

ALGONQUIN LAKE IN THE HILLS FIRE PROTECTION DISTRICT
REPORT FOR COMPLIANCE WITH DECENNIAL COMMITTEE ON
LOCAL GOVERNMENT EFFICIENCY ACT

I. Introduction

The Algonquin-Lake in the Hills Fire Protection District operates as an Illinois special district unit of local government. The District provides fire prevention, fire suppression, rescue, special unit response, and emergency medical services. A five-member Board of Trustees elected at large from the community serves as the governing corporate authority.

The ALFPD encompasses a 22 square-mile jurisdiction located in parts of McHenry (75 percent) and Kane (25 percent) Counties along the Fox River. It operates out of three stations, serving a residential population of approximately 40,000, and protects a mix of residential, light industrial and commercial development. The District employs 66 commissioned and non-commissioned firefighting personnel and 3 civilian staff members, who responded to approximately 5200 emergency incidents in 2023.

II. General Information

A. Location

The District provides services for the following villages, townships, and cities.

VILLAGES, TOWNSHIPS, & CITIES	
Name	Estimated Population
Algonquin	24,000
Lake in the Hills	15,000
Barrington Hills	800
Kane County	2,400
McHenry Unincorporated	1,900
Dundee Township	120

The District is located within the following counties: McHenry and Kane County

The following additional Units of Local Government overlap the District’s service area: Algonquin Police Department, Lake in the Hills Police Department, Village of Algonquin, Village of Lake in the Hills, Community Unit School District 300, Algonquin Area Public Library, Lake in the Hills Sanitary District, Algonquin Township

B. District Demographics

We have about three industrial parks throughout Lake in the Hills and Algonquin. The east side of Algonquin has a combination of residential and commercial buildings. There is a mixture of multifamily buildings as well as single family homes. The commercial buildings range from single story to three story buildings. There are early 1800’s historic homes scattered throughout the area.

On the west side of Algonquin, there is a combination of single-family homes, assisted living facilities as well as office buildings, retail, mostly big box stores and food restaurants.

Lake in the Hills consists of a large retail area, single family homes and assisted and senior living.

Algonquin and Lake in the Hills holds about 8 multi-unit residential buildings. We also have about 6 assisted living facilities, two are in Lake in the Hills and three of them are in Algonquin.

C. Fire Stations

Name of Station	Location
1. Station 1	1020 W. Algonquin Road, Lake in the Hills, IL 60156
2. Station 2	2440 Harnish Drive, Algonquin, IL 60102
3. Station 3	1691 Cumberland Parkway, Algonquin, IL 60102

D. Employees

Full Time	Part Time	Volunteer/Paid on Call
46	12	0

E. Fire & EMS Apparatus

Type	Quantity	Age
Ambulance	5	2010, 2011, 2019, 2020, 2022
Engine	4	2008, 2008, 2019, 2022
Ladder Truck	1	2015
Brush Truck	1	2008
Rescue	1	1988
Command Car	2	2018, 2023
Staff Vehicles	4	2018, 2018, 2020, 2020

F. Services & Programs

SERVICES	
Existing	Potential Future Services
Fire	

EMS	
Rescue	
Prevention/Inspection	

PROGRAMS	
Existing	Potential Future Programs
High School Intern Program	
Firefighter In Training Program	
CPR Training	
Public Education	

G. Financials

BUDGET	
Fiscal Year	Annual Budget Amount
FY 2019	\$11,881,715.00
FY 2020	\$15,534,853.00
FY 2021	\$16,081,542.00
FY 2022	\$17,248,425.00
FY 2023	\$20,725,347.00

END OF YEAR FINANCIAL REPORT		
Fiscal Year	Revenues	Expenditures
FY 2019	\$12,248,655	\$12,424,545
FY 2020	\$12,519,161	\$11,847,095
FY 2021	\$14,694,282	\$12,106,991
FY 2022	\$14,563,923	\$14,160,281
FY 2023	\$15,679,230	\$13,922,621

The District has used a balanced budget approach with a focus on increasing capital reserves to maintain both operations and capital funds over the last five years. The District has been able to add to our fund balance position using this approach as can be seen by the surpluses generated. These reserves will be committed and used for future capital projects for fleet and facility in conjunction with our capital replacement plan.

H. Equalized Assessed Value (EAV)

Levy Year	EAV
Levy Year 2019	\$1,143,056,544
Levy Year 2020	\$1,188,169,993
Levy Year 2021	\$1,223,947,174
Levy Year 2022	\$1,312,233,839
Levy Year 2023	\$1,426,802,635

I. Insurance Services Office (ISO) Rating

The District's current ISO rating is 2.

III. Committee Information

COMMITTEE MEMBERS	
Title	Name
Chief	John Knebl
Board Chair	Rick Naatz
Board Trustee	Charlie Teson
Board Trustee	Don Black
Board Trustee	Tim Moss
Board Trustee	Mike Wetzel
Fire District Resident	Steve Chvatal
Fire District Resident	Mark Foster

COMMITTEE MEETING DATES		
Meeting	Date	Location
First Meeting	January 24 th , 2024	1020 W. Algonquin Road, Lake in the Hills, IL 60156
Second Meeting	March 27 th , 2024	1020 W. Algonquin Road, Lake in the Hills, IL 60156
Third Meeting	May 22 nd , 2024	1020 W. Algonquin Road, Lake in the Hills, IL 60156
Additional Meetings		

IV. Awards & Recognitions

Award/Recognitions	Description	Date Issued
GFOA	Certificate of Achievement for Excellence in Financial Reporting	February 2024

V. Intergovernmental Agreements (IGAs) & Interrelationships

The District has automatic aid agreements with several other jurisdictions and is located in Mutual Aid Box Alarm System (MABAS) Division 5 as a primary and secondary Division 2.

IGA	DATE EFFECTIVE
ADDENDUM TO THE LICESNE AGREEMENT BETWEEN VILLAGE OF LITH AND ALFPD	7/24/2014
ALFPD AND COUNTY OF MCHENRY WITH RESPECT TO COSTS FOR EMERGENCY VEHICLE PRIORITY EQUIPMENT FOR RANDALL ROAD PROJECT	7/28/2021
ALFPD AND HUNTLEY FIRE PROTECTION DISTRICT	6/21/2022
ALFPD AND HUNTLE FIRE PROTECTION DISTRICT	6/21/2022
AMENDMENT TO THE AUTO MUTUAL AID AGREEMENT BETWEEN ALFPD AND CARY FIRE PROTECTION DISTRICT	12/1/2013
AUTO AID BETWEEN ALFPD AND BARRINGTON COUNTRYSIDE FIRE PROTECTION DISTRICT	11/13/2013
AUTO FIRE MUTUAL AID AGREEMENT BETWEEN ALFPD AND VILLAGE OF CARPENTERSVILLE	11/13/2013
PLAN REVIEW, INSPECTIONS, NEW DEVELOPMENT, FIRE CODE ENFORCEMENT, AND INTERGOVERNMENTAL COOPERATION BETWEEN THE VILLAGE OF ALGONQUIN AND ALFPD PERTAINING TO THE FIRE CODE	1/4/2022
PLAN REVIEW, INSPECTIONS, NEW DEVELOPMENT, FIRE CODE ENFORCEMENT, AND INTERGOVERNMENTAL COOPERATION BETWEEN THE VILLAGE OF LAKE IN THE HILLS AND ALFPD PERTAINING TO THE FIRE CODE	9/22/2021
ILLINOIS DEPARTMENT OF HEALTHCARE AND FAMILY SERVICES AND ALFPD	6/11/2020

VI. Review of Governing Statutes, Fire District Policies, Rules, Procedures, Training Materials, Reports, and other Documents

A. Governing Statutes (External Review)

GOVERNING STATUTES	
Fire Protection District Act (70 ILCS/705)	✓
Illinois Open Meetings (OMA) Act (5 ILCS 120)	✓
Illinois Freedom of Information Act (5 ILCS 140)	✓
State Officials and Employees Ethics Act (5 ILCS 430/1-1) and other State Ethics Laws	✓

B. Policies, Ordinances, Rules, & Bylaws (Internal Review)

EXISTING POLICIES, ORDINANCES, RULES, & BYLAWS		
Title	Date Enacted	Conclusion
Public Comment Policy	September 1 , 2014	

Does the District have a Sexual Harassment Policy? (775 ILCS 5/2-109)	December 6, 2016	
IDOL Mandated Policies	January 2017	
Drug and Alcohol Policies	September 1, 2014	
Employee Handbook/Policy Manual	August 4, 1993	Kept up to date
Board of Trustees Manual	July 24, 2019	

Does the District have an OMA Officer? (5 ILCS 120/1.05(a)) If so, identify the individual: Chief John Knebl, Maggie Vanderstappen, Therese Klicker and all Board of Trustee Members.

Does the District have a FOIA Officer? (5 ILCS 140/3.5(a)) If so, identify the individual: Maggie Vanderstappen and Therese Klicker

If applicable, identify the District's designated auditing official under the Public Officer Prohibited Activities Act (50 ILCS 105/4.1): n/a

C. Procedures

PROCEDURES	
Type	Conclusion
FOIA Forms and Procedures (5 ILCS 140/1 <i>et. seq.</i>)	Up to date
Perform Semiannual Review of Closed Session Minutes (5 ILCS 120/2.06)	Performed every 6 months
Trustees Filed Statement of Economic Interest Policy (5 ILCS 420/4A-101)	Filed yearly
Retention, Destruction, and Review of other Documents	Every 5 years
Post/File OSHA 300A Report (if required)	Yearly
Grant Management and Reporting	Quarterly
NFIRS Compliance	Monthly

D. Training

TRAINING		
Title	Satisfactory?	Unsatisfactory?
Board Member OMA Training (5 ILCS 120/1.05(b))	Up to date	
FOIA Officer Training (5 ILCS 140/3.5(b))	Up to date	
Sexual Harassment Prevention Training (775 ILCS 5/2-109(c))	Up to date	

E. Reports

CALL REPORTS		
Title	Findings	Conclusion
Call Volume Reports (3-year trend)	2021- 4,715 calls 2022- 5,066 calls 2023- 5,082 calls	The District saw an increase of 13.7% increase in calls for service in 2021 over the previous year. 2022 saw an increase of 6.9% percent increase in call volume over 2021. There was a small increase of .3% in 2023 over the previous year.
Call Type Reports (3-year trend)	2021- 71% EMS/ 29% Fire 2022- 72% EMS/ 28% Fire 2023--72% EMS/ 28% Fire 2021- 71 structure fires 2022- 86 structure fires 2023- 67 structure fires	EMS service remains the highest category of call type that the District responds to annually. This accounts for more than 3,500 calls for service annually. The number of structure fires represents our response to building fires both within our District and those to other municipalities.
Dispatch Reports (3-year trend)		

FINANCIAL REPORTS		
Title	Findings	Conclusion
Treasurer Statement of Receipts & Disbursements		Conducted and approved
Annual Audit		Conducted and approved

<i>Other Financial Documents</i>		

F. Documents

DOCUMENTS		
Title	Findings	Conclusion
Schedule of all FPD Board Meetings (5 ILCS 120/2.03)	All Monthly agendas and minutes posted	
Checklist of Scheduled Annual Tasks		

G. Transparency

Does the District have a website?

Yes, Our District website was newly updated in 2022.

The site contains the following: commission and board of trustee meeting minutes and agendas; forms for burn permits, emergency notification system, facility use applications, public education event request, FOIA Request form; staff and board member information; employment hiring full time, part time, FIT Internship information.

WEBSITE		
Type	Findings	Conclusion
General Review of Website Information	Up to date	

VII. Recommendations for Increased Accountability and Efficiency

A. Strengths & Efficiencies

- The Algonquin-Lake in the Hills Fire Protection District has a strong commitment to responsible financial management, allowing our organization to expand and effectively respond to the growing demands and increasing calls for service from our community.
- The District has continued to provide a staffing model that sees 16 qualified and trained members assigned to three fire stations, 24 hours a day, seven days a week that staff a minimum of three fire apparatus, three advanced-life support ambulances, and one battalion chief position. The District’s staffing levels along with automatic aid agreements the District has in place with neighboring

communities meet and exceed the National Fire Protection Association (NFPA) Standard for Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments.

- The District offers a comprehensive Community Risk Reduction (CRR) program that includes multiple programs. The District's CRR was developed using the United States Fire Administration's "Five E's" strategy (education, engineering, enforcement, economic incentives, and emergency response) through an extensive community outreach and education program that begins with our school-aged children through our school talk program and progresses up to the seniors in our community through our slips, trips, and falls awareness campaign. The District also has a successful smoke detector program in which 10-year smoke detectors are supplied and installed free of charge for any fire district resident to ensure proper smoke and fire protection in their house. The District also has a full-time fire protection director who oversees fire inspections, plan reviews, building pre-plans, and commercial occupancy inspections.

In order to provide our community with high-quality fire and emergency medical services, the Algonquin-Lake in the Hills Fire Protection District acknowledges the significance of prudent financial administration, adequate staffing levels, and efficient Community Risk Reduction initiatives. The District's plan of action to ensure the continued improvement of service and emergency response in our community is as follows:

- The District will continue to maintain current staffing levels that currently meet the needs of the District and community. We will continue to review our staffing levels to ensure we are delivering a level of service that meets the demands of the community.
- The District will actively pursue and submit applications for grants at the local, state, and federal levels. These grant funds will provide additional funding for personnel, equipment, training, and other expenses, thereby alleviating the financial constraints faced by the District.
- The District will continue to employ a full-time fire prevention director and supplemental fire inspection personnel, as needed, to continue a robust fire inspection and prevention program. The fire prevention bureau will continue to be involved in the plan review process for new residential and commercial construction and business remodels in the fire district.
- The District will look to maintain and expand collaborations with community partners and stakeholders, including the village officials and police departments from Algonquin and Lake in the Hills, to ensure that our services are provided in a manner that aligns with the community's needs and expectations.
- The District has maintained staffing levels that meets the current demands of service that we currently receive on an annual basis. One challenge that continues to face the District and fire departments throughout the country is the lack of available candidates for open positions within the fire district. The District currently has an open application period for candidates interested in part-time employment.

A competitive exam for full-time employment is held every two years to establish a current eligibility list. Recently, the District has changed requirements for full-time testing to include Firefighter/EMT or Paramedics to expand the candidate pool eligible to take the exam. The District also offers a Firefighter Internship Program (FIT) to develop college-aged individuals into firefighters through their sponsorship in an area fire academy and through in-house mentorship programs. One of the goals of this program to develop individuals that will have an interest of seeking employment with the fire district once their initial training is completed.

B. Greatest Needs

- The District is currently in a situation where 60% of our career members will become eligible for retirement within the next 36 months. To sustain the current level of staffing and service in the fire district, it is imperative that we focus on both the recruitment and retention of employees, as well as providing mentorship and growth opportunities through the District's personnel development program. This structured training and education program guarantees that the District can provide our members with the necessary knowledge, skills, and abilities to assume leadership positions within the organization as retirements occur, in keeping with the District's succession plan.

C. Conclusion

The Committee believes that these recommendations will create a more accountable, transparent, and efficient governance framework within the District. By implementing these strategies, the District can ensure better service delivery, increased public trust, and a more responsive administration that meets the needs of its residents effectively.

The following additional documents are attached to this report:

✓	NAME OF DOCUMENT
	Agenda and Minutes from First Committee Meeting
	Agenda and Minutes from Second Committee Meeting
	Agenda and Minutes from Third Committee Meeting

**ALGONQUIN-LAKE IN THE HILLS FIRE PROTECTION DISTRICT
Decennial Committee on Local Government Efficiency Agenda
January 24, 2024**

CALL TO ORDER 5:00 p.m.

ROLL CALL Establish quorum

PUBLIC COMMENT

AGENDA APPROVAL Addition of items for discussion only

ATTORNEY REPORT Legislative Report – Discussion and possible action on the following items:
**Decennial Committee on Local Government Efficiency Agenda
Public Act 102-1088**

Committee Duties:

- Study the governing statutes
- Trustee Rules and Regulations
- Ordinances
- Resolutions
- Purchasing Manual
- Intergovernmental Agreements

NEW BUSINESS Discussion and possible action on the following items:

Meeting dates: March 27 and May 27th at 5:00pm

ADJOURN

ALGONQUIN-LAKE IN THE HILLS FIRE PROTECTION DISTRICT



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

WWW.ALFPD.ORG

Board of Trustees Decennial Committee Meeting Minutes of January 24, 2024 Training Room, 1020 West Algonquin Road Lake in the Hills, IL 60156

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

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

Present: Trustee/President Naatz, Trustee Moss, Trustee Wetzel, Trustee/Secretary Teson, Trustee/Treasurer Black, Resident Steve Chvatal, Resident Mark Foster

Others Present: Fire Chief Kern, Deputy Chief Knebl, Attorney Joe Miller, Attorney Megan Lamb

Public Forum. No comments were offered.

Agenda Approval. Addition of items for discussion only.

Attorneys' Report. Legislative Report – Discussion and possible action on the following items:

- Decennial Committee on Local Government Efficiency Agenda Public Act 102-1088
 - Committee Duties:
 - Study the governing statutes
 - Trustee Rules and Regulations
 - Ordinances
 - Resolutions
 - Purchasing Manual
 - Intergovernmental Agreements

Old Business.

New Business.

Meeting Dates: Discussion and possible action on setting the meeting dates for March 27, 2024 and May 22, 2024 at 5:00 pm.

Motion to approve the Decennial Committee Meeting Dates for March 27, 2024 and May 22, 2024 at 5:00 pm. No discussion. Voice vote: 7 Yes (Moss, Naatz, Teson, Black, Wetzel, Chvatal, Foster), 0 No, 0 Absent.

Adjournment. There being no further business, motion by President Naatz, seconded by Trustee Moss, to adjourn at 5:08 p.m. No discussion. Voice vote: 7 Yes (Moss, Naatz, Teson, Black, Wetzel, Chvatal, Foster), 0 No, 0 Absent.

Respectfully submitted,
Maggie Vanderstappen, Recording Secretary

APPROVED 03/27, 2024



Rick Naatz
President, Board of Trustees

ATTEST:



Charles Teson
Secretary, Board of Trustees

ALGONQUIN-LAKE IN THE HILLS FIRE PROTECTION DISTRICT

Decennial Committee on Local Government Efficiency Agenda

March 27, 2024

CALL TO ORDER	5:00 p.m.
ROLL CALL	Establish quorum
PUBLIC COMMENT	
AGENDA APPROVAL	Addition of items for discussion only
SECRETARY'S REPORT	Approve January 24, 2024 Decennial Committee Minutes

ATTORNEY REPORT

NEW BUSINESS

Discussion and/or questions on the following items:

- Governing statutes
- Trustee Rules and Regulations
- Ordinances
- Resolutions
- Purchasing Manual
- Intergovernmental Agreements

Meeting dates: May 22nd at 5:00 p.m.

ADJOURN

ALGONQUIN-LAKE IN THE HILLS FIRE PROTECTION DISTRICT

Decennial Committee on Local Government Efficiency Agenda

May 22, 2024

CALL TO ORDER	5:00 p.m.
ROLL CALL	Establish quorum
PUBLIC COMMENT	
AGENDA APPROVAL	Addition of items for discussion only
SECRETARY'S REPORT	Approve March 27, 2024 Decennial Committee Minutes
ATTORNEY REPORT	
NEW BUSINESS	Discussion and/or questions on the following items: <ul style="list-style-type: none">• Governing statutes• Trustee Rules and Regulations• Ordinances• Resolutions• Purchasing Manual• Intergovernmental Agreements
	Review and Approval of Decennial Committee Report
ADJOURN	