

**ALGONQUIN-LAKE IN THE HILLS FIRE PROTECTION DISTRICT
SPECIAL BOARD MEETING AGENDA
February 23, 2022**

CALL TO ORDER 5:00 p.m.

ROLL CALL Establish quorum

**PLEDGE OF ALLEGIANCE and
MOMENT OF SILENCE**

AGENDA APPROVAL Addition of items for discussion only

PUBLIC FORUM

SECRETARY'S REPORT Approve January 26, 2022 Regular Board Meeting Minutes
Approve January 26, 2022 Closed Session Board Meeting Minutes
Approve February 16, 2022 Special Board Meeting Minutes
Approve February 16, 2022 Closed Session Special Board Meeting Minutes

TREASURERS REPORT Monthly Revenue & Expenditure Review; Revenue, Expense and Wage Reports;
Bank Reconciliation; Cash Projections; Investment Schedule; Update
Presentation

ACCOUNTS PAYABLE February 10, 2022 Warrant Total of \$116,824.92
February 23, 2022 Warrant Total of \$34,593.85
January 2022 EFT \$684,717.98

CORRESPONDENCE

ATTORNEY REPORT

FIRE CHIEF'S REPORT Update on District Activities

OLD BUSINESS

KERN: Trustee Opening

NAATZ:

BLACK:

TESON:

MOSS:

NEW BUSINESS

KERN: GFOA; Promotional Update

NAATZ:

BLACK:

TESON:

MOSS:

CLOSED SESSION (if necessary) (1) - Collective Negotiation matters; (2) - Review Closed Session minutes; (3) - Probable or Imminent Litigation; (4) - Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Employees of the public body

ACTION ITEMS Arising Out of Closed Session

ADJOURN

ALGONQUIN-LAKE IN THE HILLS FIRE PROTECTION DISTRICT

1020 West Algonquin Road
Lake in the Hills, IL 60156
847.658.8233 | fax 847.854.2609

WWW.ALFPD.ORG



Board of Trustees Regular Meeting Minutes of January 26, 2022

Training Room, 1020 West Algonquin Road
Lake in the Hills, IL 60156

Call to Order. President Naatz called the meeting to order at 5:00 p.m.

Roll Call. Roll call was taken with the following results.

Present: Trustee/President Naatz, Trustee/Secretary Teson, Trustee Black, Trustee Moss.
Others Present: Chief Kern, Deputy Chief Knebl, Attorney Joe Miller, and Accountant James Howard.

Pledge of Allegiance/Moment of Silence. President Naatz led all present in the Pledge of Allegiance. President Naatz asked all attending for a moment of silence for fire service personnel who lost their lives in the line of duty since the last meeting on December 15, 2021.

Agenda Approval. Agenda approved as presented.

Special Presentation. Swearing in Ceremony – Full Time Firefighter

Public Forum. No comments were offered.

Secretary's Report.

Motion by Secretary Teson, seconded by President Naatz to approve the December 15, 2021, regular board meeting minutes. Voice Vote: 4 Yes (Black, Moss, Naatz, Teson), 0 No, 0 Absent.

Motion by President Naatz, seconded by Trustee Teson to approve Tim Moss as Pro Tem Treasurer for the remainder of the meeting. Voice Vote: 4 Yes (Black, Moss, Naatz, Teson), 0 No, 0 Absent.

Treasurer's Report.

Motion by Pro Tem Treasurer Moss, seconded by Trustee Black, to approve the Monthly Revenue and Expenditures Review; Revenue, Expense and Wage Reports; Bank Reconciliation; Cash Projections; and Investment Schedule.

- a. Financial update presentation by Accountant James Howard.

No further discussion. Roll Call vote: 4 Yes (Black, Moss, Naatz, Teson), 0 No, 0 Absent.
Reports approved.

Accounts Payable.

- a. Motion by Pro Tem Treasurer Moss, seconded by Trustee Teson, to approve payment of December 22, 2021, warrant totaling \$127,633.86. No discussion. Roll Call vote: 4 Yes (Black, Moss, Naatz, Teson), 0 No, 0 Absent. Payment approved.
- b. Motion by Pro Tem Treasurer Moss, seconded by Trustee Black, to approve payment of January 11, 2022, warrant totaling \$131,049.53. No discussion. Roll Call vote: 4 Yes (Black, Moss, Naatz, Teson), 0 No, 0 Absent. Payment approved.
- c. Motion by Pro Tem Treasurer Moss, seconded by President Naatz, to approve payment of January 26, 2022, warrant totaling \$76,841.68. No discussion. Roll Call vote: 4 Yes (Black, Moss, Naatz, Teson), 0 No, 0 Absent. Payment approved.
- d. Motion by Pro Tem Treasurer Moss, seconded by Trustee Teson, to approve Electronic Funds Transfer for December 2021 totaling \$676,679.55. No discussion. Roll call vote: 4 Yes (Black, Moss, Naatz, Teson), 0 No, 0 Absent. Payment approved.
- e. Motion by President Naatz, seconded by Trustee Black authorizing the transfer of \$500,000 from the corporate fund to the capital improvement fund and \$1,000,000 from the Ambulance fund to the capital improvement fund. No discussion. Roll call vote: 4 Yes (Black, Moss, Naatz, Teson), 0 No, 0 Absent. Payment approved.
- f. Motion by Trustee Black, seconded by President Naatz authorizing the transfer of \$15,000 from the corporate fund to the Medicare fund. No discussion. Roll call vote: 4 Yes (Black, Moss, Naatz, Teson), 0 No, 0 Absent. Payment approved.

Correspondence. Donation letters from the friends of Kym Griffiths

Attorneys' Report. None.

Fire Chief's Report.

- a. Chief Kern updated the Board of Trustees on District Activities

Old Business. None.

New Business.

- Village of Algonquin IGA: District Staff has worked with the Village of Algonquin to update the Plan Review IGA which has not been updated since 1998. The Village of Algonquin has already approved and signed the IGA at their Board meeting.

Motion by Trustee Teson, seconded by Trustee Moss, to approve the IGA with The Village of Algonquin for Plan Reviews and Inspections. No discussion. Roll call vote: 4 Yes (Black, Moss, Naatz, Teson), 0 No, 0 Absent

- Ordinance 2022-01 an Ordinance Amending Ordinance 2020-01 - Establishing the Fire Prevention Code and Life Safety Code for the Algonquin-Lake in the Hills Fire Protection District: The current version of the Fire Prevention Ordinance was last updated in 2020. Both villages have adopted the 2018 Building Codes. To stay current with both villages

and adopt a fee schedule for plan review fees the Fire Prevention Bureau has updated the Districts Ordinance. Staff is recommending adopting the updated ordinance. These changes reflect the fee schedule in IGA's with both villages.

Motion by President Naatz, seconded by Trustee Teson, to adopt Ordinance 2022-01 an Ordinance amending Ordinance 2020-01 establishing the fire prevention code and life safety code for the Algonquin-Lake in the Hills Fire Protection District. No discussion. Roll call vote: 4 Yes (Black, Moss, Naatz, Teson), 0 No, 0 Absent

- Replacement of Trustee: With direction from the Board, staff has placed an announcement of the open Trustee position on the Districts website. There have been two letters turned in from residents interested in the position. The Board needs to decide what the process will be moving forward. Both letters from the interested parties have been given to President Naatz.
- Engine Purchase: Following our apparatus replacement plan, along with the research and input from the engine committee, the District has decided to purchase a Pierce Enforcer PUC stock/demo Engine. Staff is seeking approval to enter into contract to purchase the engine at a cost not to exceed \$800,000 with Macqueen Emergency Products.

Motion by Trustee Moss, seconded by Trustee Black, to allow the Chief or Deputy Chief to complete a contract with Macqueen Emergency Products, for the purchase of a Pierce PUC Engine not to exceed \$800,000. No discussion. Roll call vote: 4 Yes (Black, Moss, Naatz, Teson), 0 No, 0 Absent

- Replacement of Firefighter/Paramedic: District Staff is recommending the Board of Trustees approve the replacement of up to three vacant full-time firefighter/paramedic openings for the District.

Closed Session. Motion by President Naatz, seconded by Trustee Moss, to move to Closed Session at 5:52 p.m. for (4) - Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Employees of the public body. No discussion. Voice Vote: 4 Yes (Black, Moss, Naatz, Teson), 0 No, 0 Absent.

Return to Open Session. 6:34 p.m.

Action Items from Closed Session. Motion by President Naatz, seconded by Trustee Black, to Authorize the Chief to go to the Commission Board to approve the replacement of up to three full time firefighter/paramedic openings. No discussion. Roll call vote: 4 Yes (Black, Moss, Naatz, Teson), 0 No, 0 Absent

Adjournment. There being no further business, motion by President Naatz, seconded by Trustee Moss, to adjourn at 6:35 p.m. No discussion. Voice vote: 4 Yes (Black, Moss, Teson, Naatz), 0 No, 0 Absent.

Respectfully submitted,
Maggie Vanderstappen, Recording Secretary

APPROVED _____, 2022

Rick Naatz
President, Board of Trustees

ATTEST:

Charles Teson
Secretary, Board of Trustees

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Board of Trustees Special Board Meeting Minutes of February 16, 2022

Training Room, 1020 West Algonquin Road
Lake in the Hills, IL 60156

Call to Order. President Naatz called the meeting to order at 6:00 p.m.

Roll Call. Roll call was taken with the following results.

Present: Trustee/President Naatz, Trustee/Secretary Teson, Trustee Black, Trustee Moss.

Others Present: Chief Kern and Deputy Chief Knebl

New Business. Open Trustee Position.

Closed Session. Motion by President Naatz, seconded by Trustee Moss, to move to Closed Session at 6:01 p.m. for the purpose of interviewing for Trustee replacement. No discussion. Voice Vote: 4 Yes (Black, Moss, Naatz, Teson), 0 No, 0 Absent.

Return to Open Session. Motion by President Naatz, seconded by Trustee Moss to return to open session at 7:18 p.m.

Action Items from Closed Session. No action taken.

Adjournment. There being no further business, motion by President Naatz, seconded by Trustee Black, to adjourn at 7:18 p.m. No discussion. Voice vote: 4 Yes (Black, Moss, Teson, Naatz), 0 No, 0 Absent.

APPROVED _____, 2022

Rick Naatz
President, Board of Trustees

ATTEST:

Charles Teson
Secretary, Board of Trustees