

# 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 APRIL 10, 2019

A regular meeting of the Board of Trustees of the North Maine Fire Protection District was held on **Wednesday, April 10, 2019 at 7:00 p.m.** at the North Maine Fire Station located at 9301 N. Potter Road, Des Plaines, Illinois, 60016, pursuant to notice.

**CALL TO ORDER:** President Neal called the meeting to order at 7:00 p.m.

### ROLL CALL:

**PRESENT:** President Don Neal, Secretary Timothy Hamilton and Treasurer Dagmar Rutzen  
**ABSENT:** None  
**ALSO PRESENT:** Active Members David Hall and Michael Bronk, North Maine FPD; Attorneys John Motylinski and Ryan Morton, Ottosen Britz Kelly Cooper Gilbert & DiNolfo, Ltd; Allie Rysell, Lauterbach & Amen, LLP

**RECOGNITION OF NEW CANDIDATES:** There were none at this time.

**APPROVAL OF MEETING MINUTES:** *March 13, 2019 Regular Meeting:* The Board reviewed the March 13, 2019 regular meeting minutes. A motion was made by Trustee Rutzen and seconded by Trustee Neal to approve the March 13, 2019 regular meeting minutes as written. Motion carried unanimously by voice vote.

**PUBLIC COMMENTS:** There were no public comments.

**TREASURER'S REPORT:** *March 31, 2019:* The Board reviewed the Treasurers' Report dated March 31, 2019. The District's beginning balance as of March 1, 2019 was \$3,143,632.85. The District received deposits during the month of March in the amount of \$1,402,511.03. The District's expenses for the month of March totaled \$308,119.59. The March in-and-out transfers were \$388,584.88. The net balance change for the month of March was \$1,094,391.44. The District's total ending balance as of March 31, 2019 was \$4,238,024.29. A motion was made by Trustee Neal and seconded by Trustee Hamilton to accept the Treasurer's Report as presented. Motion carried unanimously by voice vote.

**ATTORNEY'S REPORT:** Attorney Motylinski provided a status update on two competitive bidding bills and reviewed Senate Bill 37 with the Board. All questions were answered by Attorney Motylinski.

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

- *RED Center* – The Monthly Run Report indicated that 256 emergency calls were received in March 2019. The District's year-to-date emergency call total is 805, which is an increase of 21 calls versus 2018. Chief McKay and Trustee Neal will be attending a Board meeting on April 17, 2019 to discuss the 2020 Budget.
- *NIPSTA* – Spring simulation drills will be held in Rosemont.
- *MABAS* – The financial audit paperwork was submitted. An update regarding the 2017 Assistance to Firefighters' Grant was reviewed with the Board. The portable radios are currently being programmed and department training will be held in May 2019. Further discussion will be held at next month's meeting.
- *Review of Assigned Tasks:*
  - Trustees were reminded to complete their 2019 Statement of Economic Interest by the May 1, 2019 due date.
  - The 2019 Candidate List was posted on April 3, 2019 with 16 candidates listed. The top two candidates were reviewed with the Board.
  - A status update regarding the battalion vehicle was reviewed with the Board. Dave Drdla and Chief McKay acquired the vehicle on April 3, 2019. The battalion vehicle will be in service once customization is complete.
  - A status update regarding the T-Mobile cellular antennas agreement was reviewed with the Board. Chief McKay noted that construction has not started, but the permit is valid for one year. All questions were answered by Attorney Motylinski and Chief McKay.
  - Overhead Door #2 will need to be repaired. The cost to repair the door is approximately \$800. Chief McKay noted that Overhead Door #1 was replaced in May 2017. The cost to replace the door was approximately \$2,220.
  - Chief McKay and Dave Drdla met with a representative from IPRF to review previous firefighter injuries and to discuss new policies that can be implemented to potentially prevent further injuries. Updated IPRF policies will be reviewed in Fall 2019. The IPRF representative also mentioned that OSHA is currently inspecting various departments. Because OSHA inspections are unannounced, the District will preplan its strategy and implement training to ensure that they are in compliance for all future inspections. Chief McKay informed the Board that he submitted the 2018 Accident Report to OSHA and OSHA confirmed receipt.

**OLD BUSINESS:** There was nothing outstanding to discuss.

**NEW BUSINESS:** *Discussion/Possible Approval of IPRF Grant Expenditures:* The Board reviewed a copy of an IPRF certificate indicating that the District will be receiving \$13,110. Chief McKay reviewed the proposed list of equipment that the District would like to purchase with the funds from the grant. The District would like to purchase turnout gear, helmets, water and ice rescue equipment, and lighting for the new battalion vehicle. All questions were answered by Chief McKay. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the IPRF Grant Expenditures as presented. Motion carried by roll call vote.

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

*Discussion/Possible Approval of Resolution 2019-R-1: A Resolution Authorizing the Surplus and Sale; Disposal of Unusable Personal Property of the North Maine Fire Protection District:* Chief McKay reviewed Resolution 2019-R-1 with the Board. The purpose of the resolution is to dispose of unusable District property which includes old EMS equipment, a firehose, three chainsaws, portable radios, miscellaneous specialty equipment, a coffee maker, and the sale of the District's 2001 Chevy Tahoe. All questions were answered by Chief McKay and Attorney Motylinski. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve Resolution 2019-R-1 as presented. Motion carried unanimously by voice vote. The Board executed Resolution 2019-R-1 and presented it to Chief McKay for submission.

*Approval of April 10, 2019 Check Register and Disbursement Summary:* The Board reviewed the Check Register and Disbursement Summary dated April 10, 2019 for the month of March 2019.

North Maine FPD Disbursements April 10, 2019		
Total Checks:	Check #'s: 4908-4951 VOID: Check #4909 (\$555.93)	\$123,929.89
Payroll:	March 8, 2019 March 22, 2019	\$100,352.60 \$99,962.29
Total Payrolls:		<u>\$200,314.89</u>
Total Disbursements:		<u>\$324,244.78</u>

A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the total disbursements for the month of March 2019 in the amount of \$324,244.78 as presented. Motion carried by roll call vote.

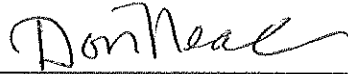
AYES: Trustees Neal, Hamilton and Rutzen  
 NAYS: None  
 ABSENT: None

**CLOSED SESSION:** There was no need for closed session.

Chief McKay noted that he will have an update concerning the firefighters that are currently on disability at the next regular meeting. questions were answered by Attorney Motylinski and Chief McKay.

**ADJOURNMENT:** A motion was made by Trustee Neal and seconded by Trustee Rutzen to adjourn the meeting at 7:29 p.m. Motion carried unanimously by voice vote.

**The next regular meeting is scheduled for Wednesday, May 8, 2019 at 7:00 p.m. at the North Maine Fire Station located at 9301 Potter Road, Des Plaines, Illinois, 60016.**



Don Neal, Board President



Timothy Hamilton, Board Secretary



Dagmar Rutzen, Treasurer

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