

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

A regular meeting of the Lake Zurich Rural Fire Protection District Board of Trustees was held on Monday, December 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 5:01 p.m.

ROLL CALL:

PRESENT: President Julie Novak, Trustee Mindy Dupee, Trustee Frederic Hutchinson, Jim Lang and Trustee Hilary Winiarz

ABSENT: None

ALSO PRESENT: Kelly Brainerd and Dhara Patel, Lauterbach & Amen; Captain Benny Yee, Lake Zurich Fire Department; Attorney Megan Mack, Ancel Glink; CPA Mark DaValle, Bryant & DaValle PC;

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 Lang and seconded by Trustee Dupee to approve the November 10, 2025 regular agenda as posted. Motion carried unanimously by voice vote.

PUBLIC COMMENT: There were no public comment.

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

CONSIDERATION OF RESOLUTIONS & ORDINANCES – DISCUSSION AND ACTION: *Resolution 2025-R-XX Tentative Budget and Appropriation Ordinance and set a hearing date for the FY 2026 Budget and Appropriation Ordinance:* The Board discussed the resolution 2025-R-XX Tentative Budget and Appropriation Ordinance. A motion was made by Trustee Dupee and seconded by Trustee Winiarz to set the public hearing date on February 9, 2026 at 4:55 p.m. Motion carried unanimously by voice vote.

Ordinance 2025-O-XX 2025 Tax Levy Ordinance: The Board discussed Ordinance 2025-O-XX 2025 Tax Levy Ordinance. A motion was made by Trustee Lang and seconded by Trustee Dupee to accept the tax levy in the amount of \$7,017,620. Motion carried by roll call vote.

AYES: President Novak, Trustees Dupee, Hutchinson, Lang 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:* The Board discussed the contract/IGA for Fire/Rescue Services with the Village of Lake Zurich and noted that Attorney Mack provided a redline copy to the Village of Lake Zurich. 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 – Lauterbach & Amen Contract Renewal: The Board reviewed Lauterbach and Amen two-year Contract Renewal. A motion was made by Trustee Lang and seconded by Trustee Novak to engage L&A in the annual amounts as follows: \$3,030 per month for the year ended December 31, 2026 and \$3,180 per month for the year ended December 31, 2027. Motion carried by roll call vote.

AYES: President Novak, Trustees Dupee, Hutchinson, Lang and Winiarz
NAYS: None
ABSENT: None

REPORTS: *Fire Chief:* There was no Fire Chief report presented.

On behalf of the Fire Chief Pilgard, Captain Benny Yee expressed gratitude to the Board for their ongoing support.

President: Discussion – Outstanding fees with EMSMC: President Novak informed the Board that the Medicaid recertification form is complete and submitted.

Update of IT services (email setup, email migration) with DeKind Computer Consultants: The Board discussed the IT services provided by DeKind Computer Consultants and noted that the Microsoft Office Certification is still pending. Further discussion will be held at the next regular meeting.

Captain Benny Yee left the meeting at 5:35 p.m.

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

Procurement Officer Report: There was no Procurement Officer Report for discussion.

- For all three stations, CAD/Map monitors will be installed and welcome community signage will be ordered.
- At Station #3, Cummins Diesel replaced the faulty engine block heater and performed annual service to the emergency generator.
- At Station #4, Construction on the dumpster enclosure has begun, replacement windows on the second floor will be installed.

Project Coordinator: Action – Ratification of purchase of massage chairs not to exceed \$15,000 for 3 chairs: The Board discussed intent to use the Foreign Fire Fund for purchase of massage chairs for three fire stations. A motion was made by Trustee Lang and seconded by Novak to approve the purchase of three massage chairs in the amount of \$11,682. Motion carried by roll call vote.

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

NAYS: None

ABSENT: None

The Board also discussed purchasing saunas for all three stations. Further discussion will be held at the next regular meeting.

The Board also discussed expanding the workout area. Further discussion will be held at the next regular meeting.

Dry Hydrant Coordinator – Dry Hydrant Recommendations: Dry Hydrant coordinator, Trustee Winiarz recommended repairing the two North Barrington dry hydrants and to standardized and signage and color. 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 had matured and will confirm renewal with Cornerstone Bank.

Bookkeeper – Discussion/Action – Payment Of Bills: The Board reviewed the bill packet with total disbursements of \$615,571.44 and noted that Meade Electric invoice is for the Village of Lake Zurich. A motion was made by Trustee Lang and seconded by Trustee Dupee to approve the bill packet in the amount of \$615,571.44. Motion carried by roll call vote.

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

NAYS: None

ABSENT: None

CPA: *Discussion/Possible Action – FY2026 Budget:* No additional updates were provided by CPA Mark DaValle for FY 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 Winiarz to adjourn the regular meeting at 6:34 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for January 12, 2026 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