

MINUTES OF A REGULAR MEETING OF THE LAKE ZURICH RURAL FIRE PROTECTION DISTRICT BOARD OF TRUSTEES FEBRUARY 9, 2026

A regular meeting of the Lake Zurich Rural Fire Protection District Board of Trustees was held on Monday, February 9, 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; Attorney Megan Mack, Ancel Glink; CPA Mark DaValle, Bryant & DaValle PC; Fire Chief David Pilgard, Lake Zurich Fire Department; Village Manager Ray Keller and Finance Director Rita Kruse, Village of Lake Zurich; 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 February 9, 2026 regular meeting agenda. A motion was made by Trustee Dupee and seconded by Trustee Lang to approve the February 9, 2026 regular agenda as posted. Motion carried unanimously by voice vote.

PUBLIC COMMENT: President McDonnell addressed the Board regarding the Route 59 drainage improvement project construction that is expected to begin in the summer of 2026 and thanked the Board and the Lake Zurich Fire Department for their service to the community.

APPROVAL OF MINUTES: The Board reviewed the January 12, 2026 regular meeting minutes. A motion was made by Trustee Dupee and seconded by Trustee Lang to approve the January 12, 2026 regular meeting minutes. Motion carried unanimously by voice vote.

CONSIDERATION OF RESOLUTIONS & ORDINANCES – DISCUSSION AND ACTION: *Discussion/Action Item – Budget and Appropriation Ordinance:* The Board reviewed the Budget and Appropriation Ordinance for the fiscal year beginning January 1, 2026 and ending December 31, 2026. A motion was made by Trustee Dupee and seconded by Trustee Winiarz to adopt the Budget and Appropriation Ordinance as presented. 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:* This item will be discussed at the next regular meeting.

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 had been submitted. 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. The Board noted that Request for Proposals has been posted on the Fund website. Further discussion will be held at the next regular meeting.

Discussion/Possible Action Item – Station 2 Repairs: Tube Heaters: The Board discussed repairs for tube heaters at Station #2 and noted that the final cost will include installation, removal and warranty. A motion was made by Trustee Lang and seconded by Trustee Dupee to approve the purchase of tube heaters in the amount of \$15,154.65. Motion carried by roll call vote.

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

NAYS: None

ABSENT: None

Discussion/Possible Action Item – VFIS Auto Renewal Policy: The Board reviewed the VFIS Auto Renewal Policy and noted that the standard increase of 3% and renewal fee in the amount of \$69 were included in the bill pack. No further action is required by the Board at this time.

REPORTS: *Fire Chief:*

- A monthly report was not presented
- Police/Fire committee approved a list of candidates
- Working with the Village to acquire an additional ambulance

Fire Department Budget Presentation: The Lake Zurich Fire Department budget was presented by Finance Director Rita Kruse.

Village of Lake Zurich/Lake Zurich Rural FPD IGA Update: Village Manager Ray Keller updated the Board regarding IGA. No action is required by the Board at this time.

President: Discussion/Possible Action – District retaining own Fire Inspector: This item will be discussed at the next regular meeting.

Discussion – Recertification of Medicare/Medicaid with EMSMC: President Novak informed the Board that the recertification statement has been completed and signed by the President and Secretary for submission.

Discussion – Retain auditor to review charges billed to the District by the Village: The Board discussed the steps for receiving and reviewing the charges billed to the District by the Village.

Secretary/FOIA Officer: Secretary/FOIA Officer, Trustee Hutchinson, informed the Board that one FOIA request was received and was responded to accordingly. No further action is required by the Board at this time.

Procurement Officer Report: Discussion/Possible Action – Station 2, 3 and 4 Improvements: The Board reviewed the Procurement Officer Report and noted the following:

- At Station #2, D&D Appliance Repair discovered a frozen water line under the kitchen sink and it was repaired. New tube heaters have been ordered and will arrive soon
- At Station #4, Cummins Diesel came out to repair the emergency generator oil leak and inquired with several local companies to replace one of the hallway doors

Project Coordinator: Project Coordinator, Trustee Dupee, informed the Board that the website will have new pages added for financials, budgets and FOIA requests. No further discussion is required by the Board at this time.

Dry Hydrant Coordinator: Dry Hydrant Recommendations: Dry Hydrant Coordinator, Trustee Winiarz, informed that she is in the process of procuring a dry hydrant service provider. Updates will be provided as they are received.

Treasurer: No additional updates were provided by Treasurer, Trustee Dupee.

Bookkeeper: Discussion/Action – Payment Of Bills: The Board reviewed the bill packet with total revised disbursements of \$661,702.48. A motion was made by Trustee Lang and seconded by Trustee Dupee to approve the revised bill packet in the amount of \$661,702.48. Motion carried by roll call vote.

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

NAYS: None

ABSENT: None

CPA: No additional updates were provided by CPA, Mark DaValle.

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: Trustee Lang and Dupee informed the Board that they attended the trustee training conference.

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 into executive session at 6:04 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 6:15 p.m. Motion carried unanimously by voice vote.

ADJOURNMENT: A motion was made by Trustee Dupee and seconded by Trustee Novak to adjourn the regular meeting at 6:16 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for March 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