

RICHMOND TOWNSHIP FIRE PROTECTION DISTRICT  
TRUSTEE'S BOARD MEETING MINUTES  
Thursday, November 13, 2025

1. CALL TO ORDER:

Larry Jones called the meeting to order at 7:01 PM at the Richmond Township Fire Protection District, 5601 Hunter Drive, Richmond, Illinois.

Board Members Present: Larry Jones, Jay Marshall, Mark Miller

Also Present: Chief Jim Prickett, Attorney Rich Curran, Deputy Chief Eric Schwind, Administrative Assistant Jenny Karaszewski

2. MINUTES OF PRIOR MEETING:

Motion to accept the regular minutes from October 9, 2025.

Motion to Approve:           1<sup>st</sup> Mark Miller                           2<sup>nd</sup> Jay Marshall  
Vote:                            AAMC

Motion to accept the executive session from October 9, 2025, minutes and keep them closed.

Motion to Approve:           1<sup>st</sup> Mark                           2<sup>nd</sup> Larry Jones  
Vote:                            AAMC

3. CORRESPONDENCE & REQUESTS:

4. TREASURER'S REPORT:

- Warrant FY26-07 & as needed checks written between meetings
- October FY26 Financial Reports

Motion to accept the FY26-07 warrants & as needed checks written between meetings.

Motion to Approve:           1<sup>st</sup>Mark Miller                   2<sup>nd</sup> Jay Marshall  
Vote:                            AAMC

Motion to accept the October FY26 Financial Reports.

Motion to Approve:           1<sup>st</sup> Mark Miller                   2<sup>nd</sup> Jay Marshall  
Vote:                            AAMC

5. UNFINISHED BUSINESS:

6. NEW BUSINESS:

7. ATTORNEY'S REPORT:

- Set the Annual Tax Levy amount
- Discussion items

There was a discussion regarding what the annual tax levy amount should be for next year. Rich will send a draft of the total amount of levy.

**Motion to set the annual 2025 Tax Levy amount of 5% increase over last year's extension to capture new property in the district.**

**Motion to Approve:**            1<sup>st</sup> Jay Marshall            2<sup>nd</sup> Larry Jones  
**Vote:**                            AAMC

At December's meeting we will have to pass the tax levy.

**Motion to set the public hearing on December 11<sup>th</sup> at 7pm.**

**Motion to Approve:**            1<sup>st</sup> Jay Marshall            2<sup>nd</sup> Mark Miller  
**Vote:**                            AAMC

8. FIRE CHIEF'S REPORT:

- See the complete report attached.

9. PUBLIC COMMENT:

10. EXECUTIVE SESSION:

- Review Executive Session Minutes for years 2024 & 2025
- Personnel

**Motion to go into Executive Session at 8:01 PM.**

**Motion to Approve:**            1<sup>st</sup> Jay Marshall            2<sup>nd</sup> Larry Jones  
**Vote:**                            AAMC

**Motion to adjourn Executive Session at 8:24 PM.**

**Motion to Approve:**            1<sup>st</sup> Jay Marshall            2<sup>nd</sup> Larry Jones  
**Vote:**                            AAMC

11 POSSIBLE ACTION REGARDING MATTERS DISCUSSED IN EXECUTIVE SESSION:

**Motion to keep 2024 & 2025 executive session minutes closed.**

**Motion to Approve:**            1<sup>st</sup> Larry Jones            2<sup>nd</sup> Jay Marshall  
**Vote:**                            AAMC

**Motion to make Jenny Karaszewski's compensation bi-weekly stipend at 60 hours.**

**Motion to Approve:**            1<sup>st</sup> Larry Jones            2<sup>nd</sup> Jay Marshall  
**Vote:**                            AAMC

12. OTHER:

13. ADJOURN:

Motion to adjourn the board meeting at 8:26 PM.

Motion to Approve:  
Vote:

1<sup>st</sup> Jay Marshall  
AAMC

2<sup>nd</sup> Larry Jones



Jay Marshall, Secretary