

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF  
TRUSTEES OF THE LAKE ZURICH RURAL FIRE  
PROTECTION DISTRICT  
OCTOBER 13, 2025**

A regular meeting of the Lake Zurich Rural Fire Protection District Board of Trustees was held on Monday, October 13, 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; Lt. Jason Henriksen, Lake Zurich Fire Department; Attorney Megan Mack, Ancel Glink; CPA Mark DaValle, Bryant & DaValle PC; Doug Ramsdell, Resident of Village of North Barrington; Kevin Smith, Eccezion

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

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

**PUBLIC COMMENT:** Mr. Doug Ramsdell addressed the Board as a resident of Village of North Barrington, expressing his gratitude to the Board and acknowledging the dedicated service of the Fire Department.

**APPROVAL OF MINUTES:** The Board reviewed September 8, 2025 regular meeting minutes. A motion was made by Trustee Dupee and seconded by Trustee Lang to approve the September 8, 2025 regular meeting minutes as amended. Motion carried unanimously by voice vote.

**OTHER BUSINESS:** *Presentation of Audit – Kevin Smith, Eccezion:* The Board reviewed the December 31, 2024 audit for the Lake Zurich Rural Fire Protection District prepared by Eccezion. No further action is required by the Board at this time.

**CONSIDERATION OF RESOLUTIONS & ORDINANCES – DISCUSSION AND ACTION:** *Ordinance 2025-O-XX Ordinance to set the Regular Board Meeting dates:* The Board discussed the 2025-O-XX Ordinance to set the regular board meeting dates. A motion was made by Trustee Lang and seconded by Trustee Dupee to establish the 2026 Board meeting dates as stated. Motion carried by roll call vote.

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

NAYS: None

ABSENT: None

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

**REPORTS:** *Fire Chief:* Lt. Henriksen informed the Board of the following on behalf of Fire Chief Pilgard:

- A total of 447 incidents were reported in August 2025.
- The Training Division recorded a total of 1,325 training hours in August 2025.
- Dry hydrant testing has been completed.
- The Deputy Chief position has been filled, and the department is actively hiring.
- The part-time fire inspector has resigned.

*President: Discussion – Outstanding fees with EMSMC:* President Novak informed the Board that the Medicaid recertification form is complete, apart from an additional item that must be provided by the Village. However, the Village has not provided it. Further discussion will be held in the Executive Session.

*Update of IT services (email setup, email migration) with DeKind Computer Consultants:* The Board discussed transferring data to the new laptops and noted that file organizing structure is still in process. Further discussion will be held at the next regular meeting.

*Update on obtaining historical records from former counsel of LZRFPD:* Attorney Mack informed the Board that there has been progress in 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:* Secretary/FOIA Officer, Trustee Hutchinson notified the Board of the two FOIA requests that were received and were responded to accordingly. No further action is required by the Board at this time.

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

- Working on researching the best company for exterior sign boards for all three stations.
- Final fall cleanup of all stations will be coordinated.
- New handicap parking signs were ordered to replace existing signs and will be installed within the next few weeks.

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- At Station # 2, Associated Electrical will be completing minor electrical repairs and upgrades.
- At Station # 4, Generation Painting will be completed before the end of October. Performance Services will be working towards drawings and specifications for the dumpster enclosure. Trustee Lang is awaiting an updated proposal from Muller Exteriors to replace damaged windows on second floor.

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

*Dry Hydrant Coordinator – Dry Hydrant*: Dry Hydrant coordinator, Trustee Winiarz informed the Board of that the Dry Hydrant testing is complete. Also, she is also conducting a detailed review of the report and seeking a vendor for maintenance. Further discussion will be held at the next regular meeting.

*Treasurer – Review of Investments and CD's*: Treasurer, Trustee Dupee informed the Board that a CD is maturing in December 2025. 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 \$618,099.85. A motion was made by Trustee Lang and seconded by Trustee Dupee to approve the bill packet in the amount of \$618,099.85. 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, Winiarz and Hutchinson will be attending the upcoming conferences.

**CPA:** CPA Mark DaValle, informed the Board that the GEMT report has been submitted to Illinois Department of Healthcare and Family Services and a draft of 2026 Budget will be available at the next meeting.

**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):** A motion was made Trustee Dupee and seconded by Trustee Lang to enter executive Session at 6:05 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.

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

NAYS: None

ABSENT: None

A motion was made by Trustee Dupee and seconded by Trustee Lang to adjourn Executive session at 6:28 p.m. Motion carried unanimously by voice vote.

**ADJOURNMENT:** A motion was made by Trustee Dupee and seconded by Trustee Winiarz to adjourn the regular meeting at 6:28 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for November 10, 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*