

# **MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE LAKE ZURICH RURAL FIRE PROTECTION DISTRICT NOVEMBER 10, 2025**

A regular meeting of the Lake Zurich Rural Fire Protection District Board of Trustees was held on Monday, November 10, 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 Mindy Dupee, Trustee Frederick Hutchinson (*arrived at 5:16 p.m.*) and Trustee Hilary Winiarz

**ABSENT:** Trustee Jim Lang

**ALSO PRESENT:** Kelly Brainerd and Dhara Patel, Lauterbach & Amen; Fire Chief Pilgard, Lake Zurich Fire Department; Attorney Megan Mack, Ancel Glink; CPA Mark DaValle, Bryant & DaValle PC; 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 November 10, 2025 regular meeting agenda. A motion was made by Trustee Dupee and seconded by Trustee Winiarz to approve the November 10, 2025 regular agenda as posted. Motion carried unanimously by voice vote.

**PUBLIC COMMENT:** Ms. McDonald addressed the Board as the President of the Village of North Barrington and requested more information on Narcan boxes.

**APPROVAL OF MINUTES:** The Board reviewed October 13, 2025 regular meeting minutes. A motion was made by Trustee Dupee and seconded by Trustee Winiarz to approve the October 13, 2025 regular meeting minutes. Motion carried unanimously by voice vote.

**CONSIDERATION OF RESOLUTIONS & ORDINANCES – DISCUSSION AND ACTION:** *Adopt Resolution to Estimate the 2025 Tax Levy* : The Board discussed the tax levy for 2025 and noted that the ordinance will be available to adopt at the next regular meeting.

*Trustee Hutchinson arrived at 5:16 pm.*

*Adopt Resolution to prohibit ICE from processing or staging on District property:* The Board discussed adopting a resolution to prohibit ICE from processing or staging on District property. A motion was made by Trustee Winiarz and seconded by Trustee Dupee to adopt the resolution to prohibit ICE from processing or staging on District property, pending any changes. Motion carried unanimously by voice vote.

**CONSIDERATION OF CONTRACTS AND PROPOSALS – DISCUSSION AND ACTION:** *Discussion/Possible Action Item– Contract/IGA for Fire/Rescue Services with the Village of Lake Zurich:* The Board discussed the contract/IGA for Fire/Rescue Services with the Village of Lake Zurich and noted that the Trustees have provided Attorney Mack their feedback on the contract. Further discussion will be held at the next regular meeting.

*Discussion/Possible Action Item – Addition of Narcan Boxes at Stations 2, 3 and 4:* This item was tabled until the next regular meeting.

*Discussion/Possible Action Item – Station 4 Dumpster Enclosure; Performance Services:* The Board discussed Dumpster Enclosure for Station # 4 services provided by Performance Services. A motion was made by Trustee Dupee and seconded by Trustee Novak to approve the Dumpster Enclosure for Station # 4 in the amount of \$79,454. Motion carried by roll call vote.

AYES: President Novak, Trustees Dupee, Hutchinson and Winiarz

NAYS: None

ABSENT: Trustee Lang

*Discussion/Possible Action Item – Station 2 Electrical Repairs; MK Industries:* The Board discussed the electrical maintenance required at Stations #2 and #4 and noted it will be completed by MK Industries. A motion was made by Trustee Dupee and seconded by Trustee Novak to approve the electrical repairs proposal for Stations #2 and #4 in the amount of \$18,458. Motion carried by roll call vote.

AYES: President Novak, Trustees Dupee, Hutchinson and Winiarz

NAYS: None

ABSENT: Trustee Lang

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

- A total of 442 incidents were reported in September 2025.
- The Training Division recorded a total of 1,481 training hours in September 2025.
- Two new firefighters/paramedic were hired.
- A total of 14 FOIA requests were processed in September.
- A promotion list will be finalized at the Fire and Police commission meeting.
- In collaboration with IRMA, the Fire Department will be hosting IRMA electrical training at Fire Station #1.

*President: Discussion – Outstanding fees with EMSMC:* President Novak informed the Board that the Medicaid recertification form is complete and submitted. Updates will be provided as they become available.

*Update of IT services (email setup, email migration) with DeKind Computer Consultants:* The Board noted that there has been no new update regarding transferring data onto the new laptops. Further discussion will be held at the next regular meeting.

*Update on obtaining historical records from former counsel of LZRFDP:* Attorney Mack informed the Board that all historical records were obtained from the former counsel of the Lake Zurich Rural Fire Protection District. No further action is required by the Board at this time.

*Secretary/FOIA Officer:* No additional updates were provided by Secretary/FOIA Officer Trustee Hutchinson.

The Board also discussed having FOIA packets available for the public and noted that Attorney Mack will provide that information to the Board.

*Procurement Officer Report:* The Procurement Office Report was included in the Board Packet. There was no additional discussion.

*Project Coordinator:* Project Coordinator, Trustee Dupee informed the Board of the ongoing IT project. Updates will be provided as they become available.

The Board also discussed providing massage chairs to all three stations. A motion was made by Trustee Winiarz and seconded by Trustee Dupee to provide a massage chair per station in the amount not to exceed \$15,000. Motion carried by roll call vote.

AYES: President Novak, Trustees Dupee, Hutchinson and Winiarz

NAYS: None

ABSENT: Trustee Lang

*Dry Hydrant Coordinator – Dry Hydrant Recommendations:* Dry Hydrant coordinator, Trustee Winiarz is evaluating the report and will provide recommendations for the 2026 budget. Further discussion will be held at the next regular meeting.

*Treasurer – Review of Investments and CD's:* Treasurer, Trustee Dupee informed the Board that she is in process of reaching out to the Cornerstone point of contact for the Board. Further discussion will be held at the next regular meeting.

*Bookkeeper – Discussion/Action – Payment Of Bills:* The Board reviewed the bill packet with total disbursements of \$620,164.70. A motion was made by Trustee Dupee and seconded by Trustee Novak to approve the bill packet in the amount of \$620,164.70. Motion carried by roll call vote.

AYES: President Novak, Trustees Dupee, Hutchinson and Winiarz

NAYS: None

ABSENT: Trustee Lang

**CPA:** *Discussion/Possible Action – FY2026 Budget:* CPA Mark DaValle, informed the Board that necessary information will be obtained from the Village to reconcile and finalize the 2026 budget.

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

**OMA OFFICER:** 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):** There was no need for executive session.

**ADJOURNMENT:** A motion was made by Trustee Dupee and seconded by Trustee Novak to adjourn the regular meeting at 6:09 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for December 8, 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*