

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 FEBRUARY 13, 2019

A regular meeting of the Board of Trustees of the North Maine Fire Protection District was held on **Wednesday, February 13, 2019 at 7:00 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 7:00 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 John Motylinski, Ottosen Britz Kelly Cooper Gilbert & DiNolfo, Ltd; Brad Butler, North Maine FPD Fire Inspector; David Drdla, North Maine FPD District Chief; Dave Hall, North Maine FPD Lieutenant; Ryan M. Tumminaro, North Maine FPD Firefighter; Colleen Tobin, Technology Associates; Allie Rysell, Lauterbach & Amen, LLP

RECOGNITION OF PROMOTIONS: There were none at this time.

APPROVAL OF MEETING MINUTES: *January 9, 2019 Regular Meeting Minutes:* The Board reviewed the minutes from the January 9, 2019 regular meeting. A motion was made by Trustee Rutzen and seconded by Trustee Neal to approve the January 9, 2019 regular meeting minutes as written. Motion carried unanimously by voice vote.

January 9, 2019 Closed Session Meeting Minutes: The Board reviewed the minutes from the January 9, 2019 closed session meeting. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve and release the January 9, 2019 closed session meeting minutes as written. Motion carried unanimously by voice vote.

PUBLIC COMMENTS: Fire Inspector Brad Butler addressed the Board on behalf of himself and Fire Inspector Dan Zerfass to discuss Fire Marshall Arnold Witzke's compensation. Fire Inspector Butler spoke highly of Fire Marshall Witzke and noted that he did not receive an increase in pay. Fire Inspectors Butler and Zerfass are prepared to deduct half of their pay increases to donate to Fire Marshall Witzke to increase his compensation. Trustee Neal thanked Fire Inspector Butler for attending the meeting to address this matter to the Board.

Fire Inspector Butler left the meeting at 7:06 p.m.

TREASURER'S REPORT: *January 31, 2019:* The Board reviewed the Treasurers' Report dated January 31, 2019. The District's beginning balance as of January 1, 2019 was \$3,242,209.77. The District received deposits during the month of January in the amount of \$67,027.36. The District's expenses for the month of January totaled \$306,253.10. The January in and out transfers were \$283,634.13. The net balance change for the month of January was (\$239,225.74). The District's total ending balance as of January 31, 2019 was \$3,002,984.03. 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 Motylinski reviewed various cases and legislation with the Board. Attorney Motylinski will review the revised Site Lease Agreement with the Board under Old Business.

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

- *RED Center* – The Monthly Run Report indicated that 305 emergency calls were received in January 2019 versus 284 emergency calls received in January 2018. This has resulted in a credit with the RED Center of \$10,372.
- *NIPSTA* – There were no updates at this time.
- *MABAS* – An update regarding the 2017 Assistance to Firefighters' Grant was reviewed with the Board. Further discussion will be held at next month's meeting.
- *Review of Assigned Tasks:*
 - The 2019 Candidates List is underway and 26 eligible candidates are expected to take the exam on February 16th. A status update will be provided at next month's meeting.
 - Trustee Rutzen is the only nominee on the official ballot.
 - Firefighters Ryan M. Tumminaro and Conor T. Flynn were hired on January 28th as Tier II participants
 - The Time Off Liability Report was reviewed with the Board. Chief McKay noted that the liability increased \$1,000 from 2018.
 - An update on the battalion vehicle purchase was reviewed with the Board. DC Drdla noted that the total amount due is \$37,085, which is an increase of \$85 over the original bid. All questions were answered by DC Drdla, Chief McKay and Attorney Motylinski. Chief McKay reviewed the purchase order invoice with the Board and noted that the purchase of the battalion vehicle was approved at the January 3rd special meeting. President Neal authorized payment of the battalion vehicle. The approved purchase order invoice was submitted to Chief McKay for processing.
 - The payroll audit was completed by IPRF on February 5th.
 - The computer system is running slow and a new server may need to be purchased in the future. IT recommended the purchase of Microsoft Office 365. The annual cost to the District would be \$4,300. Chief McKay requested a cost estimate to purchase a new server and the cost will be reviewed with the District at a future meeting.

OLD BUSINESS: *Discussion/Possible Approval of the Proposal for the Lease of T-Mobile cellular antennas on District Property:* Attorney Motylinski presented the revised Site Lease Agreement to the

Board and reviewed various amendments that were made to the agreement. All questions were answered by Attorney Motylinski and Ms. Tobin. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the revised Site Lease Agreement as presented. Motion carried by roll call vote.

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

The Board executed the approved Site Lease Agreement and presented the original to Ms. Tobin for submission. Ms. Tobin will send signed copies of the Site Lease Agreement to the Board for their records and a 25 year price breakdown will be sent to the Board for review.

Ms. Tobin left the meeting at 7:35 p.m.

NEW BUSINESS: *Discussion/Possible Reappointment of Chief McKay to the Pension Board:* Chief McKay informed the Board that his appointed Trustee position on the North Maine FPD Firefighters’ Pension Fund Board of Trustees is expiring April 30, 2019 and he wishes to remain on the Board. A motion was made by Trustee Neal and seconded by Trustee Hamilton to reappoint Chief McKay to the North Maine FPD Firefighters’ Pension Fund Board of Trustees for a three-year term expiring April 30, 2022. Motion carried unanimously by voice vote.

Approval of February 13, 2019 Check Register and Disbursement Summary: The Board reviewed the Check Register and Disbursement Summary dated February 13, 2019 for the month of January 2019.

North Maine FPD Disbursements February 13, 2019		
Total Checks:	Check #'s:4827-4869	\$82,103.85
Payroll:	January 11, 2019	\$109,006.51
	December 25, 2019	\$107,412.66
	January	
Total Payrolls:		<u>\$216,419.17</u>
Total Disbursements:		<u>\$298,523.02</u>

Chief McKay noted that the payroll portion of the Check Register and Disbursement Summary will be amended to reflect a payroll date of January 25, 2019. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the total disbursements for the month of January in the amount of \$298,523.02 as amended. 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 7:40 p.m. for the purposes of matters related to employee benefits and the appointment, promotion, and employment compensation of specific employees. Motion carried unanimously by voice vote.

The Board resumed open session at 7:57 p.m. No Board action was taken in closed session.

Further discussion of Fire Marshall Arnold Witzke's compensation will be held at next month's meeting.

NEW BUSINESS (CONTINUED): The Board discussed the various sessions that were offered and topics that were discussed at the NIAFPD Conference.


Chief McKay informed the Board that Adam Lindsten from Resource Insurance Advisors, Inc. will be attending next month's meeting to review the District's cyber liability insurance policy. All questions were answered by Chief McKay.

ADJOURNMENT: A motion was made by Trustee Neal and seconded by Trustee Hamilton to adjourn the meeting at 8:00 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Wednesday, March 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*