

July 12, 1977

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The Algonquin Fire Protection District regular meeting was called to order at 8:05 by Trustee Helfert. Those present were Trustees Helfert, Nockels, and Ritt. Also in attendance were Assistant to the Secretary Kelly, Assistant to the Treasurer Meyers, and Attorney Zanck, and interested citizens. Since all members of the Board had received a copy of the minutes and since there was no objection from others present, verbal reading of the minutes was omitted. There were no additions or corrections to the minutes, Trustee Ritt made a motion the minutes stand approved, motion was seconded by Trustee Helfert; motion carried.

The Treasurer's report was read by the Assistant to the Treasurer Meyers. A motion was made by Trustee Nockels to accept the Treasurer's report, motion was seconded by Trustee Helfert. Motion passed. A suggestion was made at this time by Trustee Ritt to invest \$30,000.00 in C.D.s on a bi-monthly basis out of the General Fund.

Bills were read and approved for payment. Regarding a bill from F.C. Fry for the year ending March 1978, it was decided that the Insurance Surveys were no longer necessary as we had a contract with Mr. Lindeman for the next two years. A motion was made by Trustee Nockels to write and discontinue F.C. Fry's services as of the year ending March, 1978. Motion was seconded by Trustee Nockels, motion carried as all were in favor.

Trustee Helfert set the next regular Pension Fund meeting for August 9, 1977 at 7:45 p.m.

Trustee Helfert reviewed at this time prices received on building repairs. A bid from Leonard & Son for tuck pointing the two stations for \$170.00 was received verbally. Blacktopping prices from Miller was received for \$.45 per square foot and from Parker for \$.40 a square foot. Painting Contractor Zange stated he did not feel the stations were in need of painting this year. A motion was made by Trustee Ritt to hire Leonard and Son for the tuck pointing and Parker for the blacktopping. Motion was seconded by Trustee Nockels; all were in favor, motion carried.

A motion was made by Trustee Helfert to have the \$20.00 donation received last month given to the Algonquin Volunteer Firemen. Motion was seconded by Trustee Nockels, all were in favor and motion carried.

Regarding the antique truck the firefighters are working on, there apparently are no available manuals on this model however it was suggested that local resident Dick Grau could be of some help with copies of Antique Auto News that advertises for antique parts. Letter was given Lt. Bradach regarding this.

The Chief's report was read by Chief Executive Helfert. A motion was made by Trustee Ritt to accept the Chief's report, motion was seconded by Trustee Nockels, motion carried as all were in favor.

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It was announced that a letter had been sent from the Chief Executive Officer to Mr. Wally Glaze thanking him for the use of his trucks during the training on the Mutual Aid Drill recently.

Trustee Ritt raised the problem of two different types of floating bonds, Mrs. Meyers was bonded on two and Trustee Ritt on one. Trustee Ritt inquired of the District's Attorney if he had received any communication from Accountant Kulovsek regarding the bonding of all three funds; Attorney Zanck has not heard from the accountant. The present bond just names the fire protection district. To protect the taxpayers for the future Trustee Ritt motioned that the District bond the Assistant to the Treasurer Meyers and have Attorney Zanck handle the bonding in all three categories. Motion was seconded by Trustee Nockels. All were in favor, motion carried.

It was announced by Chief Executive Officer Helfert that he had received the verbal resignation of Mark Hickenbottom on 6-1-77. Firefighter Hickenbottom was moving out of the District to Marengo and hoped to apply to the Rockford Fire Department. A motion was made to accept with regret the resignation of Mark Hickenbottom by Trustee Nockels, motion was seconded by Trustee Ritt; all were in favor, motion carried.

It was recommended and then placed in the form of a motion by Trustee Helfert that Firefighter William Markowitz be removed from the active volunteer firefighter roster to the inactive honorary roles. He has not been active in the past eight months. Trustee Ritt seconded the motion, all were in favor, motion carried. The Trustees asked that a letter be sent him thanking him for his many years of service by the District's Secretary.

Regarding a call on June 1, 1977 involving a truck belonging to Kasper of Capron, Illinois (Incident 124), Chief Executive Officer John Helfert stated that he had sent a bill for the cost of the call amounting to \$394.00. He explained that many other Fire Districts do the same when a transient vehicle is involved so that the home District does not suffer the financial expenses. Attorney Zanck will follow up with a letter, however the Board did not want the Attorney fees to outweigh the original cost of the call.

The Board was made aware that during the Mutual Aid Drill with visiting Fire Departments recently, the departments ran into a deficiency with the local water supply. Algonquin water pressure was dropped to 56 pounds thus making water pressure low for high residencies in the area. Chief Executive Officer Helfert feels that four inch hose would be advantageous as a remedy to such situations in the future. Four inch hose would be run from the Fox River without interference of village water supplies. He stated that the District would be receiving on consignment some four inch hose with the adapters. The Board reminded that anything to be purchased over \$1,500 must be advertised for proper bids. A motion was made by Trustee Ritt that the District advertise for prices on 1,000 feet of four inch hose with necessary fittings with the Chief Executive Officer writing the specs. Motion was seconded by Trustee Nockels; all were in favor motion passed.

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Trustee Helfert stated the need for shades for Station 1 due to the hot morning sun that heats up the building early in the day. Trustee Ritt suggested the possibility of plastic bamboo type roll-up shades and that the shades be purchased from the petty cash fund.

Regarding the training of regular and volunteer firefighters, Chief Executive Officer Helfert noted the advantages of the men's participation in Fire Science courses offered at Elgin Community College. In order to encourage further training along these lines he suggested the District pay the men's tuition and fees upon completion of a passing grade in their course. The number of men permitted to take these courses and whether the courses should be mandatory was discussed by the Trustees. It was stated that the men would not receive pay for transportation however if they were to miss a call while on other business related to the Department such as fire science school they would receive reimbursement for the missed call. A motion was made by Trustee Ritt to send not more than ten men for the fall semester for anything related to fire science with the District paying fees and tuition upon completion of each course. Motion was seconded by Trustee Nockels, all were in favor, motion carried.

Trustee Ritt announced the Trustee's Fire Meeting in Marengo on July 25, 1977. A motion was made by Trustee Ritt that the District pay the expenses of the three Board Members' attendance at this meeting. Motion was seconded by Trustee Helfert, all were in favor and motion carried.

At this time a Public Hearing was opened to the audience regarding an ordinance, Ordinance Number 1977-1978-1, making the Annual Appropriations for the Algonquin Fire Protection District for May 1, 1977 through April 30, 1978 as published in the Free Press on May 24, 1977. President Helfert called for remarks and questions from the public. General questions were answered by the District's Attorney. Trustee Nockels then motioned that the Board adopt the expenditures as noted for the fiscal year #505 as published. Motion was seconded by Trustee Helfert. All were in favor, motion carried. Attorney Zank will publish this notice. Three certificates were signed at this time by each trustee stating that the Trustees had passed this ordinance on July 12, 1977 and the copies were true and correct. The Public Hearing was closed at this time.

The regular meeting was continued at this time. Trustee Helfert stated that several weeks ago an executive meeting had been held with the Trustees concerning personnel. He noted the recent large population growth and projected growth within the District. The District is presently down to only one full time man and it was the opinion of the Chief Executive Officer that now was the time for another full time firefighter. Trustee Nockels stated he too was very much interested in another man and that the man be stationed in the Lake In The Hills Station as his constituents

had requested of him. He noted that there was much more work and reconditioning being completed on the District's vehicles which required another man's assistance. He felt it was also necessary to have another man hired to assist in fire inspections in order to enforce our present fire codes. Trustee Helfert stated that the new man's position would primarily be fire prevention, maintenance and fire suppression. Trustee Ritt noted that prior to the present Fire Prevention Codes adopted this year that the previous Board had adopted the BOACA Codes in 1976. It was stated that the District is six mile into Kane County, has all of Algonquin, Lake In The Hills and Countryside and yet are fortunate enough to have the same codes which the District will enforce along with the District's own codes.

At this time Trustee Helfert recommended the Board hire Leroy Thurman as full time firefighter at a starting salary of \$12,000 per year with any other benefits that are built into regular practice, i.e. clothing, insurance. Since there were no objections, Trustee Helfert motioned that Leroy Thurman be hired as full time firefighter starting August 1, 1977 at \$12,000. Motion was seconded by Trustee Nockels and Ritt together. Motion passed as all were in favor.

Also discussed in the previous executive meeting as noted by Trustee Helfert was a pay raise for Firefighter Kempe. A motion was thus made by Trustee Helfert to raise Firefighter Kempe's annual pay to \$13,000 starting August 1, 1977. Motion was seconded by Trustee Ritt. All were in favor, motion passed.

It was at this time an executive session was called to interview two applicants present for the position of volunteer firefighter. Meeting reconvened at 10:05 . It was stated that both men would be acceptable pending Mr. Rutledge's residency in Lake In The Hills where he now resides. It was learned however that Mr. Rutledge plans to move shortly and thus will not, at this time, be considered for employment. Trustee Helfert motioned to hire as volunteer fireman, Martin Wolding of Lake In The Hills starting August 1, 1977. Motion was seconded by Trustee Ritt, all were in favor and motion carried.

A second executive session was called for at this time as requested by Attorney Zanck to discuss litigation on taxes.

The regular meeting reconvened at 11 p.m. It was stated that the executive session on employment and litigation was held but no decisions had been arrived upon to announce at this time.

Trustee Helfert stated that some weeks prior to this date an executive session had been held with the Trustees for the purpose of considering additional real estate for the District in the sum of \$10,000. This real estate is described as lot 5, block 17 in the village of Algonquin; it is the property adjacent to Station One. A motion was made by Trustee Ritt to follow through on the Board's bid to purchase this land. Trustee Helfert

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seconded the motion, all were in favor and motion passed. Trustee Helfert authorized the Assistant to the Treasurer to disperse funds necessary for this purchase. The balance will be \$9,000.00 as \$1,000.00 had been paid in earnest monies.

Due to further business not yet completed and the lateness of the hour the regular meeting of the Algonquin Fire Protection District was recessed to July 16, 1977 at 8 a.m.

July 16, 1977

On July 16, 1977 at 8:04 the regular meeting of the Algonquin Fire Protection District was reconvened. Present were Trustees Helfert, Nockels, and Ritt. Also present was Attorney Militello for Attorney Zanck and Assistant to the Secretary Kelly along with interested citizens.

Trustee Ritt asked for clarification regarding a previous motion on the firefighters schooling and tuition. Trustee Ritt amended his motion to read that the District send not more than ten men for the fall semester for anything related to fire science with the District paying up to \$500.00 total for the firefighter's tuition and fees upon completion of each course. Motion was seconded by Trustee Nockels. All Trustees were in favor and motion carried.

Trustee Helfert stated that Firefighter Bradach had been appointed full Lieutenant to Station Two. It was noted that since this appointment would involve a change in finances it must therefore be Board approved. A motion was made by Trustee Nockels to make Firefighter John Bradach full Lieutenant, motion was seconded by Trustee Ritt, all were in favor and motion passed.

It was announced that July 21 would be the regular meeting of the Algonquin, Lake In The Hills Emergency Services Coordinating Committee at the Algonquin Village Hall.

The Blacktopping for Station Two was completed July 15. A motion was made by Trustee Ritt to pay this bill as soon as it came in since the job was completed so quickly. Motion was seconded by Trustee Helfert. All were in favor and motion passed.

Trustee Helfert asked the Board to consider locks being changed on both houses as many keys were out posing a security problem. Elgin Lock has suggested combination locks that could be changed monthly. Trustee Nockels stated that he felt there should be no delay because of valuable equipment belonging to both the District and the Ambulance Service. Trustee Ritt suggested non-reproducible keys for all the keys. Trustee Nockels felt that combination locks would be safe and handy and should this combination lock fail, use of the special non-reproducible key would be used. Trustee Nockels motioned the District go ahead and buy locks for both stations that would be combination locks and additional special non-reproducible keys. Motion was seconded by Trustee Ritt; all were in favor and motion carried.

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At 8:21 an executive session was called for the purpose of personnel. Regular meeting was reconvened at 9:10 on same date.

At this time Board President and Trustee John Helfert submitted his resignation as such to the Algonquin Fire Protection District. Copy of said resignation is attached to these minutes. A motion was made by Trustee Nockels to accept the resignation of John Helfert. Motion was seconded by Trustee Ritt; motion passed.

Trustee Nockels next made the resolution to nominate Richard Ritt as President of the Board of Trustees. Motion was seconded by Trustee Ritt, motion passed.

Trustee Ritt therefore resigned his post as Treasurer of the District. A motion was made by Trustee Nockels to accept the resignation of Trustee Ritt, motion was seconded by Trustee Ritt; motion carried.

Trustee Ritt made a motion that Barbara Meyers be appointed Treasurer of the Algonquin Fire Protection District. Motion was seconded by Trustee Nockels; motion passed.

At this time an application for Fire Chief of the Algonquin Fire Protection District was submitted by John Helfert for full time chief. The application was received and reviewed by Trustees Ritt and Nockels. A motion was made by Trustee Nockels to accept the application of John E. Helfert to have him as the District's full time chief in charge of the Algonquin District force. Motion was seconded by Trustee Ritt; both Trustees voted yes and motion carried.

Ordinance # 1977-1978-2 was read at this time stating the authority of the President and the Secretary of the Board to hire a full time chief, John E. Helfert. Copy is attached to these minutes. A motion was made by Trustee Nockels to sign this ordinance, motion was seconded by Trustee Ritt; motion passed with two yeases. Ordinance was signed by by Secretary Nockels and President Ritt.

A Contract for Employment was submitted by Fire Chief Helfert. Contract was read by the Assistant to the Secretary to be made a part of this record. Contract is a follows:

This Agreement is entered into this 16th day of July, 1977,  
by and between THE BOARD OF TRUSTEES OF THE ALGONQUIN AREA  
FIRE PROTECTION DISTRICT, herein referred to as the "Employer,"  
and JOHN E. HELFERT, who is hereby employed as the Fire Chief  
of said District, hereinafter referred to as the "Employee."

The Employer hereby employs the Employee as Fire Chief, being  
the highest ranking officer in the uniformed force of said Fire  
Protection District, and the Employee hereby accepts said

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employment, upon the terms and conditions hereinafter set forth.

1. Duties. The Employee shall give his full-time and best efforts forty-five (45) hours per week during normal daytime hours to the position of Fire Chief, being the highest ranking officer in the uniformed force of said District and, as such, shall be responsible for the day-to-day direction of all activities, the effective and financially sound operation and growth of said District, and the general direction of all of the business and operations of said District, pursuant to the policy directions of the Board of Trustees as provided by statute and the rules and regulations promulgated by the Board of Trustees, and shall present monthly plans of operation to the Board of Trustees.

2. Term. The Term of this Agreement shall begin on the 16th day of July, 1977, and shall terminate three (3) years from said date; and the term hereof shall automatically be extended for an additional twelve (12) month period thereafter unless written notice is given by either party not less than thirty (30) days prior to the termination date of this Agreement or any annual extension thereof.

3. Compensation. For the aforesaid services rendered, the Employee shall be paid by the Employer the following salary and benefits:

- (a) EIGHTEEN THOUSAND and no/100 DOLLARS (\$18,000.00) per year, for each of the three (3) years of this Agreement, and including a percentage increase equal to the amount the United States Department of Labor Consumer Price Index has increased from the month of the signing of this Agreement to the month of the annual anniversary thereof; plus any bonus which the Board of Trustees in its discretion may choose to award;
- (b) A two (2) week paid vacation, and the seven (7) regular paid holidays per year provided by said District;
- (c) Responses to dispatched calls outside of normal daytime business hours shall be paid at the pre-

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vailing rate for volunteer calls; and the Chief shall be expected to respond to all dispatched calls unless unable to do so;

- (d) The Employee shall be provided with a clothing allowance of Two Hundred and no/100 Dollars (\$200.00) per year, and the Fire Chief's automobile for all official business on a twenty-four (24) hour per day basis, and the Fire Chief shall, so far as possible, be available for answering calls and responding to official business on a twenty-four (24) hour per day basis; and also hospital insurance equal to that of other uniformed firemen which, at the present time, is a cash allowance of Five Hundred and no/100 Dollars (\$500.00) per year in lieu of group hospitalization insurance.

4. Status Reversion. At the expiration of this Agreement if the contract is not extended according to its terms as to the Fire Chief, the Employee shall revert to the status of full-time Fireman with the rank of Captain, subject to such duties, requirements, tenure, rules and regulations as may exist at that time and as may be required of said position of Captain. It is the intent of this Agreement to provide the Employee, at such time as he shall no longer be Fire Chief following the termination of this Agreement or any extension thereof, with only the salary and employment security of other full-time officers on the uniformed force having equivalent prior service and experience.

5. Discharge during the term of this Agreement, or any extension thereof, shall be only for the causes of neglect, incompetence, moral turpitude or refusal to abide by the written policy directions of the Board of Trustees.

6. Further Duties. As specified by the Illinois Fire Marshal Act, Ill. Rev. Stat., Chap. 127-1/2 Sec. 21, et seq., the Employee as Fire Chief shall keep the Board of Trustees fully informed of the condition of said Fire Protection District,



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and shall, pursuant to said statutes, have commensurate authority to accomplish all of his said duties.

In WITNESS WHEREOF, the parties hereto have entered into this agreement on the day and year first above written.

THE BOARD OF TRUSTEES OF THE  
ALGONQUIN FIRE PROTECTION DISTRICT

By Richard F. Ritt  
President

(SEAL)

ATTEST:

Clarence S. Nockels  
Secretary

EMPLOYER

John E. Helfert  
John E. Helfert

EMPLOYEE

A motion was made by Trustee Nockels to accept the contract for employment by John E. Helfert. Trustee Ritt seconded the motion; motion carried. The contract was signed at this point by Trustees Nockels and Ritt and employee, Helfert. Congratulations were extended to the new fire chief and also to the new Board President Dick Ritt.

Trustee Ritt stated the need for publicity regarding the vacancy in the Board of Trustees. He will place the notations in the news papers. He related that the Board of Supervisors would like recommendations from the Board of Trustees of this District. Trustee Ritt felt it was important to get recommendations to the County Board. He called for an executive session for July 29 at 8 p.m. for resumes and recommendations to the County Board.

Fire Chief Helfert turned of \$30.00 to President Ritt for the Marengo Trustee meeting.

A motion was made by Trustee Ritt to allow the Fire Chief \$50.00 petty cash per month. Motion was seconded by Trustee Nockels, motion carried.

Trustee Nockels motioned to adjourn the meeting since there was no further business at this time, motion was seconded by Trustee Ritt, motion carried; meeting was closed. Time 9:30 a.m.

Richard F. Ritt  
President

Clarence S. Nockels  
Secretary

To: Board of Trustees, Algonquin Fire Prot. Dist.  
From: John E. Helfert, Jr.  
Subject: Chief Executive Report for June, 1977  
Date: 12 July 1977

89 calls were received on the Fire Alarm Phone. 16 fire calls; 9 ambulance calls; 9 for police; 16 non-emergency; 18 information calls and 21 wrong numbers.

Threr were 24 alarms with a response of 317 men which averaged 15 men per dispatched call. Three alarms were handled by the Chief only.

Auto Accident:	2
Washdown:	2
Car Fire:	1 with a loss of \$300.00
Smoke Investigation:	2
Rubbish Fire:	3
Grass:	4
Auto. Alarm Investigation	1
Structure Fire:	2 with a loss of \$1,500.00
Tree Fire:	1
Wires Down:	1
Aissit to Police:	1
Mutual Aid (Accident):	1
Possible Drowning:	1
Outside Fire:	1 with a loss of \$62.00

Two departmental drills were held with a response of 40 men.

One Mutual Aid Drill with Algonquin as the host with a response of 25 Algonquin Fire Fighters and Approx. 50 other fire department members present with their equipment and apparatus.

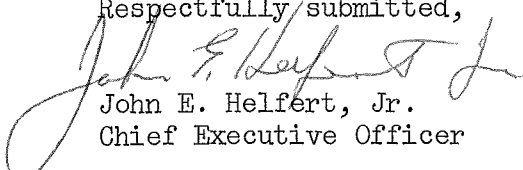
Apparatus: Brush Rig 120 is now back in service. It was repaired at no cost to the District thru the efforts of our fire fighters.

Training: Five fire fighters attended an 8 hour Hazardous Material Seminar at St. Joe's Hospital in Elgin at a cost of \$25.83 ~~on the ready cash fund~~ <sup>87511</sup>. A total of eight of our men have attended this course this year.

Fire Prevention: 3 re-inspections of commercial establishments have been conducted (Farmer Jack's, Briar Rose and Eight Immortals). All hazard violations have not been made as yet and another re-inspection will be made.

Two new inspections have been made (Ma and Pa's Restaurant and the Weiner Factory). Ma and Pa's were give verbal orders to correct four hazards noted. The Weiner Factory is in apparent compliance.

Respectfully submitted,

  
John E. Helfert, Jr.  
Chief Executive Officer

July 16, 1977

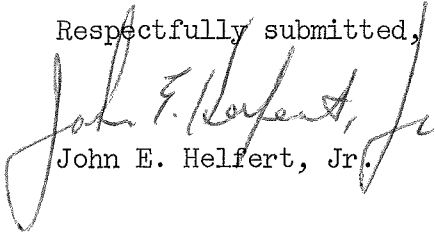
To: The Board of Trustees  
Algonquin Fire Protection District  
Algonquin, Illinois

Dear Mr. Cletus Nockels and Mr. Richard Ritt:

Please accept this as my Official Resignation as Trustee of the Algonquin Fire Protection District, as President of said Board and as the Chief Executive Officer of said Board effective this date.

Our accomplishments working together as a team have been many and I am proud to have been associated with both of you.

Respectfully submitted,

  
John E. Helfert, Jr.

Date: July 16, 1977  
To: The Algonquin Fire Protection District  
Board of Trustees  
From: John E. Helfert  
Subject: Application and Resume for Employment as Full-time Fire Chief

D.O.B. February 23, 1926, Chicago, Illinois  
Schools: St. Clement's Grade School, Finished the three year trade school course at Washburne Trade School (graphics), extension courses in U.S. Navy.  
Service: U.S. Navy from 1943 to 1946; honorable discharge with rate of Pharmacist Mate third class; served with the Fleet Marine Force for part of the tour of duty.  
Business: Owner and Operator of a small printing concern in Algonquin since 1954 to the present time. The business has made a good profit since its inception. Before 1954 held various jobs...all in the graphic arts industry, and career advancement was the only reason for changing jobs.  
Home: Married with four children, three still at home. We own our home and the mortgage is now down to a comfortable figure.

Fire  
Service

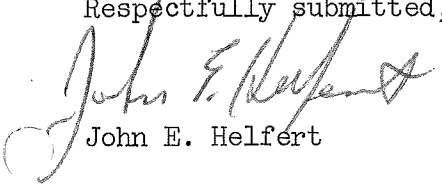
Experience: Have been and active member of the service since 1959 with ten years of duty with the AFPD. The balance of the service time was with the Carpentersville & Countryside Fire Protection District...joining them in 1969 with the rank of probationary fire fighter and raising thru the ranks to Deputy Fire Chief in 1972...with primary staff duties of "Training Officer" and "Communication Officer." Line duties as a Deputy Fire Chief was "Fire Ground Commander" when the Fire Chief was absent.

For the past eight months I have served as the "Chief Executive Officer" for the AFPD.

I am Certified by the State of Illinois as an "Advanced Fire Fighter" and also as a "Fire Service Instructor." I have completed all fire science subjects for the Associate Degree at ECC.

Member: Kane County Fire Chief's Association;  
Fire Service Section of NFPA

Respectfully submitted,



John E. Helfert