

MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE LAKE ZURICH RURAL FIRE PROTECTION DISTRICT AUGUST 11, 2025

A regular meeting of the Lake Zurich Rural Fire Protection District Board of Trustees was held on Monday, August 11, 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 5:04 p.m.

ROLL CALL:

PRESENT: President Julie Novak, Trustee Jim Lang, Trustee Mindy Dupee and Trustee Frederick Hutchinson

ABSENT: Trustee Hilary Winiarz

ALSO PRESENT: Kelly Brainerd and Dhara Patel, Lauterbach & Amen; CPA Mark DaValle, Bryant & DaValle PC; Fire Chief David Pilgard and Lt. Jason Hneriksen, Lake Zurich Fire Department; Attorney Megan Mack, Ancel Glink; Tomas Carey and Tim Weber, Performance Services; Randy Ramey, TIPS; Piper Novak, Resident of Lake Zurich

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

APPROVAL OF AGENDA: The Board reviewed the August 11, 2025 regular meeting agenda. A motion was made by Trustee Dupee and seconded by Trustee Hutchinson to approve the August 11, 2025 special agenda as posted. Motion carried unanimously by voice vote.

PUBLIC COMMENT: Girl Scouts member, Piper Novak, addressed the Board regarding the benefits and convenience of having Narcan available in emergency situations such as an opioid overdose and to increase awareness. She proposed to have vending machines or kits installed in the public areas and specifically the fire stations. The Board took note of the proposal and will consider it.

Ms. Piper Novak left the meeting at 5:07 p.m.

APPROVAL OF MINUTES: The Board reviewed July 15, 2025 regular meeting minutes. A motion was made by Trustee Dupee and seconded by Trustee Lang to approve the July 15, 2025 regular meeting minutes. Motion carried unanimously by voice vote.

CONSIDERATION OF RESOLUTIONS & ORDINANCES – DISCUSSION AND ACTION: *Discussion/Possible Action Item – Remote Attendance Policy and Resolution:* The Board discussed the updated Remote Attendance Policy and Resolution. A motion was made by Trustee Lang and seconded by Trustee Dupee to adopt the Remote Attendance Policy and Resolution. Motion carried unanimously by voice vote.

CONSIDERATION OF CONTRACTS AND PROPOSALS – DISCUSSION AND ACTION: *Discussion – Thomas Carey: Performance Services – Retaining Wall and Enclosure Projects:* The Board discussed the retaining wall and enclosure projects. Thomas Carey and Tim Weber with Performance Services and Randy Ramey with TIPS presented the Board with services provided by their respective companies. The Board noted that Trustee Lang will sign up for TIPS membership which is free of cost. Further discussion will be held at the next regular meeting.

Mr. Carey, Weber and Ramey left the meeting at 5:27 p.m.

Discussion/Possible Action Item – Contract/IGA for Fire/Rescue Services with the Village of Lake Zurich: Attorney Mack notified the Board that she is currently in the process of resolving the ambulance billing discrepancy. Attorney Mack requested a categorized list of expenses covered by the Village of Lake Zurich from Mr. DaValle. Mr. DaValle also notified the Board that he will provide the proposed 2024 village of Lake Zurich budget for the Board members to review.

Review of Investments and CD's: The Board noted that this item will be discussed under Treasurer's Report.

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

- Dry hydrant testing is nearing completion. Trustee Winiarz has been closely involved in the project on behalf of the Board.
- The Police and Fire Commission will be discussing new hire, promotional testing for vacancy.
- A preliminary meeting is scheduled for 2026, it will incorporate an intern program and additional trainings for the active members.
- Working with the CIP committee of Lake Zurich to propose replacement of staff cars, dive boat and trailer, ladder truck along with additional reserve ambulance.
- Working with union Board to update firefighter/paramedic requirements along with internship program.
- Consolidation with Lake County dispatch center is in process.
- Resigned Nation Scope of practice model for MABBAS.
- Transition of Paramedic Billing Services will be in effect starting August 1, 2025 for ambulance billing.
- Fire station study is currently in process at all four fire stations.

President: Discussion – Outstanding fees with EMSMC: Attorney Mack informed the Board that she will be meeting with the Village attorney to discuss the EMSMC fees. Updates will be provided as they become available.

Update of IT services (email setup, email migration) with DeKind Computer Consultants: The Board noted that DeKind will be setting up the IT services and that the previous counsel and Trustees have not provided access or information to facilitate the update of emails and records. Updates will be provided as they become available.

Secretary/FOIA Officer: There was no report presented.

Procurement Officer Report – Discussion/Possible Action – Purchase of Wall Board for meeting and FOIA notices: Procurement Officer, Trustee Lang informed the Board of the following:

- At Station # 2, KD Staples & Sons has completed landscaping around the station and a new unit of AC was ordered as the kitchen, bunkroom and dayroom AC went out. Also working on retaining wall project with Performance Services business development manager Thomas Carey.
- At Station # 3, Muller Exteriors replaced the rotted board and installed new flashing and trim boards. Also, “Flavorizer Bars” were ordered for the Webber grill as they were rusting.
- At Station # 4, New windows have been installed in the conference room by Muller Exteriors and Generational Painting completed painting the hallway, conference room and front entrance. Also working on dumpster enclosure project with Performance Services’ business development manager, Thomas Carey.

Project Coordinator – Discussion – Attending Village meetings within the district and creating a Google calendar: Project Coordinator, Trustee Dupee informed the Board that creating a Google calendar for coordinating Village Meetings within the District is currently in progress. Further discussion will be held at the next regular meeting.

Treasurer: The Board noted that the CD’s are expiring in February 2026 and April 2026. Further updates will be provided as they become available.

Bookkeeper – Discussion/Action – Payment Of Bills: The Board noted that the International Fire Equipment Corp. invoice is for the Village not the District and updated the bill packet as stated. The Board reviewed the bill packet with total disbursements of \$641,620.27. A motion was made by Trustee Lang and seconded by Trustee Dupee to approve the bill packet of \$641,620.27. Motion carried by roll call vote.

AYES: President Novak, Trustees Lang, Dupee and Hutchinson

NAYS: None

ABSENT: Trustee Winiarz

Action – Ratification of Integrated Lakes Management Inc Settlement Payment: The Board discussed the Integrated Lakes Management, Inc. settlement payment. A motion was made by Trustee Dupee and seconded by Trustee Lang to approved the Integrated Lakes Management Inc. settlement payment in the amount of \$22,900. Motion carried unanimously by voice vote.

Discussion – Continuing Education Requirements: The Board noted that Trustees Novak, Dupee and Hutchinson will be attending the IFCA and IAFPD conferences.

CPA: Mr. DaVelle informed the Board that the Audit is due August 31, 2025. A draft of the audit will be provided to the Board prior to the deadline. Further discussion will be held at the next regular meeting.

ATTORNEY: No additional updates were provided by Attorney Mack.

OMA OFFICER: No updates were provided by the OMA Officer.

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

OTHER BUSINESS: There was no other business for discussion

ADJOURNMENT: A motion was made by Trustee Dupee and seconded by Trustee Lang to adjourn the meeting at 6:27 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for **September 8, 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