

# **MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF THE LAKE ZURICH RURAL FIRE PROTECTION DISTRICT JUNE 9, 2025**

The Regular Meeting of the Board of Trustees of the Lake Zurich Rural Fire Protection District was held on Monday, June 9<sup>th</sup>, 2025, at 6:00 p.m. at Lake Zurich Fire Station 4 in Deer Park, Illinois.

**ROLL CALL:** Board members present: President Novak, Trustee Lang, Trustee Dupee, Trustee Hutchinson, and Trustee Winiarz.

Also present: Margie Tannehill and Wes Levy, Lauterbach & Amen, LLP; Attorney, Gerald Dietz and CPA, Mark DaValle. Chief David Pilgard, Village of Lake Zurich; Paul Segalla, Village of Hawthorne Woods; Jason Henrikson, Lake Zurich FD; Megan Mack, Ancel Glink.

**CALL TO ORDER:** President Novak called the meeting to order at 6:00 p.m.

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

**APPROVAL OF AGENDA:** The Board reviewed the June 9<sup>th</sup>, 2025, regular meeting agenda. A motion was made by Trustee Dupee and seconded by Trustee Winiarz to approve the agenda as posted. Voice vote: All in favor 5 ayes.

**PUBLIC COMMENT:** No comment.

**APPROVAL OF MINUTES:** The Board reviewed May 19<sup>th</sup>, 2025 Special Meeting Minutes and Executive Meeting Minutes. There were 2 changes to be made per Trustee Dupee. 1) Trustee Winiarz is the OMA and Dry Fire Hydrant Coordinator and 2) The PO Box is not with a village employee but was under a district contract employee. Trustee Lang also had a change. 1) Under Secretary/FOIA Officer, This was regarding the bids on the ~~windows~~. Should read, This was regarding the bids on Station 2 exterior work, 2) Under Procurement Officer, The Lenox warranty is ~~obsolete~~. Should read expired. 3) Under Station 2 Project Update, Attorney Dietz will make an informal request to the two terminating members: ~~Lang~~ and Johnson. Should read Bowman and 4) Under Other Business, The registration fee is \$140 and hoteling is approximately \$~~900~~. Should read \$500.

A motion was made by Trustee Dupee and seconded by Trustee Lang to approve the May 19<sup>th</sup>, 2025 Special Meeting minutes with the changes noted and the Executive Session. Motion carried by voice vote.

**CONSIDERATION OF RESOLUTIONS & ORDINANCES: DISCUSSION AND ACTION:**  
There was no report presented.

**CONSIDERATION OF CONTRACTS AND PROPOSALS - DISCUSSION AND ACTION:**

## **DISCUSSION AND POSSIBLE ACTION REGARDING THE CONTRACT/IGA FOR FIRE/RESCUE SERVICES WITH THE VILLAGE OF LAKE ZURICH:**

No updates.

## **DISCUSSION – AMENDING FEES FOR AMBULANCE BILLING:**

There was no report presented.

### **CHIEF:** Chief Pilgard

Police and Fire Commission meets next week and hoping for a couple of conditional offers out. To bring on additional personnel. New person starting later this month. Lot of special teams have their busy season for meeting their team requirements. Deputy Chief position is being coordinated by the Village Hall. Capt. Booth was moved to days as a training officer. Lt. Henrickson expressed his intention to take the promotional exam for captain and has received a temporary appointment for 180 days as Lt. Shift Commander.

## **PRESIDENT: DISCUSSION – OUTSTANDING GEMT FEES**

Trustee Dupee and Pres Novak met with Mark DaValle to discuss ambulance billing. Nothing has been received since last September. They are holding between \$500-700,000 for claims that have been paid to them. There are forms the ambulance billing company is waiting for to be completed. Pres Novak is trying to get a copy of the contract. Chief Pilgard is aware of the claims. The payment gets paid to the district. The fear is the revenue will be lost. Pres. Novak said she can meet with Chief Pilgard next week.

## **SECRETARY/FOIA OFFICER:**

There was no report presented.

## **PROCUREMENT OFFICER:**

Generation Painting is coming out Wednesday for review and proposal of exterior painting and overhead doors. Trustee Dupee asked for a quote for some interior painting, specifically the conference room. Trustee Lang relayed some sad news that Derek Watson from Orbit Construction is in hospice.

## **APPROVAL OF PROPOSAL FOR NEW FLOOR SCRUBBERS FOR THE 3 STATIONS.**

Trustee Land stated that the 11-year-old Station 4 scrubbers broke. Repairs would cost \$1,900. New 18” scrubbers would be \$4,976.00 with a 3-year warranty. Trustee Lang will check to see if buying 3 scrubbers would get a greater discount. Trustee Dupee suggested buying 3 floor scrubbers for a total not to exceed \$15,000.

A motion was made by Trustee Lang and seconded by Trustee Dupee to approve the purchase for 3 new floor scrubbers as presented not to exceed \$15,000. Motion carried by roll call vote.

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

NAYS: None

ABSENT: None

Paragon Mechanical will replace the broken air conditioner at Station 4.

**APPROVAL OF PROPOSAL FOR 5 NEW WINDOWS AT STATION 4.**

Previously approved at \$19,800 with a 8-12 week delivery time.

**PROJECT COORDINATOR:**

**DISCUSSION/POSSIBLE ACTION ITEM – DRY HYDRANTS**

Trustee Dupee asked to meet with Chief Pilgard to discuss dry hydrants. Trustee Winiarz will help with the process.

**DISCUSSION/POSSIBLE ACTION ITEM – AMENDMENT OF MEETING CALENDAR FOR REMAINDER OF YEAR.**

Trustee Dupee discussed the meeting calendar for remainder of the year. The Board would like to change it to 5:00 p.m. for the remainder of the year.

Trustee Lang and Trustee Dupee will not be at the 11/10 meeting.

Trustee Winiarz may not be at the 8/11 meeting.

A motion was made by Trustee Dupee and seconded by Trustee Lang to amend the meeting calendar for the remainder of the year to be changed to 5:00 p.m. beginning July 14th. Motion carried by roll call vote.

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

NAYS: None

ABSENT: None

**DISCUSSION/POSSIBLE ACTION ITEM – ATTENDING VILLAGE MEETINGS WITHIN THE DISTRICT AND CREATING A GOOGLE CALENDAR.**

Trustee Dupee discussed having an IT firm and google shared documents. Pres. Novak agrees that it is needed. L&A performed a records retention audit for Fire Station 2, 2 years ago. Trustee Lang explained the process of the state's records retention policy. The board agreed to have L&A come back to see what records they have.

**DISCUSSION – RETAINING IT FIRM TO ASSIST WITH CREATING/MAINTAINING EMAILS, WEBSITE, ETC.**

Trustee Dupee will reach out to IT firms.

**TREASURER:**

Trustee Dupee is signed on at Wintrust Bank as a signer. Cornerstone Bank should happen this week. Mr. DaValle will check if there is a key FOB with Wintrust.

Attorney Dietz has not heard back from former Trustees Bowman and Johnson.

Trustee Dupee said the website is updated with the 2 new board members information and agenda. The minutes will be posted within the next week.

**BOOKKEEPER: PAYMENT OF BILLS: DISCUSSION AND ACTION:**

Total disbursements for the bill pack \$594,444.38. Trustee Dupee had a question about Ruth Hughes being paid in the amount of \$601.80. The Board requested to refrain from paying that invoice bringing the new total for total disbursement of \$593,842.58.

The Board reviewed the bill packet with total disbursements of \$593,842.58 after pulling out the invoice for Ruth Hughes in the amount of \$601.80. A motion was made by Trustee Dupee and seconded by Trustee Lang to approve the bill packet of \$593,842.58.

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

NAYS: None

ABSENT: None

**DISCUSSION – IAFPD MEMBERSHIP**

Margie Tannehill contacted IAFPD to update the trustee list. Former trustees Tom Johnson and Larry Bowman were removed. The cost is an annual fee of \$750 that pays for the entire district. Pre Novak suggested the 2 new board members sign up for trustee training and FOIA and OMA training. Trustee Dupee suggested they get the trustee training asap. Cherry Valley trustee training is in November.

**DISCUSSION – CONTINUING EDUCATION REQUIREMENTS**

Send any training documents and fees to Margie for processing and board approval.

**CPA REPORT – DISCUSSION/ACTION:**

Mr. DaValle auditors are asking if we will collect all the held insurance money. 2025 levy funds have come in. DaValle thanked Sam and Margie from L&A for facilitating the bank changes.

**ATTORNEY:**

Attorney Dietz thanked everyone for the 20 plus years he has been here. All the tax litigation has been settled. Dietz has not received a signed agreement regarding the litigation. The board authorized the settlement but not the payment. Pres Novak will follow up.

**OMA OFFICER:**

Nothing to report.

**ETHICS OFFICER:**

Nothing to report.

**OTHER BUSINESS:**

APPROVAL FOR PROCUREMENT OFFICER TO ATTEND THE IAFPD CONFERENCE IN CHAMPAIGN, IL ON JUNE 19-21, 2025 FOR A COST NOT TO EXCEED \$900.

A motion was made by Trustee Dupee and seconded by Trustee Lang to approve the Procurement Officer to attend the IAFPD conference in Champaign, IL on June 19-21, 2025 for a cost not to exceed \$900. Motion carried by Pres Novak, Trustees Dupee, Lang, Hutchinson and Winiarz.

Trustee Lang is making every effort to update payment for the PO Box.

**ADJOURNMENT:** A motion was made by Trustee Dupee and seconded by Trustee Lang to adjourn the meeting at 7:09 p.m. Motion carried unanimously by voice vote.

The next regular meeting will be held July 14<sup>th</sup> -2025 at 5:00 p.m. at Station 4 in Deer Park.