

**MINUTES OF A SPECIAL MEETING OF THE LAKE ZURICH  
RURAL FIRE PROTECTION DISTRICT BOARD OF TRUSTEES  
MARCH 16, 2026**

A special meeting of the Lake Zurich Rural Fire Protection District Board of Trustees was held on Monday, March 16, 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 (*via videoconference*)

**ABSENT:** None

**ALSO PRESENT:** Kelly Brainerd and Dhara Patel, Lauterbach & Amen; Attorney Scott Puma, Ancel Glink; Fire Chief David Pilgard, Lake Zurich Fire Department

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

**APPROVAL OF AGENDA:** The Board reviewed the March 16, 2026 special meeting agenda. A motion was made by Trustee Dupee and seconded by Trustee Lang to approve the March 16, 2026 special agenda as posted. Motion carried unanimously by voice vote.

**PUBLIC COMMENT:** There was no public comment.

**APPROVAL OF MINUTES:** *Approval of Executive Session Minutes:* The Board reviewed the February 9, 2026 regular meeting, executive session meeting, and Budget and Appropriation Hearing minutes. A motion was made by Trustee Dupee and seconded by Trustee Hutchinson to approve the February 9, 2026 regular meeting, executive session meeting and Budget and Appropriation Hearing minutes as written. Motion carried unanimously by voice vote.

The Board reviewed the January 12, 2026 executive session meeting minutes. A motion was made by Trustee Dupee and seconded by Trustee Lang to approve the January 12, 2026 executive session meeting minutes as written. Motion carried unanimously by voice vote.

**CONSIDERATION OF RESOLUTIONS & ORDINANCES – DISCUSSION AND ACTION:** There were no resolutions and ordinances for consideration.

**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 execution of an Intergovernmental Agreement (IGA) for fire and rescue services with the Village of Lake Zurich and noted that it remains under further review and finalization.

*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 EMSC 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 and rescue services. The Board noted that a Request for Proposals has been posted on the Fund website and responses have been received. Further discussion will be held at the next regular meeting.

*Discussion/Possible Action Item – Authorization for the Village of Lake Zurich to purchase 2 ambulances:* This item will be discussed at the next regular meeting.

**REPORTS:** *Fire Chief:*

- A monthly report was not presented
- Police/Fire committee has 3 candidates in the hiring process
- Working with the Village to acquire two additional ambulances
- Management assistant will be starting next week
- Currently in the process of hiring a full-time fire investor

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

*Secretary/FOIA Officer:* Secretary/FOIA Officer, Trustee Hutchinson, informed the Board that there were no FOIA requests.

*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, Paragon has started the replacement of two tube heaters, MK Industries have completed the LED lighting project and replaced three fans in the bank room and they are working on a quote for updating the system to reduce/eliminate the mold buildup.
- At Station #4, International Fire Equipment was notified of a small air leak in the fire sprinkler dry pipe system, and it will be replaced in future. A water leak was found in the mechanical room and it was determined that the water pad inside the humidifier was clogged; starting next fall the pads will be replaced every 3 months. A new Dyson vacuum has been delivered.

The Board also discussed the retaining wall at Station #2. A motion was made by Trustee Dupee and seconded by Trustee Lang to authorize Performance Services to begin engineering and consulting services in the amount of \$51,000. Motion carried by roll call vote.

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

NAYS: None

ABSENT: None

*Project Coordinator:* Project Coordinator, Trustee Dupee, informed the Board that the website has been updated, the budgets will be uploaded soon and the SSL certificate has been renewed. Further discussion will be held at the next regular meeting.

*Dry Hydrant Coordinator: Dry Hydrant Recommendations:* Dry Hydrant Coordinator, Trustee Winiarz, informed the Board that there are no new updates and that she is in the process of procuring a dry hydrant service provider. Updates will be provided as they are received.

*Treasurer:* Treasurer, Trustee Dupee, informed the Board that a certificate of deposit (CD) was renewed and an additional CD will be renewed soon. 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 \$656,020.56. A motion was made by Trustee Dupee and seconded by Trustee Lang to approve the bill packet in the amount of \$656,020.56. Motion carried by roll call vote.

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

NAYS: None

ABSENT: None

*CPA:* President Novak, on behalf of CPA, Mark DaValle, informed the Board that audit fieldwork has been completed.

*Attorney:* No additional updates were provided by Attorney Puma.

*OMA Officer:* No additional updates were provided by OMA Officer, Trustee Winiarz.

*Ethics Officer:* No additional updates were provided by Ethics Officer, Trustee Dupee.

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):** There was no need for executive session.

**ADJOURNMENT:** A motion was made by Trustee Dupee and seconded by Trustee Novak to adjourn the regular meeting at 6:14 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for April 13, 2026 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*