

## **Woodstock Fire/Rescue District**

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

**Woodstock Fire/Rescue District  
Board of Trustees Meeting  
Station 3  
2900 Raffel Rd.  
Thursday January 23, 2020  
Regular Meeting**

### **Call to Order**

The regular meeting was called to order at 7:02 p.m. by President Fred Spitzer.

### **Pledge of Allegiance**

All attendees of the meeting stood for the Pledge of Allegiance.

### **Roll Call**

Trustees Present: President Fred Spitzer, Secretary Bob Kristensen, Treasurer Scott Sankey, Trustee Kenneth Marunde, Trustee Noel Baldwin.

### **Trustees Absent**

Trustees Absent: None.

### **Public Comments**

No Public Comments.

### **New Member Swearing In**

Firefighter/Paramedic Erik Bobula was officially sworn in as a career member of the Woodstock Fire/Rescue District.

### **Correspondence**

A letter was received from the Crystal Lake Fire Department thanking members of Woodstock Fire/Rescue District for their participation in Operation North Pole.

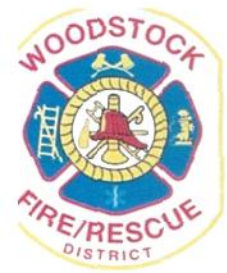
### **Approval of Minutes**

A motion was made by Trustee Sankey and seconded by Trustee Marunde to approve the regular meeting minutes from December 19<sup>th</sup>, 2019. Motion passed. 5 aye, 0 nay.

### **Attorney's Report**

Appointment/Re-appointment of FOIA Officer: Chief Hill explained that best practices suggest that the Board appoint or re-appoint the District's FOIA Officer each year. Chief Hill recommended that we re-appoint the District's Administrative Assistant, Kalene Evans, as FOIA Officer for the coming year. A motion was made by Trustee Sankey and seconded by Trustee Kristensen to re-appoint Kalene Evans as FOIA Officer. Motion passed. 5 aye, 0 nay.

Appointment/Re-appointment of OMA Officer: Chief Hill explained that best practices suggest that the Board appoint or re-appoint the District's OMA Officer each year. Chief Hill recommended that we re-appoint the District's Administrative Assistant, Kalene Evans, as OMA Officer for the coming year. A motion was made by



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

Trustee Sankey and seconded by Trustee Kristensen to re-appoint Kalene Evans as OMA Officer. Motion passed. 5 aye, 0 nay.

Chief Hill – Annual Evaluation: Chief Hill's annual evaluation was tabled until next month's meeting.

Semi-Annual Review of Closed Session Minutes: President Spitzer elected to address this issue at a later point in tonight's meeting.

### **Financial Report**

Brad with Gov Accounting LLC gave a year to date synopsis of the financial state of the District.

President Spitzer asked about the City's payment of Dispatch reimbursement fees. Chief Hill stated that he would remind the City that payments are due.

Trustee Baldwin asked if we knew why ambulance billing revenues were low this month. Brad explained that it was most likely a part of the normal ebb and flow of ambulance billing receipts.

The monthly bill report was presented to the Board for approval. Any questions the Board had about the bill report were addressed. A motion was made by Trustee Sankey and seconded by Trustee Marunde to pay the bills as presented. Motion Passed. 5 aye, 0 nay.

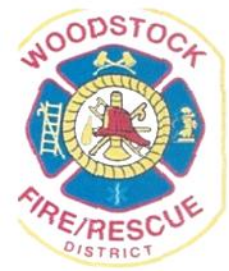
Fund Transfers: A request was made to transfer \$1000.00 to the Petty Cash account as the balance was beginning to get low. A motion was made by Trustee Sankey and seconded by Trustee Kristensen to approve the \$1000.00 transfer to Petty Cash. Motion Passed. 5 aye, 0 nay.

### **Division Reports**

**Captain Bush** - Discussed call volume and activity levels of individual stations. Statistics for last month's transports to McHenry/Woodstock/Huntley hospitals were given. The unit hour utilization (UHU) for each unit and each station were given. Captain Bush explained that UHU is a measure of how much time a given unit or station is committed to a call for service in any 24 hour period. The greater the UHU, the less time is available for other activities such as training or public education. Also, a higher UHU means that there is a greater chance that a unit will not be available for other incoming service requests. Captain Bush also reported that annual physicals for the membership have been completed.

**Captain Nieman** – Clothes dryer was repaired. Furnace was repaired by Jensen's. Report regarding the state of the overhead by doors at Station 1 was received from Adams Brothers and will be included in next month's report to the Board. Captain Nieman reported that the dry sprinkler system at Station 2 is not holding pressure and we are trying to locate the leak. Trustee Baldwin asked if we should be preparing for a catastrophic failure of the system. Captain Nieman and Chief Hill explained that the nature of the system makes a catastrophic failure unlikely; however system degradation could cause more frequent needs for repair.

**Captain Parker-** We are in the process of setting up the Target Solutions training software and are hoping for a go live date of April 1<sup>st</sup>. Training this month was done at the old Richard's Building Supply site (ladders, hand tools, power saws, etc.)



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

### **Unfinished Business**

RFP for Attorney: Chief Hill reported that there were no new developments on the creation of an RFP for attorney's services.

### **New Business**

A motion was made by Trustee Spitzer and seconded by Trustee Kristensen to adjourn to executive session for the purposes of semi-annual reviewing of closed session minutes and discussion of potential litigation facing the District. Motion Passed. 5 aye, 0 nay.

The Board adjourned to executive session at 7:57 pm.

The regular meeting was re-convened at 8:33 pm.

A motion was made by Trustee Sankey and seconded by Trustee Spitzer to open the executive session minutes from August 23, 2012. Motion Passed. 5 aye, 0 nay.

A motion was made by Trustee Sankey and seconded by Trustee Spitzer to open the executive session minutes from October 17, 2017. Motion Passed. 4 aye, 1 nay.

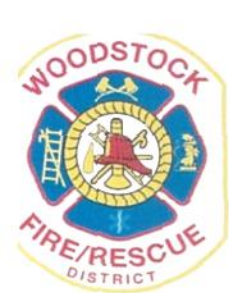
A motion was made by Trustee Sankey and seconded by Trustee Spitzer to open the executive session minutes from July 25, 2019 that pertain to the semi-annual review of executive session minutes. Motion Passed. 5 aye, 0 nay.

### **Adjournment**

With there being no further discussion a motion was made by Trustee Sankey and seconded by Trustee Kristensen to adjourn the regular meeting. Motion passed, 5 aye, 0 nay. Meeting adjourned at 8:35 p.m.

Respectfully submitted,

  
Secretary, Robert Kristensen



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

**Woodstock Fire/Rescue District  
Board of Trustees Meeting  
Station 3  
2900 Raffel Rd.  
Tuesday February 4, 2020  
Special Meeting**

### **Call to Order**

The special meeting was called to order at 2:27 p.m. by President Fred Spitzer.

### **Roll Call**

Trustees Present: President Fred Spitzer, Secretary Bob Kristensen, Trustee Noel Baldwin.

Trustees Absent: Treasurer Scott Sankey, Trustee Kenneth Marunde.

Others Present: Chief Michael Hill, Ben Gehrt and Paul Denham (attorneys from Clark/Baird/Smith).

### **Public Comments**

No Public Comments.

### **Attorney's Report**

A motion was made by President Spitzer and seconded by Secretary Kristensen to adjourn to executive session for the purpose of discussing pending or likely litigation. Motion passed. 3 aye, 0 nay.

The Board adjourned to executive session at 2:27 p.m.

The special meeting was reconvened at 3:26 p.m.

### **Adjournment**

With there being no further discussion a motion was made by Secretary Kristensen and seconded by Trustee Baldwin to adjourn the special meeting. Motion passed, 3 aye, 0 nay. Meeting adjourned at 3:27 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Robert Kristensen".

Secretary, Robert Kristensen



## **Woodstock Fire/Rescue District**

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

**Woodstock Fire/Rescue District  
Board of Trustees Meeting  
Station 3  
2900 Raffel Rd.  
Thursday February 27, 2020  
Regular Meeting**

### **Call to Order**

The regular meeting was called to order at 7:00 p.m. by President Fred Spitzer.

### **Pledge of Allegiance**

All attendees of the meeting stood for the Pledge of Allegiance.

### **Roll Call**

Trustees Present: President Fred Spitzer, Secretary Bob Kristensen, Trustee Noel Baldwin.  
Trustees Absent: Treasurer Scott Sankey, Trustee Kenneth Marunde.

### **Public Comments**

No Public Comments.

### **Recognition of Woodstock Police Officers Michael Butler and Chris Gallman**

Officers Michael Butler and Chris Gallman of the Woodstock Police Department were recognized by the District and presented with a certificate for their heroic actions in resuscitating a citizen who was in cardiac arrest.

### **Correspondence**

- A calendar of upcoming events was received from the NIAFPD.
- Letter from Flight for Life: Operations at the McHenry base are being taken over by Air Methods.
- Thank you letter from Spring Grove Fire for our attendance at the funeral of retired Chief Jack Schmitt.
- Card from Michayla Niese thanking us for the job we do as a Fire/Rescue District.

### **Approval of Minutes**

A motion was made by Secretary Kristensen and seconded by Trustee Baldwin to approve the regular meeting minutes from January 23<sup>rd</sup>, 2020. Motion passed. 3 aye, 0 nay.

A motion was made by President Spitzer and seconded by Secretary Kristensen to approve the executive session minutes from January 23<sup>rd</sup>, 2020. Motion passed. 3 aye, 0 nay.

A motion was made by Secretary Kristensen and seconded by Trustee Baldwin to approve the special meeting minutes from February 4<sup>th</sup>, 2020. Motion passed. 3 aye, 0 nay.

A motion was made by Secretary Kristensen and seconded by President Spitzer to approve the executive session minutes from February 4<sup>th</sup>, 2020. Motion passed. 3 aye, 0 nay.



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

### Attorney's Report

President Spitzer opted to table a move to executive session for reasons of probable litigation until later in the meeting.

### Financial Report

Brad with Gov Accounting LLC gave a year to date synopsis of the financial state of the District.

Secretary Kristensen asked Brad if we were "on track" financially for the remainder of the fiscal year. Brad said that we were, barring any unexpected financial needs.

Trustee Baldwin asked if our cash flow situation was "ok", given that we are looking to end the fiscal year without much cash in the bank. Brad replied that overall the year would not be terrible, but that cash flow is always a challenge for Woodstock, and that our ambulance revenues will determine our position at the end of the year.

Trustee Baldwin asked if the wireless alarm receipts were classified as miscellaneous receipts. Chief Hill replied that wireless alarm receipts had their own line item. Trustee Baldwin then asked why the approximately \$14,000 in wireless alarm receipts received recently were not shown in that category. Chief Hill replied that the receipts were received in February and would not show up in this month's (January) receipts.

Trustee Baldwin wanted to know why miscellaneous receipts were so much lower this year than last year. Chief Hill explained that a large part of last year's miscellaneous receipts were due to reimbursements from workman's comp, and that we hadn't seen as much workman's comp use this year.

Secretary Kristensen asked Captain Nieman to explain the engine repairs that were needed recently for E33.

Captain Nieman explained that the engine itself was a good design, but the emissions system design was very poor. The emissions system has been the source of the costly repairs needed for both E33 and T81.

The monthly bill report was presented to the Board for approval. Any questions the Board had about the bill report were addressed. A motion was made by Secretary Kristensen and seconded by Trustee Baldwin to pay the bills as presented. Motion Passed. 3 aye, 0 nay.

### Division Reports

**Captain Bush** - Discussed call volume and activity levels of individual stations. Captain Bush reported that we had 3 major fires in the month of January. Transports out of town have remained roughly the same with about 50% going to Woodstock and 50% going out of town.

**Captain Nieman** – Captain Nieman explained that since our ambulances have been going out of town more often we have seen a benefit in that the engines are able to build up more heat, which is easier on the engines. The short trips where the engines do not have time to heat up are what is hardest on them. Captain Nieman talked about the state of the bay doors and that he is forecasting repairs for at least 3 in the coming year.

**Captain Parker-** The highlight of the month for training was ice rescue at Alexander Lumber.

Captain Bush presented the yearly statistics for 2019 to the Board. Response times have been decreasing since the incorporation of new technologies such as station alerting. Dispatch times especially have come down, and are expected to further decrease as new technologies are implemented and bugs are worked out.



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

### Unfinished Business

Chief Hill – Annual Evaluation: Chief Hill's annual evaluation was tabled until next month's meeting.

RFP for Attorney: Chief Hill asked the Trustees if they had any edits, additions or corrections that they would like to see made to the draft RFP for attorney services that was presented to them prior to the meeting. The Trustees said that the RFP looked good as is but emphasized that they wanted to see it sent out as soon as possible. Chief Hill asked the Trustees to let him know if there were any particular attorneys or firms that they would like receive an RFP. President Spitzer asked if the RFP would be published. Chief Hill replied that it would. The Trustees agreed that the goal was to have an attorney in place by the April meeting.

### New Business

A request for reimbursement was submitted by Trustee Baldwin for travel expenses incurred during her Trustees Training in November. A motion was made by President Spitzer and seconded by Secretary Kristensen to approve the request for reimbursement. Motion Passed. 3 aye, 0 nay.

A training request was submitted by Chief Hill to attend the 2020 Legislative Day in Springfield from March 17, 2020 until March 19, 2020. A motion was made by Trustee Baldwin and seconded by President Spitzer to approve Chief Hill's training request. Motion Passed. 3 aye, 0 nay.

Chief Hill informed the Board that he would like to have a budget workshop this year prior to submission of the tentative budget. The Trustees agreed, and asked Chief Hill to arrange a special meeting of the Board on Monday, March 23<sup>rd</sup>, 2020 at 7:00 pm (location to be determined).

### Adjournment

With there being no further discussion a motion was made by Trustee Baldwin and seconded by Secretary Kristensen to adjourn the regular meeting. Motion passed, 3 aye, 0 nay. Meeting adjourned at 8:09 p.m.

Respectfully submitted,

  
Secretary, Robert Kristensen



## **Woodstock Fire/Rescue District**

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

**Woodstock Fire/Rescue District  
Board of Trustees Meeting  
Via Conference Call  
Pursuant to IL Executive Order 2020-07  
Monday, March 23, 2020  
Emergency Meeting**

### **Call to Order**

The emergency meeting was called to order at 6:01 p.m. by President Fred Spitzer.

### **Roll Call**

Trustees Present: President Fred Spitzer, Secretary Bob Kristensen, Trustee Noel Baldwin, Treasurer Scott Sankey, Trustee Kenneth Marunde.

Trustees Absent: None.

Others Present: Chief Michael Hill, Scott Wessel.

### **Public Comments**

No Public Comments.

### **New Business**

Discussion was had on whether the District should officially declare a state of emergency due to the COVID-19 pandemic. Chief Hill informed the Board that according to attorney Jim Militello a declaration by the District was not necessary, as the District was included in the emergency declarations of both McHenry County and the State of Illinois. The feeling of the Board was that it would not be detrimental to also declare a state of emergency.

A motion was made by Secretary Kristensen and seconded by Treasurer Sankey to declare a state of emergency for the District based on the current COVID-19 pandemic. Roll call vote: Spitzer – yes; Kristensen – yes; Sankey – yes; Marunde – yes; Baldwin – yes. Motion passed. 5 aye, 0 nay.

Discussion was had on whether the District should suspend the provisions of the collective bargaining agreement (CBA) with Local 4813 pursuant to Article IV of the CBA for reasons of civil emergency. Chief Hill explained that one of the actions being taken by the District in response to COVID-19 is the cancellation of all time off for all employees for the duration of the emergency. This action would of course open the District up to grievances by the affected employees. To prevent this, both management and the Union executive board are in agreement that the CBA should be suspended. Chief Hill emphasized that the District would not use suspension of the contract for any other purpose other than modified operations made necessary by the current state of emergency.

A motion was made by Treasurer Sankey and seconded by Secretary Kristensen to suspend the collective bargaining agreement due to civil emergency (COVID-19 Pandemic). Roll call vote: Spitzer – yes; Kristensen – yes; Sankey – yes; Marunde – yes; Baldwin – yes. Motion passed. 5 aye, 0 nay.



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

Chief Hill informed the Board that an updated intergovernmental agreement (IGA) had been received from the Illinois Department of Healthcare and Family Services, pursuant to the IGA that was signed with them at the 9/26/2019 regular meeting of the Board (see ordinance 222). This updated version is essentially the same, but more clearly defines some of the terms of the agreement and allows for a more structured repayment system.

A motion was made by Treasurer Sankey and seconded by Secretary Kristensen to authorize President Spitzer to sign the intergovernmental agreement with Illinois Department of Healthcare and Family Services. Roll call vote: Spitzer – yes; Kristensen – yes; Sankey – yes; Marunde – yes; Baldwin – yes. Motion passed. 5 aye, 0 nay.

### Adjournment

With there being no further discussion made by Treasurer Sankey and seconded by Secretary Kristensen to adjourn the emergency meeting. Roll call vote: Spitzer – yes; Kristensen – yes; Sankey – yes; Marunde – absent; Baldwin – yes. Motion passed. 4 aye, 0 nay. Meeting adjourned at 6:30 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Secretary, Robert Kristensen



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

**Woodstock Fire/Rescue District  
Board of Trustees Meeting  
Via Conference Call  
Pursuant to IL Executive Order 2020-07  
Thursday, April 23, 2020  
Regular Meeting**

### **Call to Order**

The regular meeting was called to order at 7:02 p.m. by President Fred Spitzer.

### **Pledge of Allegiance**

All attendees of the meeting stood for the Pledge of Allegiance.

### **Roll Call**

**Trustees Present:** President Fred Spitzer, Secretary Bob Kristensen, Trustee Noel Baldwin, Treasurer Scott Sankey, Trustee Kenneth Marunde.

**Trustees Absent:** None.

**Others Present:** Chief Michael Hill, Captain Brendan Parker, Captain Karen Bush, Captain Scott Nieman, James Howard, Kalli Ortega, Scott Wessel.

**NOTE:** Prior to the meeting the meeting information packet was posted to the District's website, along with an invitation to the public to submit any questions for the Board via email to Chief Hill. The public was also invited to email Chief Hill if they would like to participate in the meeting via teleconference. No emails from the public were received.

### **Public Comments**

No Public Comments.

### **Correspondence**

- There was no correspondence received for the month.

### **Approval of Minutes**

**A motion was made by Secretary Kristensen and seconded by Trustee Baldwin to approve the regular meeting minutes from February 27<sup>th</sup>, 2020.** Roll call vote: Spitzer – yes; Kristensen – yes; Sankey – yes; Marunde – yes; Baldwin – yes. Motion passed. 5 aye, 0 nay.

**A motion was made by Secretary Kristensen and seconded by Trustee Baldwin to approve the emergency meeting minutes from March 23<sup>rd</sup>, 2020.** Roll call vote: Spitzer – yes; Kristensen – yes; Sankey – yes; Marunde – yes; Baldwin – yes. Motion passed. 5 aye, 0 nay.

### **Attorney's Report**

**Resolution 2020-01 - Risk Care Management Policy:** Chief Hill explained that new revenue from last year's successful referendum passage would be more than could legally put into the corporate and ambulance funds, which each have a maximum rate of 0.40. In order to capture all of the new revenue, the additional funds must be put into the insurance fund, which has no maximum rate. Statute allows the use of insurance fund money for risk management activities, including a portion of the salaries of employees assigned to risk management duties.



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

The risk management policy defines some of the activities that will fall under the risk management category as well as the percentages of salaries that will be classified as being attributed to risk management activities. Chief Hill's statements were confirmed by accountant James Howard.

**A motion was made by Treasurer Sankey and seconded by Secretary Kristensen to adopt Resolution 2020-01 – Risk Care Management Policy.** Roll call vote: Spitzer – yes; Kristensen – yes; Sankey – yes; Marunde – yes; Baldwin – yes. Motion passed. 5 aye, 0 nay.

Ordinance 224 - Transfer of Appropriation: Chief Hill explained that this ordinance allowed us to re-align the yearly budget to coincide with actual spending that occurred throughout the year. Accountant James Howard confirmed this, and went to explain that a 10% transfer between budget funds was allowed by law, and that it was good practice to "clean up" the budget via appropriation transfer prior to the end of the fiscal year.

**A motion was made by Treasurer Sankey and seconded by Secretary Kristensen to adopt Ordinance 224 – Transfer of Appropriation.** Roll call vote: Spitzer – yes; Kristensen – yes; Sankey – yes; Marunde – yes; Baldwin – yes. Motion passed. 5 aye, 0 nay.

Ordinance 225 - Tentative Budget and Appropriation FY21: Chief Hill presented the tentative budget to the Trustees. It was explained that the theory behind the budget was to base allocations on last year's spending, knowing that these estimates might run a little high, but allowing for more unknown expenses of the type that we experienced last year; especially equipment and vehicle maintenance costs. Despite these allocations it is hoped that actual spending will come in significantly lower than budgeted predictions. Chief Hill also explained that this budget assumes revenues of \$600,000 from short term debt. It also assumes the payback of those funds, as well as borrowing of up to \$600,000 in short term debt again in FY21. Accountant James Howard presented a short budget synopsis focusing on where the new revenues pursuant to the referendum passage were being allocated. Trustee Kristensen asked if any employees were likely to retire in the next year and what their sick time payout would be. Chief Hill explained that sick time payout was very specific to a given individual and that each individual is allowed to "bank" a maximum of 1200 sick time hours. When an employee retires, they receive payout for a percentage of their "banked" sick time hours at straight pay rate, with the percentage being based on their years of service. Trustee Baldwin observed that funding for a Deputy Chief was not included in this year's budget and that she would like it to be considered in order to stay in line with the strategic plan. Chief Hill explained that costs for a Deputy Chief in the first year for salary and benefits would be at least \$200,000. Also, if the promotion were from inside the department we would see costs for promotions to fill vacancies at each lower rank. He also said that the strategic plan is a multi-year plan and that we knew we would not be able to accomplish all of our goals in the first year, or even the first few years of the plan. Accountant Howard added that we should strongly consider phasing into new expenditures slowly in order to get away from the practice of borrowing money to meet operational needs and start building up a cash reserve. President Spitzer said that although he agreed that a Deputy Chief was needed he thought that we should "pump the brakes" at least until the District is in a little stronger financial position. Treasurer Sankey agreed with President Spitzer. Trustee Kristensen asked if the budget could be changed later in the year. Accountant Howard answered that it could, using the same process that applies to passage of the original budget. Trustee Kristensen then agreed that we should "pump the brakes" on Deputy Chief hiring.



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

**A motion was made by Treasurer Sankey and seconded by Trustee Baldwin to adopt Ordinance 225 – Tentative Budget and Appropriation FY21.** Roll call vote: Spitzer – yes; Kristensen – yes; Sankey – yes; Marunde – yes; Baldwin – yes. Motion passed. 5 aye, 0 nay.

### Financial Report

James Howard gave a year to date synopsis of the financial state of the District. Trustee Baldwin asked if we could get a report from the County detailing the number of residents that pay property taxes via escrow based on the County's extension of the tax payment deadline until September. Accountant Howard said that he could try to find out, but that estimates are that around 40% of residents pay via escrow.

The monthly bill report was presented to the Board for approval. Any questions the Board had about the bill report were addressed. **A motion was made by Trustee Marunde and seconded by Secretary Kristensen to pay the bills as presented.** Roll call vote: Spitzer – yes; Kristensen – yes; Sankey – yes; Marunde – yes; Baldwin – yes. Motion passed. 5 aye, 0 nay.

### Division Reports

**Captain Bush** - Discussed call volume and activity levels of individual stations. Captain Bush also gave a synopsis of the state of our area with relation to COVID-19. Among the collar counties, McHenry County is one of the least affected counties however Woodstock is seeing the highest COVID numbers within McHenry County. Captain Bush also gave a short history of the COVID Response committee and actions that have been taken to address the current pandemic.

**Captain Parker-** Captain Parker explained that an extrication class that was scheduled had to be cancelled due to COVID-19 precautions. While we are unable to get out and train as a group, we have been concentrating on using some of our own equipment such as the forcible entry prop or the vertical ventilation prop to keep up on training.

**Captain Nieman** – Mike Shannon completed 92 work orders this month. Captain Nieman talked about repairs that were completed on Ambulance 51. Chainsaw blades were replaced. Dishwasher at station 3 was replaced.

### Unfinished Business

**RFP for Attorney:** Chief Hill informed the Board that a proposal packet from an attorney was received today (more than three weeks beyond the deadline) but that their letter explained that the delay was due to COVID inspired difficulties. Trustee Baldwin asked if any other submissions were made after the deadline; Chief Hill answered that all other submissions were made prior to the April 1<sup>st</sup> deadline. The Board agreed that the late submission should not be considered. President Spitzer said that he felt that three if the submissions stood out from as strong candidates: Zukowski, Rogers, Flood & McArdle; Prime Law Group; and Ottosen, DiNolfo, Hasenbalg & Castaldo. The Board directed Chief Hill to contact each of the three candidates to set up interviews via teleconference for sometime in the next two weeks.

### New Business

**Jensen's Heating & Cooling Maintenance Agreement:** Captain Nieman gave a brief synopsis of the services being offered by Jensen's to service and maintain a total of 19 furnace and air conditioning units located at all three stations. Servicing will be twice per year per unit. Chief Hill agreed with Captain Nieman's opinion that



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

these are expensive pieces of equipment and should require regular maintenance in order to prolong their useful life. Also, inspections during bi-annual servicing might give us a bit of warning when units are likely to fail.

**A motion was made by Secretary Kristensen and seconded by Trustee Baldwin to approve the Jensen's Heating & Cooling Maintenance Agreement.** Roll call vote: Spitzer – yes; Kristensen – yes; Sankey – yes; Marunde – yes; Baldwin – yes. Motion passed. 5 aye, 0 nay.

Short Term Line of Credit Loan Request: Chief Hill explained that although we had enough cash on hand to make it through the end of the fiscal year, borrowing from our short term line of credit was necessary in order to cover payroll for the month of May. He added that this borrowing was allotted for in the tentative budget.

**A motion was made by Trustee Baldwin and seconded by Trustee Marunde to approve the short term line of credit loan request, up to a maximum of \$600,000.** Roll call vote: Spitzer – yes; Kristensen – yes; Sankey – yes; Marunde – yes; Baldwin – yes. Motion passed. 5 aye, 0 nay.

Loan Repayment Schedule Change: Chief Hill explained that our current loan repayment calls for two principal payments of \$50,000 per year, plus a payoff off just over \$230,000 at the end of the loan (2027). By increasing our yearly principal payments to two yearly payments of approximately \$61,500, we can eliminate the final “balloon” payment and also save approximately \$30,000 in interest payments over the life of the loan. All Trustees agreed that this was a good idea.

Money Market Product Change: Chief Hill explained that the District maintains a money market account at American Community Bank for the purpose of collecting ambulance billing payments from certain insurance companies that pay by making direct deposits to our account. The current account product requires a balance of \$10,000 to be maintained in the account to avoid fees from the bank. The product change would drop that required balance to \$2,500.

**A motion was made by Trustee Baldwin and seconded by Treasurer Sankey to approve the Money Market product change at American Community Bank.** Roll call vote: Spitzer – yes; Kristensen – yes; Sankey – yes; Marunde – yes; Baldwin – yes. Motion passed. 5 aye, 0 nay.

Health Insurance Renewal: Kalli Ortega of Corkill Insurance gave a report to the Board detailing the health insurance renewal rates for the coming year. Blue Cross/Blue Shield (BC/BS) renewal rates initially came in at an increase of just under 20%, which Corkill was able to get reduced to just under 15%. United Healthcare (UHC) put in a bid for our account at a rate that was approximately 18% less than our current rate with BC/BS. A survey was put out to our membership to determine what the effects would be if we were to move to coverage by UHC. The results showed that of 32 physicians that were used by respondents, 30 were included in the BC/BS network and 29 were included in the UHC network. Current premium costs for BC/BS is approximately \$566,000/yr. Renewal with BC/BS would result in an annual cost of approximately \$653,000. Switching to UHC would be approximately \$462,000. In addition, UHC offers a more restrictive network which, if selected, would reduce premium costs by an additional \$60,000 with no additional disruption in network coverage. Kalli also stated that vision and dental coverage would remain exactly the same next year. Chief Hill further explained that premium reduction would directly benefit both the District and employees, as the employees pay a percentage of premium costs. Also, all members of the Insurance Committee and the Union President have expressed support for a move to UHC.



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

**A motion was made by President Spitzer and seconded by Trustee Baldwin to move from Blue Cross/Blue Shield to United Health Care for health insurance coverage.** Roll call vote: Spitzer – yes; Kristensen – yes; Sankey – yes; Marunde – yes; Baldwin – yes. Motion passed. 5 aye, 0 nay.

State of Emergency Declaration: A letter was received by President Spitzer from President Wessel of local 4813, requesting that the Board reinstate the terms of the collective bargaining agreement in full. President Spitzer read the letter aloud to the Board. President Spitzer felt that there was a potential for an increase in COVID cases especially due to the relaxation of stay at home restrictions by the state, effective May 1<sup>st</sup>. Trustee Sankey wanted to know the Chief's thoughts on the issue. Chief Hill responded that although we are seeing a decrease in call volume, the potential for infection of our membership is still very present. Part of the reason for imposing time off restrictions was to ensure adequate numbers of employees to meet call demand, but the other part was prevention of cross contamination of multiple shifts/stations due to hire backs or inter-station movement of personnel. Chief Hill felt that because we have not reached the mid-May projection of a peak in COVID cases, and because the Governor has advised a continuation of stay at home precautions until the end of May that it would be risky and premature to completely relax restrictions at this point. He did commit to constant evaluation of the situation and to suggest a return to normalcy to the Board as soon as he felt that it was safe and prudent to do so. Trustee Baldwin suggested allowing vacation time that was already scheduled to be taken, but restricting any new requests. Chief Hill agreed to look into it, but said that he was worried about being able to be fair to all employees. He also again cautioned premature relaxation of cautionary measures. Treasurer Sankey said that we need to take a closer look at the situation rather than just extending restrictions for a month, but that he supports the Chief and his decisions. President Spitzer said he would have no problem addressing this sooner than one month. Treasurer Kristensen was in favor of reviewing the situation on a weekly basis, but wanted to know how that would work. Chief Hill said that it would depend largely on recommendation received from organizations such as the CDC or State of Illinois. Also, information regarding the "peak" of COVID infection in our area should be used as a benchmark. Scott Wessel agreed with the need to be cautious so as not to infect multiple stations or shifts. He acknowledged that the bargaining agreement allows for suspension of the contract in the presence of an emergency, but didn't feel that there was any situation that prevents us from carrying out the mission of the District so he wasn't sure that an emergency metric exists. Chief Hill reminded the group that a declared state of emergency was currently in effect for McHenry County, the State of Illinois and the United States. Chief Hill admitted that it was an inconvenience to not be able to take time off, but that it was a better alternative than taking an unnecessary risk that could cripple District operations. President Spitzer felt that it was a little too early to further reduce restrictions. Secretary Kristensen agreed with President Spitzer that it was too early, and suggested that the Board defer to the Chief's decision with a directive to him to let them know if there should be a change. The Trustees decided to take no action on this issue at this time. Trustee Baldwin requested a status update from the Chief as of April 30<sup>th</sup> or May 1<sup>st</sup>.

FY 2021 Meeting Dates: Chief Hill presented the schedule of regular meeting dates for the Board for the next fiscal year.

**A motion was made by Treasurer Sankey and seconded by Trustee Baldwin to accept the Fiscal Year 2021 meeting dates as proposed.** Roll call vote: Spitzer – yes; Kristensen – yes; Sankey – yes; Marunde – yes; Baldwin – yes. Motion passed. 5 aye, 0 nay.



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

### Adjournment

With there being no further discussion a motion was made by Trustee Baldwin and seconded by Treasurer Sankey to adjourn the regular meeting. Motion passed, 5 aye, 0 nay. Meeting adjourned at 8:54 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Robert Kristensen". The signature is written in black ink and is positioned above a horizontal line.

Secretary, Robert Kristensen



## **Woodstock Fire/Rescue District**

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

**Woodstock Fire/Rescue District  
Board of Trustees Meeting  
Via Conference Call  
Pursuant to IL Executive Order 2020-07  
Thursday May 7, 2020  
Special Meeting**

### **Call to Order**

The special meeting was called to order at 1:33 p.m. by President Fred Spitzer.

### **Roll Call**

Trustees Present: President Fred Spitzer, Secretary Bob Kristensen, Treasurer Scott Sankey, Trustee Noel Baldwin.

Trustees Absent: Trustee Kenneth Marunde.

Others Present: Chief Michael Hill.

### **Public Comments**

No Public Comments.

### **New Business**

Pursuant to a request for proposals for legal representation for the District, the Board had selected three finalists for the position. Interviews were held with the three finalists to assist the Board with their selection process.

David McArdle of Zukowski, Rogers, Flood and McArdle (ZCFM), located in Crystal Lake, IL was interviewed by the Board. Mr. McArdle was introduced to the Board, and proceeded to tell the Board about his firm and the services that they could offer to the District. The Board expressed concerns that a busy firm such as ZCFM may not be able to offer WFRD the attention and responsiveness that is desired. Mr. McArdle replied that he would be the contact for the District, and would share his cell phone number so that he could be contacted directly. He then explained that depending on the nature of the services needed, there were several attorneys within his firm that had differing areas of expertise that might be assigned to assist the District.

Karl Ottosen of Ottosen, DiNolfo, Hasenbalg and Castaldo (ODHC), located in Naperville, IL was interviewed by the Board. Mr. Ottosen was introduced to the Board, and proceeded to tell the Board about his firm and the services that they could offer to the District. The Board expressed concerns that a busy firm such as ODHC may not be able to offer WFRD the attention and responsiveness that is desired. Mr. Ottosen replied that he would be the contact for the District, at least in the first year, so that a relationship could be developed between the District and ODHC. Mr. Ottosen explained that he would likely assign any work that needed to be done for the District to other attorney's within his firm.

Jim Militello of Prime Law Group (PLG), located in Woodstock, IL was interviewed by the Board. Mr. Militello was introduced to the Board, and proceeded to tell the Board about his firm and the services that they could offer to the District. The Board expressed concerns that a small firm such as PLG may not be able to offer the services and expertise that is desired by the District. Mr. Militello replied that although his firm has not had direct experience with some of the issues that might be faced by the District, they were willing to address any issues promptly and "get up to speed" quickly to address the situation.



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

Discussion of the interview results was had amongst the Board members. The general consensus of the Board was that although PLG would likely be very responsive to the District's needs, they seemed to lack the expertise in matters that were considered important to the Board. The Board also felt that although ODHC certainly had the expertise that the Board is seeking, there might be a lack of responsiveness to our needs due to the large number of clients that ODHC serves. Also, travel distance for Mr. Ottosen and the resultant costs that would be incurred by the District for him to attend monthly meetings was brought up as a negative factor. ZCFM seemed to offer the best mix of firm size and expertise balanced with likelihood of responsiveness and attention to the District.

**A motion was made by Trustee Baldwin and seconded by Treasurer Sankey to hire Zukowski, Rogers, Flood and McArdle to represent the District.** Roll call vote: Spitzer – yes; Kristensen – yes; Sankey – yes; Baldwin – yes; Marunde – absent. Motion passed. 4 aye, 0 nay, 1 absent.

Discussion was had amongst the Board members as to whether conditions related to COVID-19 had improved to the point where undoing the suspension of the Union contract could be considered. Chief Hill reported that conditions within the Department were such that he felt comfortable with slowly re-introducing some of the suspended benefits (such as allowing members to take vacation time). The Board felt that current conditions in our area should be the deciding factor on when we begin to relax current restrictions. It was suggested that the reduction in restrictions for the State of Illinois that went into effect on May 1<sup>st</sup> may cause additional spikes in COVID cases. The Board agreed to wait one more week and then re-address the issue.

A memorandum of understanding between the District and Local 4813 was presented to the Board. A synopsis of the MOU was given by Chief Hill, who explained that the MOU would allow the District to utilize up to 6 part time members trained to the EMT-B level in order to achieve minimum staffing levels. (Currently, the contract mandates that no more than 2 part time EMT-B's may be used towards minimum staffing) In return, the District would agree to maintain career staffing levels of no less than 36 members in fiscal year 2021, and no less than 39 members as of January 1, 2022. Additionally, Chief Hill explained that the verbiage of a "re-opener" clause that allowed the District to revisit the contract each fiscal year in anticipation of yearly finances would be changed, so that the ability would only be available in cases of "financial burden" to the District. Chief Hill explained that the new verbiage had been reviewed and approved by our labor attorney.

**A motion was made by Secretary Kristensen and seconded by Treasurer Sankey to approve the Memorandum of Understanding.** Roll call vote: Spitzer – yes; Kristensen – yes; Sankey – yes; Baldwin – yes; Marunde – absent. Motion passed. 4 aye, 0 nay, 1 absent.

### Adjournment

With there being no further discussion a motion was made by Secretary Kristensen and seconded by Treasurer Sankey to adjourn the special meeting. Motion passed, 4 aye, 0 nay. Meeting adjourned at 3:14 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Robert Kristensen".  
Secretary, Robert Kristensen



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

**Woodstock Fire/Rescue District  
Board of Trustees Meeting  
Via Conference Call  
Pursuant to IL Executive Order 2020-07  
Thursday May 14, 2020  
Special Meeting**

### **Call to Order**

The special meeting was called to order at 6:03 p.m. by President Fred Spitzer.

### **Roll Call**

Trustees Present: President Fred Spitzer, Secretary Bob Kristensen, Treasurer Scott Sankey, Trustee Noel Baldwin.

Trustees Absent: Trustee Kenneth Marunde.

Others Present: Chief Michael Hill, Scott Nieman, Scott Wessel, Nick Weir.

### **Public Comments**

No Public Comments.

### **New Business**

Discussion was had amongst the Board regarding the reinstatement of the terms of the WCF 4813 Collective Bargaining Agreement.

**A motion was made by Treasurer Sankey and seconded by Trustee Baldwin to reinstate all provisions of the WCF 4813 Collective Bargaining Agreement, effective immediately.** Roll call vote: Spitzer – yes; Kristensen – yes; Sankey – yes; Baldwin – yes; Marunde – absent. Motion passed. 4 aye, 0 nay, 1 absent.

### **Adjournment**

With there being no further discussion a motion was made by Secretary Kristensen and seconded by Treasurer Sankey to adjourn the special meeting. Motion passed, 4 aye, 0 nay. Meeting adjourned at 6:09 p.m.

Respectfully submitted,

  
Secretary, Robert Kristensen



## **Woodstock Fire/Rescue District**

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

**Woodstock Fire/Rescue District  
Board of Trustees Meeting  
Station 3  
2900 Raffel Rd.  
Thursday May 28, 2020  
Regular Meeting**

### **Public Hearing on Ordinance 225 – Tentative Budget and Annual Appropriation**

The public hearing on the tentative budget and appropriation ordinance (Ordinance 225) was opened at 6:50 p.m. by President Fred Spitzer.

President Scott Wessel of WCF 4813 requested to speak regarding the budget and appropriation ordinance. President Wessel then distributed packets to each of the Trustees outlining his plan for the future staffing of the District – specifically, hiring to fill the vacant Deputy Chief's position. Chief Hill informed President Wessel that this hearing was for comments related to the tentative budget and appropriation ordinance only, and was not a time for attempting to negotiate staffing issues with the Board. Chief Hill also reminded President Wessel that staffing for the District was a right reserved to Management, and that his comments were inappropriate in this venue.

The public hearing on the tentative budget and appropriation ordinance (Ordinance 225) was closed at 7:00 p.m. by President Fred Spitzer.

### **Call to Order**

The regular meeting was called to order at 7:01 p.m. by President Fred Spitzer.

### **Pledge of Allegiance**

All attendees of the meeting stood for the Pledge of Allegiance.

### **Roll Call**

Trustees Present: President Fred Spitzer, Secretary Bob Kristensen, Trustee Noel Baldwin.

Trustees Absent: Treasurer Scott Sankey, Trustee Kenneth Marunde.

### **Public Comments**

No Public Comments.

### **Correspondence**

Letter of thanks received from Hearthstone Communities for our participation in their "Showing Your Love" parade.

Multiple letters received from public school children thanking the Fire Department for doing our jobs during the corona virus outbreak.

### **Approval of Minutes**

A motion was made by Secretary Kristensen and seconded by President Spitzer to approve the regular meeting minutes from April 23<sup>rd</sup>, 2020. Motion passed. 3 aye, 0 nay.



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

**A motion was made by Secretary Kristensen and seconded by Trustee Baldwin to approve the special meeting minutes from May 7<sup>th</sup>, 2020.** Motion passed. 3 aye, 0 nay.

**A motion was made by Secretary Kristensen and seconded by Trustee Baldwin to approve the special meeting minutes from May 14<sup>th</sup>, 2020.** Motion passed. 3 aye, 0 nay.

### Attorney's Report

Attorney David McArdle introduced himself and his associate, Brandy Quance, to the Board. Attorney McArdle told the Board that he had reviewed both the final budget and appropriation ordinance and the grant agreement on tonight's agenda and that he approved both of those documents.

Chief Hill gave a synopsis of the changes to the final budget:

- 1) Worker's Comp/Liability Insurance: Lowered from \$315,000 to \$275,000
- 2) Transfer to Building, Equipment & Vehicle Fund: Raised from \$600,000 to \$650,000
- 3) New Equipment (Under Building, Equipment & Vehicle Fund): Raised from \$25,000 to \$100,000

Discussion was had regarding the current condition of our vehicles, specifically our oldest ambulances and oldest engine. Costs for vehicle replacement were discussed.

Discussion was had regarding the final budget, specifically the cash reserves that were expected in both the general fund and the building, vehicle and equipment fund at the end of the fiscal year.

Discussion was had regarding the rules/statutes governing bidding requirements for large purchases.

The Board discussed the benefits of hiring a Deputy Chief as opposed to the costs. The Board asked if the appropriation could be changed mid-year if a hiring was desired. Attorney McArdle replied that the final budget needed to be approved in the first quarter of the fiscal year. Attorney McArdle recommended increasing the appropriated amount for salaries to account for a possible hiring and determining later if the expenditure would be approved.

**A motion was made by Trustee Baldwin and seconded by Secretary Kristensen to adopt the proposed budget and appropriation ordinance as presented, with an amendment to increase the appropriated amount for salaries by \$150,000.** Roll call vote: Spitzer-yes; Kristensen-yes; Sankey-absent; Marunde-absent; Baldwin-yes. Motion passed. 3 aye, 0 nay, 2 absent.

PTSD disability claim discussion tabled until next month.

### Financial Report

Brad with Gov Accounting LLC discussed revenue highlights compared to the previous year. Expenditures were discussed but not limited to dispatch fees, Admin expenses, as well as personnel expenses (healthcare), pension funds, and ambulance fee collections. Property Taxes: We have received 100% of Property Taxes. Ambulance Fees we have collected 115% of budget, Monitoring Fees received are at 102% of budget.

The monthly bill reports were presented to the Board for approval. Any questions the Board had about the bill reports were addressed.



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

**A motion was made by Trustee Baldwin and seconded by Secretary Kristensen to pay the bills as presented in the May 1<sup>st</sup>, 2020 bill report for a total of \$101,484.36.** Roll call vote: Spitzer-yes; Kristensen-yes; Sankey-absent; Marunde-absent; Baldwin-yes. Motion passed. 3 aye, 0 nay, 2 absent.

**A motion was made by Secretary Kristensen and seconded by President Spitzer to pay the bills as presented in the May 15<sup>th</sup>, 2020 bill report for a total of \$34,735.57.** Roll call vote: Spitzer-yes; Kristensen-yes; Sankey-absent; Marunde-absent; Baldwin-yes. Motion passed. 3 aye, 0 nay, 2 absent.

### Division Reports

**Captain Bush** – Captain Bush gave the call statistics for the year to date. This month's call volume was down 17.84% over the last month. 327 calls were responded to in April compared to 398 calls in March. There were a total of 222 EMS calls, 97 service calls, and 8 fire calls for the month. Year to date, there has been a decrease of 54 calls when compared to last year. Captain Bush discussed Part-time testing, and community events the department has participated in.

**Captain Nieman** – Captain Nieman discussed Building and Grounds. A-453 recently had the air conditioning clutch fall apart, which has since been repaired. There were 110 work orders completed by the District's mechanic Mike Shannon. Stations 1 and 2 had roof leaks and needed to be repaired. The repairs have been made.

**Captain Parker** – Captain Parker discussed Fire training. Due to Covid-19 training has been more focused on maintenance; ladders, hand tools. We hit a record with our birthday drive-by with having 7 in one day.

### Unfinished Business

#### New Business

**Regional Grant Writing Agreement-** Chief Hill provided the Board of Trustees with information on the regional grant we are pursuing for StarCom Radios. The other Departments pursuing this grant along with us are Marengo Fire, Harvard Fire, and Union Fire. The total grant writing fee is \$4,000.00. The cost for WFRD would be \$1,000.00

#### Adjournment

With there being no further discussion a motion was made by Secretary Kristensen and seconded by Trustee Baldwin to adjourn the regular meeting. Motion passed, 3 aye, 0 nay. Meeting adjourned at 8:30 p.m.

Respectfully submitted,

---

Secretary, Robert Kristensen



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

**Woodstock Fire/Rescue District  
Board of Trustees Meeting  
Station 3  
2900 Raffel Rd.  
Thursday June 25, 2020  
Regular Meeting**

### **Call to Order**

The regular meeting was called to order at 7:00 p.m. by President Fred Spitzer.

### **Pledge of Allegiance**

All attendees of the meeting stood for the Pledge of Allegiance.

### **Roll Call**

Trustees Present: President Fred Spitzer, Secretary Bob Kristensen, Trustee Noel Baldwin, Treasurer Scott Sankey, Trustee Kenneth Marunde.

### **Public Comments**

No Public Comments.

### **Executive Session:**

At 7:02, a motion was made by Secretary Kristensen and seconded by Treasurer Sankey to move into executive session to discuss pending litigation and personnel. Motion Passed. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Marunde-yes; Baldwin-yes. Motion passed. 5 aye, 0 nay.

### **Regular Session:**

At 8:08 P.M. regular session reconvened. President Spitzer called for a **roll call**.

**Trustees Present:** President Fred Spitzer, Secretary Bob Kristensen, Trustee Noel Baldwin, Treasurer Scott Sankey, Trustee Kenneth Marunde.

A motion was made by Secretary Kristensen and seconded by Treasurer Sankey to authorize a 2% salary increase for the Administrative Assistant and Mechanic retroactive to the start of the fiscal year 2021. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Marunde-yes; Baldwin-yes. Motion passed. 5 aye, 0 nay.

### **Correspondence**

- **REACT** one of our air transport providers sent us a thank you letter.

### **Approval of Minutes**

A motion was made by Secretary Kristensen and seconded by President Spitzer to approve the regular meeting minutes from May 28<sup>th</sup>, 2020. Motion Passed. 5 aye, 0 nay.

### **Attorney's Report**



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

### Financial Report

Gov. Accounting was unable to attend this meeting. Chief Hill discussed some highlights from the month. So far, we have received two disbursements from the McHenry County Collector. Our PBS billing is down around \$56,000 from our usual monthly income.

### Bill Report

A motion was made by Trustee Baldwin and seconded by Trustee Marunde to approve the bill payments in the amount of \$228,485.59. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Marunde-yes; Baldwin-yes. Motion passed. 5 aye, 0 nay.

### Division Reports

**Captain Bush** – Chief Hill filled in for Captain Bush who was unable to attend this month's meeting. Cadet testing has been happening. There were 8 in total that tested, 3 of them were able to successfully complete all of the testing components and are all now eligible for the cadet program. As of right now all three are still moving forward. Plans for conducting the Lieutenant's exam are currently underway. Our current Lieutenant's list expires Christmas Day, 2020. We will be conducting the promotional process before Christmas.

**Captain Nieman** – Captain Nieman discussed buildings and grounds. Engine 32 had work done on it. Station 2 had some leaks in the roof that have been repaired. There was a system failure in the keyless entry system at Station 3 - Fox Valley repaired the system. Station 2 needed a new water heater.

**Captain Parker**- Captain Parker discussed training. Training is slowly starting to be more hands on. EMS training has been mostly lecture at this point. A lot that was covered was trauma care.

### Unfinished Business

#### New Business

Local 4813: Request to meet with Board of Trustees. President Spitzer read the letter that was sent to the Board of Trustees in regards to their meeting this evening June 25, 2020 with Local 4813. Local 4813 Board members were out of town and unable to attend June 25, 2020 meeting. They have requested to be added to the July 2020 agenda.

**Resolution 2020-02:** Amending the WFRD Health Reimbursement Arrangement. A motion was made by Trustee Baldwin and seconded by Treasurer Sankey to approve **Resolution 2020-02**.

**Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Marunde-yes; Baldwin-yes. Motion passed. 5 aye, 0 nay.

**Resolution 2020-03:** IGA between City of Woodstock and WFRD for Radio Tower Usage. A motion was made by Secretary Kristensen and seconded by Treasurer Sankey to approve **Resolution 2020-03**.

**Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Marunde-yes; Baldwin-yes. Motion passed. 5 aye, 0 nay.

**Resolution 2020-04:** Approving Organizational Chart. A motion was made by Treasurer Sankey and seconded by Secretary Kristensen to approve **Resolution 2020-04** as amended.



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

**Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Marunde-yes; Baldwin-yes. Motion passed. 5 aye, 0 nay.

**Naming of Second in Command of WFRD:** Chief Hill recommends Captain Parker be designated as second in command of the District in his absence. This does not come with any corresponding increase in rank or salary.

A motion was made by Treasurer Sankey and seconded by Trustee Marunde to name Captain Parker as Second in Command of the District in the Chief's absence.

**Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Marunde-yes; Baldwin-yes. Motion passed. 5 aye, 0 nay.

Secretary Kristensen requests that on July's agenda, we have a discussion for Deputy Chief.

**Career Firefighter/Paramedic Hiring:** Chief Hill addressed the Board. We have two career firefighters who will likely be leaving the Department soon. We need to get moving right away on filling their positions. Contractually we have to maintain a roster of 36 career members in this fiscal year. With two members leaving and FF Mains being off we are actually down to 33. Chief Hill is looking for the Board to direct the Commissioners to start the process towards hiring three career firefighter paramedics. The Board of Trustees gave the Commissioners direction to start the process towards hiring three career firefighter Paramedics. If either of the members decide not to leave the District, we would not fill their positions. The direction from the Board would give us the ability to hire up to three positions.

A special meeting date was set up for Tuesday June 30<sup>th</sup>, 2020 at 7:30 PM. At Station 3.

### **Adjournment**

With there being no further discussion a motion was made by Secretary Kristensen and seconded by Trustee Baldwin to adjourn the regular meeting. Motion passed, 5 aye, 0 nay. Meeting adjourned at 8:43 p.m.

Respectfully submitted,

---

Secretary, Robert Kristensen



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock. IL 60098  
(815) 338-2621

---

**Woodstock Fire/Rescue District  
Board of Trustees Meeting  
Station 3  
2900 Raffel Rd.  
Thursday July 23, 2020  
Regular Meeting**

### **Call to Order**

The regular meeting was called to order at 7:00 p.m. by President Fred Spitzer.

### **Pledge of Allegiance**

All attendees of the meeting stood for the Pledge of Allegiance.

### **Roll Call**

Trustees Present: President Fred Spitzer, Secretary Bob Kristensen, Trustee Noel Baldwin, Trustee Kenneth Marunde.

**Trustees Absent:** Treasurer Scott Sankey.

### **Public Comments**

Bill Muilkens WFRD's Chaplain read a prepared statement to the Board. Chaplain Muilkens asked that this statement be included in the minutes. The statement can be found attached to these minutes.

### **Correspondence**

Letter of thanks received from Barrington Countryside Fire Protection District for the mutual aid we provided to them.

### **Approval of Minutes**

A motion was made by President Spitzer and seconded by Secretary Kristensen to approve the regular meeting minutes from June 25<sup>th</sup>, 2020 with an amendment giving the Board of Fire Commissioners direction to start the hiring process for the three full-time positions. **Roll call vote:** Spitzer-yes; Kristensen-yes; Marunde-yes; Baldwin-yes. Motion passed. 4 aye, 0 nay.

### **Attorney's Report**

### **Financial Report**

Brad with Gov Accounting LLC discussed revenue highlights compared to the previous year. Expenditures were discussed but not limited to dispatch fees, Admin expenses, as well as personnel expenses (healthcare), pension funds, and ambulance fee collections. Property Taxes: We have received 47% of Property Taxes. Ambulance Fees we have collected 15% of budget, Monitoring Fees received are at 9% of budget.

**Roll call vote to approve the financial report:** Spitzer-yes; Kristensen-yes; Marunde-yes; Baldwin-yes. Motion passed. 4 aye, 0 nay.

The monthly bill reports were presented to the Board for approval. Any questions the Board had about the bill reports were addressed.



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

### **Bill Report**

A motion was made by Secretary Kristensen and seconded by Trustee Baldwin to approve the bill payments in the amount of \$119,766.18. **Roll call vote:** Spitzer-yes; Kristensen-yes; Marunde-yes; Baldwin-yes. Motion passed. 4 aye, 0 nay.

### **Division Reports**

**Captain Bush** – Chief Hill filled in for Captain Bush who was unable to attend this month's meeting. Call Statistics Report- Call volume is up this month by 5.19% compared to the previous months. 405 calls were responded to in June compared to 385 calls in May. There were 278 EMS, 121 Services and 6 fires for this month.

**Captain Nieman** – Captain Nieman discussed buildings and grounds. Nothing new to report. There will be work being done on the St. 2 generator. St.2 generator does need a valve tune up.

**New Ambulance Purchase:** The Board gave direction to Chief Hill to start the purchasing process (bids) for the new ambulance.

**Captain Parker-** Captain Parker discussed training. Week 1 SBCA training consisted of back to basics approach to SBCA's. Week two RIT Pack Operations- Firefighters completed the same back to basic approach to the WFRD RIT Pack. Training hours are unavailable this month due to work being done on the reporting functions of Target Solutions.

### **Unfinished Business**

#### **New Business**

A motion was made by Secretary Kristensen and seconded by Trustee Baldwin to approve the agreement with the University of Illinois for provision of Vehicle and Machinery Operations Training subject to review. **Roll call vote:** Spitzer-yes; Kristensen-yes; Marunde-yes; Baldwin-yes. Motion passed. 4 aye, 0 nay.

#### **Deputy Chief Position:**

Secretary Kristensen requested Chief Hill provide the Board with a comprehensive cost evaluation which consists of but is not limited to; Initial and future costs of hiring a Deputy Chief, Trustee Baldwin added in that she would like to see costs of not having a Deputy Chief, and President Spitzer would like to see the job description of a Deputy Chief.

President Spitzer stated he would like to see a 3-5 year game plan for the department as to where we are headed and what we are going to do with the revenues. What the future of the department will look like in the next 3-5 years. Chief Hill stated to the Board he would like to recommend a little bit of caution as these are some very big ticket items discussed; we do have referendum money, but we do not have limitless referendum money. Chief Hill stated that he has no problem presenting a plan to the Board as long as it is understood that it is a plan and not a promise.

#### **Semi-Annual review of closed session minutes**

Attorney McArdle advised the BOT to review closed executive session minutes in executive session.



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

### Local 4813: Meeting with the Board of Trustees

**Scott Wessel- President:** President Scott Wessel, Local 4813 opened up the floor by presenting the Board with the feedback he has been receiving from the membership. The feedback we have been getting back from the membership is based on the referendum, what we are doing this year and what we are planning on doing in subsequent years. That forward thinking vision, and planning was really what the membership was looking for. President Wessel read out loud the Districts mission statement: "To protect life and property, through efficient and professional service to our community". President Wessel stated "we went out and made commitments and we just want to make sure we make good on those things".

A survey was sent out and there were 31 responses received back out of 35 members. The survey responses were handed out to the members of the Board.

President Spitzer stated that all of those commitments that we have made are not going to happen all at one shot, there is going to be a process to this.

Individual members of the District began to address their concerns with the Board. Some of their concerns were that they did not feel as if they had support. One of the members stated that he can't say it is one individual that doesn't give him support but in numerous areas he is lacking support. President Wessel stated they were doing more and more and more with less and less.

Trustee Baldwin touched base on mental health support within the District. Trustee Baldwin stated "the Board would like to support the membership in those areas as well. Trustee Baldwin stated "I would like you guys to start helping us help you". One member stated "we're missing the gaps in the chart". It starts from the Chief all the way down through the membership.

A motion was made at approximately 8:16 p.m. by Secretary Kristensen and seconded by Trustee Baldwin to move into executive session to discuss pending litigation and review closed executive session minutes. **Roll call vote:** Spitzer-yes; Kristensen-yes; Marunde-yes; Baldwin-yes. Motion passed. 4 aye, 0 nay.

Regular session meeting reconvened at approximately 9:53 p.m.

### Adjournment

With there being no further discussion a motion was made by Secretary Kristensen and seconded by Trustee Baldwin to adjourn the regular meeting. Motion passed, 4 aye, 0 nay. Meeting adjourned at 9:53 p.m.  
Respectfully submitted,

---

Secretary, Robert Kristensen



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

**Woodstock Fire/Rescue District  
Board of Trustees Meeting  
Station 3  
2900 Raffel Rd.  
Thursday August 27, 2020  
Regular Meeting**

### **Call to Order**

The regular meeting was called to order at 7:00 p.m. by President Fred Spitzer.

### **Pledge of Allegiance**

All attendees of the meeting stood for the Pledge of Allegiance.

### **Roll Call**

Trustees Present: President Fred Spitzer, Secretary Bob Kristensen, Treasurer Scott Sankey, Trustee Noel Baldwin, Trustee Kenneth Marunde.

### **Public Comments**

No public comments.

### **Correspondence**

Letter of thanks received from Union Fire Protection District for the mutual aid we provided to them.

### **Approval of Minutes**

A motion was made by Secretary Kristensen and seconded by Trustee Baldwin to approve the regular meeting minutes from July 23<sup>rd</sup>, 2020. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Marunde-yes; Baldwin-yes. Motion passed. 5 aye, 0 nay.

### **Attorney's Report**

### **Financial Report**

James with Gov Accounting LLC discussed revenue highlights compared to the previous year. Expenditures were discussed but not limited to dispatch fees, Admin expenses, as well as personnel expenses (healthcare), pension funds, and ambulance fee collections. Property Taxes: We have received 49% of Property Taxes. Ambulance Fees we have collected 27% of budget, Monitoring Fees received are at 9% of budget.

**Roll call vote to approve the financial report:** Spitzer-yes; Kristensen-yes; Sankey-yes; Marunde-yes; Baldwin-yes. Motion passed. 5 aye, 0 nay.

The monthly bill reports were presented to the Board for approval. Any questions the Board had about the bill reports were addressed.



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

### **Bill Report**

A motion was made by Secretary Kristensen and seconded by Trustee Baldwin to approve the bill payments in the amount of \$119,796.88. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Marunde-yes; Baldwin-yes. Motion passed. 5 aye, 0 nay.

### **Division Reports**

**Captain Bush** – Captain Bush gave the monthly call statistics report- Call volume is down this month by 1.48% compared to the previous months. 398 calls were responded to in July compared to 405 calls in June. There were 272 EMS, 118 Services and 8 fires for this month.

**Captain Nieman** – Captain Nieman discussed buildings and grounds. Station 2 recently had the water pump replaced. There will be work being done on the Station 2 generator, Station 1 door repairs.

**Captain Parker**- Captain Parker discussed training. Hazardous materials was the topic for our recent fire training including classroom as well as hands on. 3 EMS students passed their state exam.

### **Unfinished Business**

**Resolution 2020-04; Approving Organizational Chart (with amendment).** A motion was made by President Spitzer and seconded by Treasurer Sankey to approve the organizational chart with amendment. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Marunde-yes; Baldwin-yes. Motion passed. 5 aye, 0 nay.

### **New Business**

**Station 2 generator repair-** A motion was made by Treasurer Sankey and seconded by Trustee Marunde to approve the Station 2 generator repairs. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Marunde-yes; Baldwin-yes. Motion passed. 5 aye, 0 nay.

**Station 1 door repairs-** A motion was made by Treasurer Sankey and seconded by Secretary Kristensen to approve Station 1 door (service door) repairs not to exceed \$10,770.00. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Marunde-yes; Baldwin-yes. Motion passed. 5 aye, 0 nay.

**New Computer equipment purchase-** A motion was made by Trustee Baldwin and seconded by Treasurer Sankey to approve the purchase of new computer equipment; not to exceed \$4,808.80. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Marunde-yes; Baldwin-yes. Motion passed. 5 aye, 0 nay.

**New ambulance purchase-** A motion was made by Treasurer Sankey and seconded by Trustee Baldwin to approve the purchase of a new ambulance; not to exceed \$243,000.00. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Marunde-yes; Baldwin-yes. Motion passed. 5 aye, 0 nay.

**Air Conditioner Replacement-** A motion was made by Secretary Kristensen and seconded by Trustee Marunde to approve the air conditioner replacement/repair for Station 2; not to exceed \$4,865.00. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Marunde-yes; Baldwin-yes. Motion passed. 5 aye, 0 nay.

At approximately 7:47 pm a motion was made by President Spitzer and seconded by Treasurer Sankey to go into executive session to discuss pending litigation, semi-annual review and possible release of minutes and



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

personnel 5 ILCS 120 2(c)(1)(6)and (11). **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Marunde-yes; Baldwin-yes. Motion passed. 5 aye, 0 nay.

President Spitzer called to order regular session meeting at 9:43 pm. **Roll Call:** President Fred Spitzer, Secretary Bob Kristensen, Treasurer Scott Sankey, Trustee Noel Baldwin, and Trustee Kenneth Marunde.

A motion was made by President Spitzer and seconded by Secretary Kristensen to approve the settlement agreement for FF/PM Mains as written with the exception of the last bullet point on page two of the agreement- add the word all as the third word in that sentence. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Marunde-yes; Baldwin-yes. Motion passed. 5 aye, 0 nay.

Trustee Baldwin stated they were going to table the semi-annual review and possible release of minutes until next month's meeting.

### Adjournment

With there being no further discussion a motion was made by Secretary Kristensen and seconded by Trustee Baldwin to adjourn the regular meeting. Motion passed, 5 aye, 0 nay. Meeting adjourned at 9:51 p.m.  
Respectfully submitted,

  
Secretary, Robert Kristensen



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

**Woodstock Fire/Rescue District  
Board of Trustees Meeting  
Station 3  
2900 Raffel Rd.  
Thursday September 24, 2020  
Regular Meeting**

### **Call to Order**

The regular meeting was called to order at 7:00 p.m. by President Fred Spitzer.

### **Pledge of Allegiance**

All attendees of the meeting stood for the Pledge of Allegiance.

### **Roll Call**

Trustees Present: President Fred Spitzer, Secretary Bob Kristensen, Trustee Noel Baldwin, Trustee Kenneth Marunde.

### **Trustees Absent**

Treasurer Scott Sankey

### **Public Comments**

No public comments.

### **Correspondence**

No correspondence

### **Approval of Minutes**

A motion was made by Secretary Kristensen and seconded by Trustee Baldwin to approve the regular meeting minutes from August 27<sup>th</sup>, 2020. **Roll call vote:** Spitzer-yes; Kristensen-yes; Marunde-yes; Baldwin-yes. Motion passed. 4 aye, 0 nay.

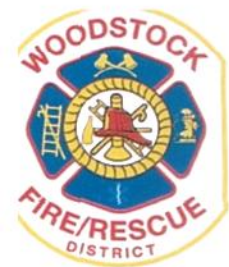
### **Attorney's Report**

### **Financial Report**

Brad with Gov Accounting LLC discussed revenue highlights compared to the previous year. Expenditures were discussed but not limited to dispatch fees, Admin expenses, as well as personnel expenses (healthcare), pension funds, and ambulance fee collections. Property Taxes: We have received 52% of Property Taxes. Ambulance Fees we have collected 37% of budget, Monitoring Fees received are at 9% of budget.

**Roll call vote to approve the financial report:** Spitzer-yes; Kristensen-yes; Marunde-yes; Baldwin-yes. Motion passed. 4 aye, 0 nay.

President Spitzer as well as Trustee Baldwin asked questions in regards to our ambulance billing and why is there a difference of what PBS is showing in their monthly report and what is shown in our actual bank account that was deposited directly from PBS. The monthly bill reports were presented to the Board for approval. Any



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

questions the Board had about the bill reports were addressed. The Board asked to look into the ambulance billing for the next month's meeting.

### **Bill Report**

A motion was made by Secretary Kristensen and seconded by Trustee Marunde to approve the bill payments in the amount of \$453,252.55. **Roll call vote:** Spitzer-yes; Kristensen-yes; Marunde-yes; Baldwin-yes. Motion passed. 4 aye, 0 nay.

### **Division Reports**

**Captain Bush** – Captain Bush gave the monthly call statistics report- Call volume is equal to last months; 398 calls were responded to in August compared to 398 calls in July. There were 278 EMS, 112 Services and 8 fires for this month.

**Captain Nieman** – Captain Nieman discussed buildings and grounds. 77 work orders were completed this month. Station 2- air conditioning unit for the office, training room, and radio room were not working properly. The unit was replaced by Jensen's Plumbing. A relief valve on the RPZ would not close. Jensen's came out and made a temporary repair and then later replaced the unit. Overhead garage door broke a spring. The spring was temporarily clamped and new springs were ordered. St. 3 a bunkroom switch was inoperable. The switch was replaced by the on duty crew.

**Captain Parker**- Captain Parker discussed training. For the month of August, 539 hours were spent on fire training. On average, each firefighter trained 12.71 hours this month on fire related topics. Week one consisted of companies deploying and repacking our standard hose leads. Week two consisted of search and rescue and week three was an officer's choice topic.

### **Unfinished Business**

Review of Resolution 2020-04. The Union Board addressed the Board of Trustees in regards to the elimination of the three lieutenant's positions. Chief Hill presented to the Board his reasoning behind the elimination of the 3 lieutenant's positions.

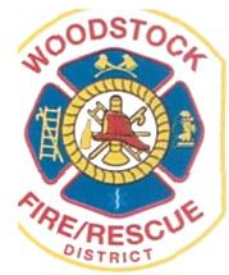
### **New Business**

#### **Acceptance of FY2019 SAFER grant award**

A motion was made by Secretary Kristensen and seconded by Trustee Baldwin to accept the FY2019 SAFER grant award in the amount of \$1,456,848.00. **Roll call vote:** Spitzer-yes; Kristensen-yes; Marunde-yes; Baldwin-yes. Motion passed. 4 aye, 0 nay.

A motion was made by President Spitzer and seconded by Secretary Kristensen to give direction to the BOFC to begin the hiring process of a fourth career fire-fighter. **Roll call vote:** Spitzer-yes; Kristensen-yes; Marunde-yes; Baldwin-yes. Motion passed. 4 aye, 0 nay.

At approximately 8:56 p.m. a motion was made by Secretary Kristensen and seconded by Trustee Baldwin to move into executive session to discuss the semi-annual review and possible release of executive session minutes and personnel 5 ILCS 120 2(c)(1) and (21). **Roll call vote:** Spitzer-yes; Kristensen-yes; Marunde-yes; Baldwin-yes. Motion passed. 4 aye, 0 nay.



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

Regular meeting reconvened at approximately 10:09 p.m.

**Roll Call:** Trustees Present: President Fred Spitzer, Secretary Bob Kristensen, Trustee Noel Baldwin, Trustee Kenneth Marunde.

A motion was made by Secretary Kristensen and seconded by Trustee Marunde to keep the executive session minutes as presented closed. **Roll call vote:** Spitzer-yes; Kristensen-yes; Marunde-yes; Baldwin-yes. Motion passed. 4 aye, 0 nay.

A motion was made by President Spitzer and seconded by Secretary Kristensen to adopt the proposed contract with Chief Hill with the following changes from what was presented; contract terms begin October 1<sup>st</sup>, 2020 and terminates on September 30<sup>th</sup>, 2021 a one year term contract. **4(A)** of the contract- not later than the 4<sup>th</sup> Thursday of March 2021 the Board of Trustees will review Chief Hill's progress with Chief Hill. Section **4(C)** of the contract, the annual salary of the Chief with a 2% increase, with a sum of \$137,303.56. Under section IIII of the contract, there is a typo, it should read 40 hours of sick time. **Roll call vote:** Spitzer-yes; Kristensen-yes; Marunde-yes; Baldwin-yes. Motion passed. 4 aye, 0 nay.

### Adjournment

With there being no further discussion a motion was made by Secretary Kristensen and seconded by Trustee Baldwin to adjourn the regular meeting. Motion passed, 4 aye, 0 nay. Meeting adjourned at 10:12 p.m.

Respectfully submitted,

A handwritten signature in cursive script, reading "Robert Kristensen", is written over a horizontal line.

Secretary, Robert Kristensen



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

**Woodstock Fire/Rescue District  
Board of Trustees Meeting  
Station 3  
2900 Raffel Rd.  
Thursday October 22, 2020  
Regular Meeting**

### **Call to Order**

The regular meeting was called to order at 7:00 p.m. by President Fred Spitzer.

### **Pledge of Allegiance**

All attendees of the meeting stood for the Pledge of Allegiance.

### **Roll Call**

Trustees Present: President Fred Spitzer, Secretary Bob Kristensen, Treasurer Sankey, Trustee Noel Baldwin.

### **Trustees Absent**

Trustee Kenneth Marunde.

### **Public Comments**

No public comments.

### **Correspondence**

No correspondence

### **Approval of Minutes**

A motion was made by Secretary Kristensen and seconded by Trustee Baldwin to approve the regular meeting minutes from September 24<sup>h</sup>, 2020. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Baldwin-yes. Motion passed. 4 aye, 0 nay.

### **Attorney's Report**

### **Financial Report**

Brian Zabel gave the 2020 Audit report for the Woodstock Fire/Rescue District. Each member of the Board was provided with an audit packet. Questions and concerns were addressed along with the future finances of the District and where we currently stand financially. Trustee Baldwin asked that they have more time to review the presented audit report. The Trustees will discuss approval of the 2020 audit at the next BOT meeting in November. Brian Zabel said that he would arrange to get us an extension on our audit filing deadline from the State.

Brad with Gov Accounting LLC discussed revenue highlights compared to the previous year. Expenditures were discussed but not limited to dispatch fees, admin expenses, personnel expenses (healthcare), pension funds, and ambulance fee collections. Property Taxes: We have received 87% of Property Taxes. Ambulance Fees we have collected 46% of budget, Fire recovery we have received 47% of budget.



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

**Roll call vote to approve the financial report:** Spitzer-yes; Kristensen-yes; Sankey-yes; Baldwin-yes. Motion passed. 4 aye, 0 nay.

### **Bill Report**

A motion was made by Treasurer Sankey and seconded by Trustee Baldwin to approve the bill payments in the amount of \$175,342.76. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Baldwin-yes. Motion passed. 4 aye, 0 nay.

### **Division Reports**

**Captain Bush** – Captain Bush gave the monthly call statistics report- Call volume is down 16.08% compared to last month; 334 calls were responded to in September compared to 398 calls in August. There were 239 EMS, 89 service and 8 fire calls for this month.

**Captain Nieman** – Captain Nieman discussed buildings and grounds. 82 work orders were completed for the month. Preventative maintenance was completed on Ambulance 452 and Truck 481. Truck 481 had a pulley replaced. Ambulance 452 had its engine removed and an oil leak was repaired along with other faulty parts. Annual flow test of SCBA's was performed by Air One. FF/PM Heideman conducted maintenance alongside the technician.

**Captain Parker**- Captain Parker discussed training. For the month of September, 214 hours were dedicated to fire training. On average, each firefighter trained 1.96 hours this month on fire related topics. EMS training for the month of September was sepsis and medical illness.

### **Unfinished Business**

#### **Deputy Chief Discussion**

Chief Hill presented to the BOT the costs for a Deputy Chief within the first year. Chief Hill also expressed financial concerns that he has if the District were to create that position this year since we still have a deficit from the previous year(s). Chief Hill stated he would recommend this for the next fiscal year. Treasurer Sankey thought that they would have a job description for Deputy Chief this evening. Secretary Kristensen did his own research and provided the BOT with a Deputy Chief Job description from another department. Chief Hill asked the BOT what was their priority in things we need throughout this department. Trustee Baldwin stated that hiring a Deputy Chief is her priority. Treasurer Sankey stated that he does not feel a Deputy Chief should be their number 1 priority, we cannot afford it right now as presented by the auditor and we should wait until next year when we know where we stand financially. Trustee Baldwin stated she is all for getting a committee together to discuss the hiring of a Deputy Chief. Next meeting an update will be discussed.

**Review of Resolution 2020-04.** The Board of Trustees had a discussion in regards to the elimination of the three lieutenant's positions. Chief Hill presented to the Board his reasoning behind the elimination of the 3 lieutenant's positions. Treasurer Sankey stated that those three positions were developed because of Lakewood, we do not need 3 more Lieutenant's positions what we need is more upper rank positions. Chief Hill stated that he would not suggest a permanent solution for a temporary situation.

A motion was made by President Spitzer to fill the one floating Lieutenants position that is currently open. Motion died due to lack of a second.



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

We have four new full-time hires starting on November 9<sup>th</sup>, 2020. Trustee Baldwin stated that she would like to see mental health well being implemented as a part of the hiring process. Chief Hill stated that he and the Union President have discussed this and the Union is very interested in pursuing this further.

### Chief Hill's Contract

**A motion was made by Secretary Kristensen and seconded by Trustee Baldwin to change Chief Hill's sick time from 800 hours back to the original contract agreement of 1200 hours. Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Baldwin-yes. Motion passed. 4 aye, 0 nay.

### New Business

#### **South Street Hospital Hold Harmless Agreement:**

A motion was made by Treasurer Sankey and seconded by Secretary Kristensen to approve the South Street Hospital Hold Harmless Agreement. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Baldwin-yes. Motion passed. 4 aye, 0 nay.

#### **Station 1 Window Repair:**

A motion was made by Secretary Kristensen and seconded by Treasurer Sankey to approve the Station 1 window repair not to exceed \$10,000.00. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Baldwin-yes. Motion passed. 4 aye, 0 nay.

### Adjournment

With there being no further discussion a motion was made by Secretary Kristensen and seconded by Trustee Baldwin to adjourn the regular meeting. Motion passed, 4 aye, 0 nay. Meeting adjourned at 8:47 p.m.

Respectfully submitted,

---

Secretary, Robert Kristensen



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

### Woodstock Fire/Rescue District Board of Trustees Meeting Via Teleconferencing (Zoom) Thursday November 19, 2020 Regular Meeting

#### **Call to Order**

The regular (Zoom) meeting was called to order at 7:00 p.m. by President Fred Spitzer.

#### **Pledge of Allegiance**

All attendees of the meeting stood for the Pledge of Allegiance.

#### **Roll Call**

Trustees Present: President Fred Spitzer, Secretary Bob Kristensen, Treasurer Sankey, Trustee Noel Baldwin.

#### **Trustees Absent**

Trustee Marunde- Entered the meeting at approximately 7:10 P.M.

#### **Public Comments**

No public comments.

#### **Correspondence**

No correspondence.

#### **Approval of Minutes**

A motion was made by Secretary Kristensen and seconded by Treasurer Sankey to approve the regular meeting minutes from October 22, 2020 with an amendment to the minutes to correct Trustee Sankey's title (change "President" to "Treasurer"). **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Baldwin-yes. Motion passed. 4 aye, 0 nay.

#### **Financial Report**

Pension Fund Actuarial Report – Lauterbach & Amen

Kevin from Lauterbach and Amen went over the Pension Fund Actuarial report with the Board of Trustees.

Brad with Gov Accounting LLC discussed revenue highlights compared to the previous year. Expenditures were discussed but not limited to dispatch fees, admin expenses, personnel expenses (healthcare), pension funds, and ambulance fee collections. Property Taxes: We have received 97% of Property Taxes. Ambulance Fees we have collected 58% of budget, Fire recovery we have received 54% of budget.

#### **Bill Report**

A motion was made by Trustee Baldwin and seconded by Secretary Kristensen to approve the bill payments in the amount of \$123,753.65. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Baldwin-yes; Marunde-yes. Motion passed. 5 aye, 0 nay.



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

### Division Reports

**Captain Bush** – Captain Bush gave the monthly call statistics report- Call volume is down 6.29% from last month; 355 calls were responded to in October compared to 334 calls in September There were 260 EMS, 88 service, and 7 fire calls for this month.

**Captain Nieman** – Unable to attend meeting. 95 Work orders completed this month. Pump inspection was completed on all fire apparatus. Tenders 472 and 473 along with reserve Engine 432 passed. Truck 481 Engine 442, and Engine 433 Failed. The three will have the repairs made and will be retested at no additional charge.

**Captain Parker-** Captain Parker discussed training. For the month of October, 238 hours were dedicated to EMS Training. On average, each paramedic/ EMT trained 4.49 hours this month on EMS related topics.

### Unfinished Business

Approval of FY2020 Audit Report- A motion was made by Secretary Kristensen and seconded by Trustee Baldwin to approve the FY 2020 Audit report as presented by Brian Zabel. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Baldwin-yes; Marunde-yes. Motion passed. 5 aye, 0 nay.

### New Business

**2020 Tax Levy Discussion-**The Board of Trustees discussed and determined the estimate of the 2020 Tax Levy. Trustee Baldwin asked; is there was a reason that we wouldn't put the audit fund closer to the actual than what we have? Attorney McArdle stated "you should do that". Chief Hill stated he would talk with Brian Zabel about what next year's cost are going to be and I will just put that right on the button. A motion was made by Trustee Baldwin and seconded by Treasurer Sankey to approve the estimate of the 2020 Tax Levy not to exceed \$8,061,600. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Baldwin-yes; Marunde-yes. Motion passed. 5 aye, 0 nay.

### RTU Replacement Station 1

A motion was made by President Spitzer and seconded by Secretary Kristensen to approve the bill from Jensen's Plumbing and the RTU replacement at Station 1. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Baldwin-yes; Marunde-yes. Motion passed. 5 aye, 0 nay.

**Deputy Chief Discussion-** Chief Hill provided the Board of Trustees with samples of a Deputy Chief's job description. – Certain questions were asked from the Board of Trustees such as; what do we want to consider an eligible candidate? Do we want to keep it completely internal and only allow our members to test or do we want to open it up to the outside world? The pros of keeping it internal is that anyone who would be eligible for this position would have been with the Woodstock Fire/Rescue District for at least 10 years and possibly more. Promoting within the department will help promote morale within the department, also promotional opportunities will be created at some of the lower ranks as well. If we hired internally, this would save the District about \$110,000. Chief Hill discussed some of their possible minimum qualifications for the Deputy Chiefs position within Woodstock Fire/Rescue District. President Spitzer asked the Attorney if the Deputy Chiefs position would be finalized by the Board of Trustees or the Board of Fire Commissioners? Brandy from Zukowski, Rogers, Flood & McArdle stated she would double check on this question. President Spitzer stated that he doesn't think we can learn anymore about the internal candidates from an assessment center than what



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

we know already about them. Treasurer Sankey stated that he disagrees, the people that work here may know the internal candidates, but we are creating a new position with new responsibilities and we need people to assess them for the new job, not for the job they have been doing. Treasurer Sankey would like to see an outside group assess and make a recommendation based off of the job description the Board decides upon. Secretary Kristensen is in agreement with Treasurer Sankey. Secretary Kristensen stated that he would recommend those that are interested to submit a resume by a certain date and see who is applying for the job, and then set up the assessment. Trustee Marunde stated that he would like to see one of our Captains be promoted to Deputy Chief. The Board of Trustees agreed to further review the qualifications for the Deputy Chief position and they are not ready to approve this tonight.

President Spitzer asked the Board of Trustees if any of them are opposed to only looking internally for candidates for the Deputy Chief position; there were no objections from the Board. Secretary Kristensen asked that the Board provide Chief Hill with their edits on the Deputy Chief qualifications by December 1<sup>st</sup>, 2020.

### Adjournment

With there being no further discussion a motion was made by Treasurer Sankey and seconded by Trustee Marunde to adjourn the regular meeting. Motion passed, 5 aye, 0 nay. Meeting adjourned at 8:59 p.m.

Respectfully submitted,

---

---

Secretary, Robert Kristensen



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

### Woodstock Fire/Rescue District Board of Trustees Meeting Via Teleconferencing (Zoom) Thursday December 17, 2020 Regular Meeting

#### **Call to Order**

The regular (Zoom) meeting was called to order at 7:00 p.m. by President Fred Spitzer.

#### **Pledge of Allegiance**

All attendees of the meeting stood for the Pledge of Allegiance.

#### **Roll Call**

Trustees Present: President Fred Spitzer, Secretary Bob Kristensen, Treasurer Sankey, Trustee Noel Baldwin, Trustee Marunde.

#### **Trustees Absent**

None

#### **Public Comments**

No public comments.

#### **Correspondence**

No correspondence.

#### **Approval of Minutes**

A motion was made by Treasurer Sankey and seconded by Trustee Baldwin to approve the regular meeting minutes from November 19<sup>th</sup>, 2020 with an amendment to the minutes to correct the period in the tax levy number and change it to a comma under the "New Business section" as well as correct the division reports under the call statistics. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Baldwin-yes, Trustee Marunde-yes. Motion passed. 5 aye, 0 nay.

#### **Financial Report**

Brad with Gov Accounting LLC discussed revenue highlights compared to the previous year. Expenditures were discussed but not limited to dispatch fees, admin expenses, personnel expenses (healthcare), pension funds, and ambulance fee collections. Property Taxes: We have received 98% of Property Taxes. Ambulance Fees we have collected 71% of budget, Fire recovery we have received 61% of budget.

#### **Bill Report**

A motion was made by Secretary Kristensen and seconded by Trustee Marunde to approve the bill payments in the amount of \$136,920.69. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Baldwin-yes; Marunde-yes. Motion passed. 5 aye, 0 nay.



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

### Division Reports

**Captain Bush** – Captain Bush gave the monthly call statistics report- Call volume is up 7.32% from last month; 381 calls were responded to in November compared to 355 calls in October. There were 299 EMS, 75 service, and 7 fire calls for this month.

**Captain Nieman** – Captain Nieman discussed maintenance and repairs in buildings and grounds. Secretary Kristensen asked Captain Nieman if there were any up-coming truck repairs; Captain Nieman stated “nothing that he is aware of at this time”.

**Captain Parker-** Captain Parker discussed training. For the month of November, 276.25 hours were dedicated to EMS Training. On average, each paramedic/ EMT trained 4.84 hours this month on EMS related topics. EMS came out and provided some training via zoom.

The Board of Trustees gave thanks to Captain Karen Bush for her dedication, ingenuity, integrity, most of all her service for the community. Thank you Captain Karen Bush for everything you have done throughout your tenure here at WFRD.

### Unfinished Business

#### **Deputy Chief Discussion**

Chief Hill discussed with the Board of Trustees the future Deputy Chief's position within WFRD. Chief Hill was looking for direction from the Board as to whether or not it is still our intentions to move forward with holding an assessment center process? Chief Hill asked the Board if they would like to move forward with this. Trustee Baldwin stated that she thinks we should move forward with the candidates that are available. President Spitzer stated that having a time frame is a good idea in order to give those that are close to meeting the requirements an opportunity to be eligible for the position; if they are interested in applying. Treasurer Sankey stated that he does not have a problem with the requirements in the job description but there are certain ones that are listed that are not that important to make the candidate become ineligible for the process. Treasurer Sankey stated “those are classes they could easily get after appointment has been made, it shouldn't make or break them to participate. President Spitzer, Secretary Kristensen, and Trustee Marunde agreed with what Treasurer Sankey stated. Trustee Baldwin suggested that we set up a special meeting before our next Board of Trustees meeting in order to conduct the interviews for Deputy Chief. The meeting date the Board has decided on is January 14<sup>th</sup>, 2021 at 6:00 p.m.

### New Business

#### **2021 Insurance Renewal**

A motion was made by President Spitzer and seconded by Treasurer Sankey to keep the current insurance plan in place until further notice. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Baldwin-yes; Marunde-yes. Motion passed. 5 aye, 0 nay.



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

**Ordinance 227-Tax Levy (2020)-Not to exceed \$8,061,600.** A motion was made by Secretary Kristensen and seconded by Treasurer Sankey to approve Ordinance 227- Tax Levy Not to exceed \$8,061,600. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Baldwin-yes; Marunde-yes. Motion passed. 5 aye, 0 nay.

**Resolution 2020-05 – Disposition of Surplus Equipment-** A motion was made by Treasurer Sankey and seconded by Secretary Kristensen to approve the disposition of surplus equipment. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Baldwin-yes; Marunde-yes. Motion passed. 5 aye, 0 nay.

**Resolution 2020-06 – MCMRMA Delegate – Alternate Delegate-** A motion was made by Treasurer Sankey and seconded by Trustee Marunde to approve the alternate MCMRMA delegate to Captain Parker. Roll call vote: Spitzer-yes; Kristensen-yes; Sankey-yes; Baldwin-yes; Marunde-yes. Motion passed. 5 aye, 0 nay.

### **Local 4813: Meeting with Board of Trustees**

At approximately 8:08 p.m. a motion was made by President Spitzer and seconded by Treasurer Sankey to move into executive session to discuss personnel and possible litigation. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Baldwin-yes; Marunde-yes. Motion passed. 5 aye, 0 nay.

Regular session reconvened at approximately 9:59 pm

### **Captain's promotional process list**

Brandy from Zukowski, Rogers, Flood, & McArdle stated “pursuant to the both the collective bargaining agreement and the “Fire Department Promotion Act,” the Captains promotion lists are only in effect for three years. We have two lists, both of them now are expired. We do have a vacancy coming up in about a week for a Captain’s position. We need to direct the Fire Commissioners to start preparing a promotional list to promote for that Captains position. Because we are not going to be able to do this within a week, there is a provision in the “Fire Department Promotion Act”, where we can temporarily appoint someone to that position. So it would not be a promotion to the Captains position but there can be a temporary appointment to fill that position until the Fire Commissioners form a promotion list and then a person can be promoted off of that list. President Spitzer asked Brandy to speak about the lists that are frozen. Brandy stated “There are two lists in the last three years”. “Those lists are frozen for a period of five years, and is only under certain circumstances those lists can be resurrected. That is in the “Fire Department Promotion Act”. If a vacated position is not filled due to a lack of funding or authorization and is subsequently reinstated then the final promotion list shall be continued in effect until all of those positions that were vacated have been filled. We do not have that circumstance here because we have a position that has been vacated that is currently funded.

Union President Scott Wessel approached the Board stating “About a year ago, maybe a little bit more than that, the District’s attorney at the time Tom Zanck and the Unions attorney met and confirmed that because there were two frozen lists that were available to use for promotional purposes there was no need to hold a subsequent promotions process which is why we have been sitting with two frozen lists since they expired. Chief Hill responded stating “that was the understanding at that time, the Union and District talked and agreed that since these lists are frozen we don’t need to have a promotional process, which was our understanding. President Spitzer stated that it looks like according to the law that information was in accurate at the time.



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

Brandy responded stating "that is our opinion yes. The frozen lists can only be resurrected if the position that was previously unfunded becomes funded or authorized.

A motion was made by President Spitzer and seconded Treasurer Sankey to give direction to the Board of Fire Commissioners to start the procedure for establishing the Captains eligibility list. Roll call vote: Spitzer-yes; Kristensen-yes; Sankey-yes; Baldwin-yes; Marunde-yes. Motion passed. 5 aye, 0 nay.

A motion was made by Treasurer Sankey and seconded by Secretary Kristensen for the Board to proceed with making a temporary appointment to the position of Captain. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Baldwin-yes; Marunde-yes. Motion passed. 5 aye, 0 nay.

President Spitzer asked Chief Hill if he has a recommendation for the temporary appointment of the Captains position. Chief Hill recommends to the Board of Trustees; Lieutenant Chad Williams. President Spitzer asked Lieutenant Chad Williams if he would be open to accepting that appointment. Lieutenant Chad Williams was unavailable at that time but later joined back in and accepted the temporary appointment of the Captains position to be filled while the Fire Commissioners are creating the Captains list.

A motion was made by Treasurer Sankey and seconded by Trustee Marunde to appoint Chad Williams for the Temporary Captains position based off of Chief Hill's recommendation. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Baldwin-yes; Marunde-yes. Motion passed. 5 aye, 0 nay.

President Spitzer asked the Union's Executive Board if they would have any objections putting off their meeting until January since it is already 10:15 pm. President Wessel responded stating "putting it off until January would be appropriate.

### Adjournment

With there being no further discussion a motion was made by Secretary Kristensen and seconded by Trustee Sankey to adjourn the regular meeting. Motion passed, 5 aye, 0 nay. Meeting adjourned at 10:23 p.m.

Respectfully submitted,

---

Secretary, Robert Kristensen



## Woodstock Fire/Rescue District

435 E. Judd St.  
Woodstock, IL 60098  
(815) 338-2621

---

### Woodstock Fire/Rescue District Board of Trustees Meeting Via Teleconferencing (Zoom) Thursday December 23, 2020 Special Meeting

#### Call to Order

The regular (Zoom) meeting was called to order at 7:00 p.m. by President Fred Spitzer.

#### Roll Call

Trustees Present: President Fred Spitzer, Secretary Bob Kristensen, Treasurer Sankey, Trustee Noel Baldwin.

#### Trustees Absent

Trustee Ken Marunde.

#### Public Comments

No public comments.

#### Correspondence

No correspondence.

#### New Business

**2021 Insurance Renewal**-The Board of Trustees were presented with a proposed amendment to the Collective Bargaining Agreement. The effect of the amendment would be to change WFRD's insurance renewal date from a July through June renewal to a January through December renewal. Chief Hill explained that both he and the Union Executive Board were in favor of the change, and have agreed on the verbiage of the addendum. President Spitzer asked Treasurer Biederer of the Union Executive Board if he agreed with Chief Hill's statements; Treasurer Biederer stated that he did.

A motion was made by Treasurer Sankey and seconded by Trustee Baldwin to accept the addendum to the Collective Bargaining Agreement as presented. **Roll call vote:** Spitzer-yes; Kristensen-yes; Sankey-yes; Baldwin-yes; Marunde-absent. Motion passed. 4 aye, 0 nay, 1 absent.

#### Adjournment

With there being no further discussion a motion was made by Treasurer Sankey and seconded by Secretary Kristensen to adjourn the regular meeting. Motion passed, 4 aye, 0 nay, 1 absent. Meeting adjourned at 7:02 p.m.

Respectfully submitted,

---

---

Secretary, Robert Kristensen