

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF  
TRUSTEES OF THE LAKE ZURICH RURAL FIRE  
PROTECTION DISTRICT  
SEPTEMBER 8, 2025**

A regular meeting of the Lake Zurich Rural Fire Protection District Board of Trustees was held on Monday, September 8, 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 5:00 p.m.

**ROLL CALL:**

PRESENT:	President Julie Novak, Trustee Jim Lang, Trustee Mindy Dupee, Trustee Frederick Hutchinson and Trustee Hilary Winiarz
ABSENT:	None
ALSO PRESENT:	Kelly Brainerd and Dhara Patel, Lauterbach & Amen; Fire Chief David Pilgard and Lt. Jason Henriksen, Lake Zurich Fire Department; Attorney Megan Mack, Ancel Glink; Tomas Carey and Tim Weber, Performance Services, Fire Chief Paul Segalla, Long Grove Fire Protection District, Village Manager Ray Keller, Village of Lake Zurich; 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 September 8, 2025 regular meeting agenda. A motion was made by Trustee Dupee and seconded by Trustee Winiarz to approve the September 8, 2025 special agenda as posted. Motion carried unanimously by voice vote.

**PUBLIC COMMENT:** Ms. McDonald thanked the Board as the President of the Village of North Barrington for the Board's continuous diligence service.

**APPROVAL OF MINUTES:** The Board reviewed August 11, 2025 regular meeting minutes. A motion was made by Trustee Dupee and seconded by Trustee Winiarz to approve the August 11, 2025 regular meeting minutes. Motion carried unanimously by voice vote.

**CONSIDERATION OF RESOLUTIONS & ORDINANCES – DISCUSSION AND ACTION:** There was 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:* This item was discussed in executive session.

*Discussion/Possible Action Item – Professional Services Agreement with Performance Services Design:* The Board discussed the dumpster enclosure proposal from the Performance Services

Design and will begin work as the agreement will be signed by Trustee Lang. No further action is required by the Board at this time.

*Discussion/Possible Action Item – Agreement with Paramedic Billing Services:* This item was tabled until the next regular meeting.

*Discussion/Possible Action Item – Addition of Narcan Boxes at Stations 2, 3 and 4:* The Board discussed addition of Narcan Boxes at Stations 2, 3 and 4 and determined that the Board has additional questions for Piper Novak. Further discussion will be held at the next regular meeting.

*Mr. Carey and Mr. Weber left the meeting at 5:11 p.m.*

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

- A total of 448 incidents were reported in July 2025.
- The Training Division recorded a total of 1,453 training hours in July 2025.
- Police and Fire commission will approve another candidate list to fill vacancy.
- The Police and Fire Commission currently has Captain rank vacant.
- Dry hydrants data is available for use and a detailed report will be created.

*President: Discussion – Outstanding fees with EMSMC:* Attorney Mack informed the Board that she is in the process of medical enrollment to revalidate the previous applications. 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 has recommended getting the new laptops for the Trustees to communicate and share information safely. The laptops will need to be set up for each of the Trustees. No further action is required by the Board at this time.

*Update on obtaining historical record from former counsel of LZRFPD:* Attorney Mack informed the Board that there has been no update with obtaining historical records from the former counsel of Lake Zurich Rural Fire Protection District. Updates will be provided as they become available.

*Secretary/FOIA Officer:* No updates were provided by the Secretary/FOIA Officer.

*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, two new AC units and heat pump have been installed, new reverse osmosis filters were installed by Huemann Water which are replaced yearly and KD Staples completed the cleanup of the retaining walls behind the station.
- At Station # 3, New R/O (reverse osmosis) filters were installed by Huemann Water, Hastings Energy repaired the air leakage issues and Garelli Pavement Services will be repairing, seal coating and stripping for the driveways and parking lots.

- At Station # 4, Garelli Pavement Services will be repairing, seal coating and stripping for the driveways and parking lots. Muller Exteriors will be installing windows on the second floor.

*Project Coordinator* – Project Coordinator Trustee Dupee informed the Board of the ongoing IT project and will be attending the Hawthorn Woods Town meeting next week. Updates will be provided at the next regular meeting.

*Dry Hydrant Coordinator*: Dry Hydrant coordinator informed the Board of the Dry Hydrant testing update.

*Social Media*: Trustee Winiarz informed the Board of having social media presence for the District to raise awareness. The Board noted that the District website will be the main focus for the time being and will consider social media pages in the future.

*Lt. Jason Henriksen left the meeting at 5:48 p.m.*

*Treasurer*: The Board noted that one of the CD's is maturing at the end of September 2025. No further action is required by the Board at this time.

*Bookkeeper – Discussion/Action – Payment Of Bills*: The Board reviewed the bill packet with total disbursements of \$634,556.28. A motion was made by Trustee Dupee and seconded by Trustee Lang to approve the bill packet in the amount of \$634,556.28. Motion carried by roll call vote.

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

NAYS: None

ABSENT: None

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

**CPA: Discussion/Action – Annual Audit**: The Board noted that the Audit has an extension until the end of September and will reach out to the Auditors to coordinate a date to present the Audit. Updates will be provided as they are received.

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

**OMA OFFICER**: Trustee Winiarz informed the Board that she has completed the OMA training online. No additional updates were provided by OMA Officer Trustee Winiarz.

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

**OTHER BUSINESS**: There was no other business for discussion.

**EXECUTIVE SESSION FOR THE PURPOSES OF DISCUSSING PROBABLE OR IMMINENT LITIGATION (5 ILCS 120/2C-11):** A motion was made Trustee Dupee and seconded by Trustee Novak to enter executive Session at 6:01 p.m. to discuss probable or imminent litigation under 5 ILCS 120/2C-11 of the Open Meetings Act. Motion carried by roll call vote.

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

NAYS: None

ABSENT: None

A motion was made Trustee Dupee and seconded by Trustee Novak to adjourn executive session at 6:48 p.m. Motion carried unanimously by voice vote.

**ADJOURNMENT:** A motion was made by Trustee Dupee and seconded by Trustee Lang to adjourn the regular meeting at 6:48 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for October 13, 2025 at 5:00 p.m.

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Board President or Secretary

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

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