

MINUTES OF A REGULAR MEETING OF THE LAKE ZURICH RURAL FIRE PROTECTION DISTRICT BOARD OF TRUSTEES JANUARY 12, 2026

A regular meeting of the Lake Zurich Rural Fire Protection District Board of Trustees was held on Monday, January 12, 2026 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 Mindy Dupee, Trustee Frederic Hutchinson, Trustee Jim Lang and Trustee Hilary Winiarz

ABSENT: None

ALSO PRESENT: Kelly Brainerd and Dhara Patel, Lauterbach & Amen; Firefighters Justin Kenyon and Brian Stodola, 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 January 12, 2026 regular meeting agenda. A motion was made by Trustee Dupee and seconded by Trustee Winiarz to approve the January 12, 2026 regular agenda as posted. Motion carried unanimously by voice vote.

PUBLIC COMMENT: Firefighter Stodola addressed the Board as the Union President and thanked the Board of their continuous support. He voiced his concern regarding the Board's possible transition of services from the Village of Lake Zurich and the impact this change could have on the fire department and firefighters.

Firefighter Kenyon also addressed the Board expressing appreciation for continuous support and raising concerns about the potential transition of services from the Village of Lake Zurich.

President McDonnell addressed the Board regarding the Village of North Barrington's water drainage improvement project.

APPROVAL OF MINUTES: The Board reviewed the December 8, 2025 regular meeting minutes. A motion was made by Trustee Lang and seconded by Trustee Dupee to approve the December 8, 2025 regular meeting minutes with an amendment to *Board discussion of potential purchases of saunas* to reflect that saunas for all three stations will be funded through Lake Zurich Firefighters' Pension Fund foreign fire funds. Motion carried unanimously by voice vote.

CONSIDERATION OF RESOLUTIONS & ORDINANCES – DISCUSSION AND ACTION: There were no resolutions and ordinances to discuss.

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 will be discussed at the next regular meeting.

Discussion/Possible Action Item – Hiring Part Time consultant to process ambulance billing: The Board discussed hiring a part time consultant to process ambulance billing and noted that the Medicaid recertification is in process. Further discussion will be held at the next regular meeting.

Discussion/Possible Action Item – Retain consultant to review Feasibility study of transitioning services from Village of Lake Zurich: The Board discussed retaining a consultant to review a feasibility study of transitioning services from the Village of Lake Zurich due to ongoing ambulance billing issues and conflicts related to the contract/IGA for fire/rescue services. Further discussion will be held at the next regular meeting.

REPORTS: *Fire Chief:*

- A total of 412 incidents were reported in November 2025.
- A new firefighter/paramedic was hired
- A full-time fire inspector position was approved
- In the process of interviewing a candidate for Management Assistant
- Purchase of land for Station 1 was completed
- Department completed transition from National Fire Incident Reporting System (NFIRS) to National Emergency Response Information System (NERIS)

President: Discussion – Recertification of Medicare/Medicaid with EMSMC: President Novak informed the Board that the Board provided additional information to Medicare/Medicaid. The Medicare/Medicaid recertification team is in the process of reviewing the information provided to ensure that no additional information is required. Further discussion will be held at the next regular meeting.

Update of IT services (email setup, email migration) with DeKind Computer Consultants: The Board noted that new laptops have been received and are in the process of being set up. No further action is required by the Board.

Discussion – Retain auditor to review charges billed to the District by the Village: The Board noted that a list of 2025 expenditures were compiled by Trustee Lang. No action is needed by the Board at this time.

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

Procurement Officer Report: The Board reviewed the Procurement Officer Report and noted the following:

- For all three stations, Cummins Diesel completed annual maintenance on the emergency generators and found two battery trickle chargers at stations 2 and 3 to be non-functional.
- At Station #2, Performance Services will be contacted to outline a plan for possible updates for the retaining wall and driveway project.
- At Station #3, ceiling tiles were replaced due to the damage caused by a leak. Muller Exterior will thoroughly inspect the roof area this spring. The sound bar was also replaced.
- At Station #4, the dumpster enclosure is finished and windows were replaced on the second floor and kitchen. The emergency telephone outside of the front door will also need to be repaired.

Project Coordinator: Discussion/Possible Action – Station 2, 3 and 4 Improvements: The Board discussed Station 2, 3 and 4 improvements under the *Procurement Officer Report*.

Dry Hydrant Coordinator: Dry Hydrant Recommendations: Dry Hydrant Coordinator, Trustee Winiarz, emphasized the importance of standardizing the signage and color of dry hydrants and will provide the estimated costs to the Board. Further discussion will be held at the next regular meeting.

President Novak notified the Board of the upcoming NIAFPD and IAFPD Trustee Training conferences.

Treasurer: Review of Investments and CD's: Treasurer, Trustee Dupee, informed the Board that one certificate of deposit is maturing on April 2, 2026 and that the annual budget will be posted on the website.

Bookkeeper: Discussion/Action – Payment Of Bills: The Board reviewed the bill packet with total disbursements of \$697,880.84. A motion was made by Trustee Lang and seconded by Trustee Dupee to approve the bill packet in the amount of \$697,880.84. Motion carried by roll call vote.

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

NAYS: None

ABSENT: None

CPA: CPA Mark DaValle informed the Board that the monthly payment to the Village of Lake Zurich will be in the amount of \$634,583 making the yearly payment in the total amount of \$7,614,996. No additional action is required by the Board at this time.

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.

Trustee Dupee informed the Board that the massage chairs have been delivered to all three stations.

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 6:15 p.m. to discuss probable or imminent litigation under 5 ILCS 120/2 (c)(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 by Trustee Dupee and seconded by Trustee Lang to adjourn executive session and re-enter the regular meeting at 6:37 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 6:38 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for February 9, 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