

North Maine Fire Protection District

9301 N. POTTER ROAD • DES PLAINES, ILLINOIS 60016 • PHONE: 847.297.5020 • FAX: 847.297.2853



Robert B. McKay
CHIEF

BOARD of TRUSTEES
DONALD NEAL
DAGMAR RUTZEN
TIMOTHY HAMILTON

MINUTES OF A REGULAR MEETING OF THE BOARD OF TRUSTEES NORTH MAINE FIRE PROTECTION DISTRICT COOK COUNTY, ILLINOIS JANUARY 9, 2019

A regular meeting of the Board of Trustees of the North Maine Fire Protection District was held on **Wednesday, January 9, 2019 at 6:00 p.m.** at the North Maine Fire Station located at 9301 Potter Rd., Des Plaines, IL for the purpose of conducting regular business.

CALL TO ORDER: President Neal called the meeting to order at 6:01 p.m.

ROLL CALL:

PRESENT: President Don Neal, Treasurer Dagmar Rutzen and Secretary Timothy Hamilton
ABSENT: None
ALSO PRESENT: Robert McKay, North Maine FPD Chief; Attorney Joseph Miller, Ottosen Britz Kelly Cooper Gilbert & DiNolfo, Ltd; Adam Lindsten, Resource Insurance Advisors, Inc.; Michael R. Bronk, North Maine FPD District Chief; David J. Hall, Nicholas S. Rusz and Thomas J. Hoeft, North Maine FPD Firefighters; Allie Rysell, Lauterbach & Amen, LLP

Chief McKay and DC Bronk welcomed friends, family members and North Maine FPD Firefighters to the Promotion Ceremony for David J. Hall, Nicholas S. Rusz and Thomas J. Hoeft. David J. Hall and Nicholas S. Rusz were promoted to the rank of Lieutenant and Thomas J. Hoeft was promoted to the rank of District Chief. The Department and the Board of Trustees thanked Lieutenant Hall, Lieutenant Rusz, and DC Hoeft for their hard work, dedication, and continued service on the North Maine FPD.

The Board took a recess at 6:14 p.m. and resumed open session at 6:39 p.m.

APPROVAL OF MEETING MINUTES: *December 12, 2018 Regular Meeting Minutes:* The Board reviewed the minutes from the December 12, 2018 regular meeting. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the December 12, 2018 regular meeting minutes as written. Motion carried unanimously by voice vote.

December 12, 2018 Closed Session Meeting Minutes: The Board reviewed the minutes from the December 12, 2018 closed session meeting. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve and release the December 12, 2018 closed session meeting minutes as written. Motion carried unanimously by voice vote.

January 3, 2019 Special Meeting Minutes: The Board reviewed the minutes from the January 3, 2019 special meeting. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the January 3, 2019 special meeting minutes as written. Motion carried unanimously by voice vote.

TREASURER'S REPORT: *December 31, 2018:* The Board reviewed the Treasurers' Report dated December 31, 2018. The District's beginning balance as of December 1, 2018 was \$3,519,409.44. The District received deposits during the month of December in the amount of \$74,888.96. The District's expenses for the month of December totaled \$352,088.63. The December in and out transfers were \$329,925.55. The net balance change for the month of December was (\$277,199.67). The District's total ending balance as of December 31, 2018 was \$3,242,209.77. A motion was made by Trustee Neal and seconded by Trustee Hamilton to accept the Treasurer's Report as presented. Motion carried by roll call vote.

AYES: Trustees Neal, Rutzen and Hamilton
NAYS: None
ABSENT: None

ATTORNEY'S REPORT: Attorney Miller reviewed the following with the Board:

- The Board was reminded that the NIAFPD conference will be held from January 24-27th.
- An update was provided concerning the lease of T-Mobile cellular antennas on the District's property. Attorney Miller is still waiting on a response on his proposed amendments to the lease agreement. Further discussion will be held at next month's meeting.
- An update was reviewed with the Board concerning the disability status of James A. Sackley. Further discussion will be held at next month's meeting.

Mr. Lindsten arrived to the meeting at 6:50 p.m.

PUBLIC COMMENTS: *Resource Insurance Advisors, Inc. – 2019 ESIP Liability Insurance Renewal:* Mr. Lindsten presented the 2019 Emergency Services Insurance Program (ESIP) Liability Insurance renewal proposal to the Board for review. The one-year policy premium is \$29,052 which is an increase of \$974 from the 2018 premium. All questions were answered by Mr. Lindsten.

FIRE CHIEF AND TRUSTEE REPORTS: Chief McKay informed the Board of the following:

- *RED Center* – The Monthly Run Report indicated that 296 emergency calls were received in December 2018. The total number of emergency calls for the 2018 calendar year was 3,281 which is a decrease of 245 calls vs. 2017. This has resulted in a credit with the RED Center of \$12,020.
- *NIPSTA* – There were no updates at this time.
- *MABAS* – An update regarding the 2017 Assistance to Firefighters' Grant was reviewed with the Board. The District will receive portable radios and an accountability system.
- *Review of Assigned Tasks:*
 - The 2019 Candidates List is underway and 54 applications have been received to date. Applicants have until January 11th to submit their completed application and exams will be held on February 16th.
 - Trustee Rutzen's unofficial ballot was sent to the Cook County Clerk. The official ballot is due on January 24th and the election will be held on April 2nd.
 - New hires will be sent for their physical exams on January 10th. The stress test and fingerprinting will be completed shortly after.

- An update concerning the fire investigation for 9396 Landings Lane in Des Plaines was reviewed with the Board. All questions were answered by Chief McKay.
- The Annual Exempt Affidavit with the Cook County Assessor was filed.
- The List of Filers were submitted to the Cook County Clerk. Statements of Economic Interest will be sent to all registered filers who will need to respond by May 1st.

OLD BUSINESS (continued): *Discussion/Possible Approval of the Proposal for Lease of T-Mobile cellular antennas on District Property:* The proposal for the lease of T-Mobile cellular antennas on District property was discussed under the Attorney's Report.

Discussion/Possible Approval of Ordinance No. 2019-O-1: Covering Composition, Benefits, and Regulations of the North Maine Fire Protection District: The finalized version of Ordinance No. 2019-O-1 was presented to the Board for review. Chief McKay reviewed Ordinance No. 2019-O-1 with the Board and noted that the insurance contributions were updated. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve Ordinance No. 2019-O-1 as presented. Motion carried by roll call vote.

AYES: Trustees Neal, Rutzen and Hamilton
NAYS: None
ABSENT: None

The Board executed Ordinance No. 2019-O-1 and the originals were presented to Chief McKay and Attorney Miller.

Discussion/Possible Approval of Ordinance No. 2019-O-2: Covering Salaries & Insurance Benefits of the North Maine Fire Protection District: The Board determined to discuss Ordinance No. 2019-O-2 in closed session later in the meeting.

NEW BUSINESS: *Discussion/Possible Approval of 2019 ESIP Liability Insurance Renewal:* The Board discussed the 2019 ESIP Liability Insurance renewal proposal. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the 2019 ESIP Liability Insurance renewal proposal through Resource Insurance Advisors, Inc. and to issue payment in the amount of \$29,052 for a one-year policy premium, effective February 17, 2019 through February 17, 2020. Motion carried by roll call vote.

AYES: Trustees Neal, Rutzen and Hamilton
NAYS: None
ABSENT: None

The Board executed the ESIP Liability Insurance renewal paperwork which was presented to Mr. Lindsten for submission.

Mr. Lindsten left the meeting at 7:08 p.m.

Approval of January 9, 2019 Check Register and Disbursement Summary: The Board reviewed the Check Register and Disbursement Summary dated January 9, 2019 for the period ending December 31, 2018:

North Maine FPD Disbursements January 9, 2019		
Voided Check:	Check #4792	
Total Checks:	Check #'s:4793-4826	\$81,755.52
Payroll:	Sick Pay Payout – December 7, 2018	\$41,361.72
	December 14, 2018	\$102,122.43
	December 28, 2018	\$111,905.89
Total Payrolls:		<u>\$255,390.04</u>
Total Disbursements:		<u>\$337,145.56</u>

A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the total disbursements for the month of December in the amount of \$337,145.56. Motion carried by roll call vote.

AYES: Trustees Neal, Rutzen and Hamilton
 NAYS: None
 ABSENT: None

CLOSED SESSION: A motion was made by Trustee Neal and seconded by Trustee Rutzen to enter into closed session at 7:10 p.m. for the purposes of matters related to the appointment, promotion, employment compensation, discipline, performance or dismissal of specific employees. Motion carried unanimously by voice vote.

The Board resumed open session at 7:40 p.m. No Board action was taken in closed session.


Chief McKay informed the Board that Daniel C. Riggio injured his shoulder and will be receiving surgery. A status update will be reviewed at next month’s meeting.

Discussion/Possible Approval of Ordinance No. 2019-O-2: Covering Salaries & Insurance Benefits of the North Maine Fire Protection District (continued): The Board discussed Ordinance No. 2019-O-2 and noted that the ordinance was amended to reflect a salary increase for Chief McKay. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve Ordinance No. 2019-O-2 as amended. Motion carried by roll call vote.

AYES: Trustees Neal, Rutzen and Hamilton
 NAYS: None
 ABSENT: None

ADJOURNMENT: A motion was made by Trustee Neal and seconded by Trustee Rutzen to adjourn the meeting at 7:42 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Wednesday, February 13, 2018 at 7:00 p.m. at the North Maine Fire Station located at 9301 Potter Rd., Des Plaines, IL.



Don Neal, President



Timothy Hamilton, Secretary



Dagmar Rutzen, Treasurer

*Minutes prepared by Allie Rysell, Professional Administrative Support Services,
Lauterbach & Amen, LLP*