded by Trustee Dupee to approve the July 15, 2025 special agenda as posted. Motion carried unanimously by voice vote.

**PUBLIC COMMENT:** Ms. McDonnell addressed the Board as the President of the Village of North Barrington and asked that future Board meeting agenda to be sent to her at least 48 hours in advance for posting, to ensure compliance of the Open Meetings Act. She also requested a copy of the minutes once completed. President Novak informed Ms. McDonnell that the agendas and minutes are posted on the Lake Zurich Rural Fire Protection District website.

**APPROVAL OF MINUTES:** The Board reviewed June 9, 2025 regular meeting minutes. A motion was made by Trustee Dupee and seconded by Trustee Winiarz to approve the June 9, 2025 regular meeting minutes. Motion carried by roll call vote.

**AYES:** Trustees Novak, Lang, Dupee and Winiarz

**NAYS:** None

**ABSENT:** Trustee Hutchinson

**CONSIDERATION OF RESOLUTIONS & ORDINANCES – DISCUSSION AND ACTION:** There were no resolutions and ordinances for discussion.

**CONSIDERATION OF CONTRACTS AND PROPOSALS – DISCUSSION AND ACTION:** *Discussion/Possible Action Item – Contract/IGA for Fire/Rescue Services with the*

*Village of Lake Zurich:* Attorney Mack informed the Board that the Village of Lake Zurich Attorney Scott Muller provided her with a copy of a draft agreement for Fire Protection Service dated January 2025 which would replace the 1992 agreement. Attorney Mack expressed her concern that it does not reflect the current agreement that is been in place. Updates will be provided as they become available.

*Discussion – Amending Fees for Ambulance Billing:* Attorney Mack updated the Board on the ambulance billing issue and will contact the billing company to resolve the ambulance billing discrepancy. Updates will be provided to the Board at the next meeting.

*Purchase Of an exterior message board/display for public postings required under FOIA:* The Board discussed the purchase of an exterior message board for public postings. Trustee Lang will provide the Board with proposals for the message display board at the next regular meeting.

**REPORTS:** *Fire Chief:* Fire Chief Pilgard informed the Board of the following:

- Dry hydrant testing is in progress, a report will be provided to the Board upon completion and the report will be discussed in detail with Trustee Winiarz for future budgeting projections.
- The Police and Fire Commission meetings will be discussing departments approving eligibility list to fill current vacancies.
- Running promotional testing for the rank of Captain Shift Commander.
- The Village staff has started preparation for the 2026 budget. The budget workshop is scheduled for November 15, 2025.

*President: Discussion – Outstanding GEMT Fees:* The Board noted that the outstanding GEMT fees were discussed under agenda item *Consideration of Contracts and Proposals*.

*Secretary/FOIA Officer:* There was no report presented.

*Procurement Officer Report:* Procurement Officer, Trustee Lang informed the Board of the following:

- The Illinois Association of Fire Protection Districts (IAFPD) conference was very informative and he had the opportunity to tour the Illinois Fire Services Institute.
- Consulted with Performance Services and a design-build contractor who will be facilitating with the station's exterior. Further discussion will be held at the next regular meeting.
- Vacuums have arrived for station # 4.
- The conference room and entry way will be repainted at station # 4.
- KD Staples & Sons, a landscaping company will be working on cleaning up the overgrowth of bushes and weeds at stations # 2, 3 and 4.

*Project Coordinator – Discussion/Possible Action Item – Zoom Protocol:* Trustee Dupee informed the Board that the Zoom protocol will need to be updated. Attorney Mack will create a remote attendance policy. Further discussion will be held at the next meeting.

*Discussion – Attending Village meetings within the district and creating a Google calendar:* Project Coordinator, Trustee Dupee informed the Board that a Google calendar will need to be created for coordinating Village Meetings within the District.

*Trustee Hutchinson arrived at 5:26 p.m.*

*Discussion – Retaining IT firm to assist with creating/maintaining emails, website, etc.:* The Board discussed retaining DeKind Computer Consultant, an IT firm to assist with setting up and maintaining the District's Microsoft Office email system. A motion was made by Trustee Lang and seconded by Trustee Dupee to retain DeKind Computer Consultant to assist with the initial setup and ongoing maintenance of the Lake Zurich Rural Email system in the amount of \$1,225. Motion carried by roll call vote.

AYES: Trustees Novak, Lang, Dupee, Hutchinson and Winiarz

NAYS: None

ABSENT: None

*Treasurer:* The Board noted that Samantha Crane and Wes Levy will be the points of contact for all bills and bank account related questions until Kelly Brainerd returns. Mr. DaValle will forward the current investment policy to the Board and update the Board regarding the collateral agreement with Wintrust Bank. Further discussion will be held at the next meeting.

*Bookkeeper – Discussion/Action – Payment Of Bills:* The Board reviewed the bill packet with total disbursements of \$635,904.61. A motion was made by Trustee Lang and seconded by Trustee Dupee to approve the bill packet of \$635,904.61. Motion carried by roll call vote.

AYES: President Novak, Trustees Lang, Dupee, Hutchinson and Winiarz.

NAYS: None

ABSENT: None

The Board noted that Trustee Dupee will create a list of expenses that are paid by the Village and the District for record keeping, CPA Mark DaValle will assist her in compiling it.

*Discussion – Continuing Education Requirements:* Trustee Winiarz will be attending OMA training and will be attending IAFFPD conference.

*CPA:* Mr. DaValle informed the Board of the bank reconciliations and will communicate with the auditors in order to proceed with approving the bank reconciliations.

Mr. DaValle also informed the Board that the audit has been extended until August 21, 2025.

**ATTORNEY:** No additional updates were provided by Attorney Mack.

**OMA OFFICER:** No additional updates were provided by OMA Officer Winiarz.

**ETHICS OFFICER:** No additional updates were provided by Ethics Officer Dupee.

**OTHER BUSINESS:** In Memoriam: To acknowledge the passing of Derek Watson and reflect on his contribution to the District.

**ADJOURNMENT:** A motion was made by Trustee Lang and seconded by Trustee Dupee to adjourn the meeting at 6:03 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for August 11, 2025 at 5:00 p.m.

---

Board President or Secretary

Minutes approved by the Board of Trustees on \_\_\_\_\_

*Minutes prepared by Dhara Patel, Professional Services Administrator, Lauterbach & Amen*