

# 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 DECEMBER 12, 2018

A regular meeting of the Board of Trustees of the North Maine Fire Protection District was held on **Wednesday, December 12, 2018 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 Fire Chief; Attorney John Motylinski, Ottosen Britz Kelly Cooper Gilbert & DiNolfo, Ltd; Adam Lindsten, Resource Insurance Advisors, Inc.; Philip Faustrum, David Hall and David Drdla, North Maine FPD Firefighters; Allie Rysell, Lauterbach & Amen, LLP

**APPROVAL OF MEETING MINUTES:** *November 14, 2018 Regular Meeting Minutes:* The Board reviewed the minutes from the November 14, 2018 regular meeting. A motion was made by Trustee Rutzen and seconded by Trustee Neal to approve the November 14, 2018 regular meeting minutes as written. Motion carried unanimously by voice vote.

*November 14, 2018 Closed Session Meeting Minutes:* The Board reviewed the minutes from the November 14, 2018 closed session meeting. A motion was made by Trustee Rutzen and seconded by Trustee Neal to approve and keep closed the November 14, 2018 closed session minutes as written. Motion carried unanimously by voice vote.

*November 29, 2018 Special Meeting Minutes:* The Board reviewed the minutes from the November 29, 2018 special meeting. A motion was made by Trustee Rutzen and seconded by Trustee Neal to approve the November 29, 2018 special meeting minutes as written. Motion carried unanimously by voice vote.

**PUBLIC COMMENTS:** *Resource Insurance Advisors, Inc. – 2019 Workers Compensation and Liability Insurance Renewal:* Mr. Lindsten presented the 2019 Workers Compensation and Liability Insurance renewal proposal to the Board for review. The 2019 premium is \$119,931 which is a decrease of \$4,478 from the 2018 premium. All questions were answered by Mr. Lindsten. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the 2019 Workers Compensation and Liability Insurance renewal proposal through Resource Insurance Advisors, Inc. and to issue payment in the amount of \$119,931 for a one year policy premium, effective January 1, 2019 through January 1, 2020. Motion carried by roll call vote.

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

Chief McKay discussed the renewal of the Emergency Services Insurance Program (ESIP) policy with Mr. Lindsten. Further discussion will be held at next month's meeting.

*Mr. Lindsten left the meeting at 7:12 p.m.*

**TREASURER'S REPORT:** *November 30, 2018:* The Board reviewed the Treasurers' Report dated November 30, 2018. The District's beginning balance as of November 1, 2018 was \$3,879,216.22. The District received deposits during the month of November in the amount of \$51,592.35. The District's expenses for the month of November totaled \$411,399.13. The November in and out transfers were \$316,639.98. The net balance change for the month of November was (\$359,806.78). The District's total ending balance as of November 30, 2018 was \$3,519,409.44. 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 vetoed bills with the Board and noted that these bills will not have any impact on the District at this time. 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 2,984 emergency calls were received since January 2018, which is a decrease of 246 calls vs. 2017. This has resulted in a credit with the RED Center of \$13,965. Chief McKay noted that a meeting will be held on January 23, 2019 with the RED Center to discuss the 2019 Budget.
- *NIPSTA* – There were no updates at this time.
- *MABAS* – At the November meeting, Chief McKay informed the Board that the District will be receiving 9 portable radios to be purchased in December 2018 from the Assistance to Firefighters' Grant. Chief McKay has not received any new updates on the status of the purchase. Further discussion will be held at next month's meeting.
- *Review of Assigned Tasks:*
  - The 2019 Candidate List advertising is underway and 3 applications have been received to date. Applicants have until January 11, 2019 to submit their completed application and the exams will be held on February 16, 2019.
  - Trustee Rutzen intends to run for reelection for her term expiring in April of 2019. Trustee Rutzen will submit her completed paperwork to Chief McKay. Once received, her name will be added to the ballot.
  - There were no new updates to share with the Board concerning the status of the fire investigation for 9396 Landings Lane in Des Plaines. Further discussion will be held at next month's meeting.
  - The 2019 Budget and Appropriations Ordinance was filed with the Cook County Clerk and the certificate was received in the mail.

**OLD BUSINESS:** *Discussion/Possible Approval of Ordinance 2018-O-5: An Ordinance Updating the Fire Code of the North Maine Fire Protection District:* There was no update at this time. Further discussion will be held at next month's meeting.

*Discussion/Possible Approval of the Proposal for Lease of T-Mobile cellular antennas on District Property:* Attorney Motylinski provided an update to the Board concerning the lease of T-Mobile cellular antennas on the District's property, and noted that he is still waiting on a response on his proposed amendments to the lease agreement. Further discussion will be held at next month's meeting.

**NEW BUSINESS:** *Discussion/Possible Approval to Hire 2 Full-time Firefighter/Paramedics:* Chief McKay reviewed a letter from the Board of Commissioners dated December 7, 2018. The Board of Commissioners have promoted Dave Hall to the rank of Lieutenant, Nick Rusz to the rank of Lieutenant and Tom Hoeft to the rank of District Chief, effective December 7, 2018. These promotions have created a vacancy of two Firefighter/Paramedic positions. All questions were answered by Chief McKay. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the hiring of two full-time Firefighter/Paramedics. Motion carried unanimously by voice vote.

*Discussion/Possible Approval of 2019 Board Meeting Dates/Times:* The Board discussed establishing the 2019 Board meeting dates as January 9<sup>th</sup>, February 13<sup>th</sup>, March 13<sup>th</sup>, April 10<sup>th</sup>, May 8<sup>th</sup>, June 12<sup>th</sup>, July 10<sup>th</sup>, August 14<sup>th</sup>, September 11<sup>th</sup>, October 9<sup>th</sup>, November 13<sup>th</sup> and December 11<sup>th</sup> at 7:00 p.m. at the North Maine Fire Station located at 9301 Potter Rd., Des Plaines, IL. A motion was made by Trustee Neal and seconded by Trustee Hamilton to establish the 2019 Board meeting dates as stated. Motion carried unanimously by voice vote.

*Discussion/Possible Approval of Resolution 2018-R-5: Providing Direction to the Cook County Clerk under the Property Tax Extension Limitation Law Regarding the 2018 Tax Levy of the North Maine Fire Protection District:* The Board discussed Resolution 2018-R-5 with Attorney Motylinski. All questions were answered by Attorney Motylinski. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve Resolution 2018-R-5. Motion carried by roll call vote.

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

The Board adopted Resolution 2018-R-5 and the originals were provided to Chief McKay and Attorney Motylinski.

*Discussion/Possible Approval of Ordinance 2018-O-4: Levying and Assessing Taxes of North Maine Fire Protection District 2018:* The Board discussed Ordinance 2018-O-4 with Chief McKay and Attorney Motylinski. In accordance with the 2019 Budget that was approved at last month's meeting, the proposed levy is \$5,185,000. A motion was made by Trustee Neal and seconded by Trustee Rutzen to pass Ordinance 2018-O-4 as presented. Motion carried by roll call vote.

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

Chief McKay informed the Board that he will file executed Ordinance 2018-O-4 with the Cook County Clerk on behalf of the Board.

*Review/Possible Approval of Retired District Chief Robert Palffy's Unused Sick Time, Compensation Time, Personal and Vacation Time Payout:* Chief McKay informed the Board that he received a letter of resignation from District Chief Robert Palffy on December 5, 2018 indicating that he will be resigning. Chief McKay reviewed DC Palffy's unused sick time, compensation time, personal time and vacation time payout calculation with the Board. The total amount due to DC Palffy is \$11,505.50. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve DC Palffy's payout for his unused sick time, compensation time, personal time and vacation time in the amount of \$11,505.50. Motion carried by roll call vote.

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

*Approval of December 12, 2018 Check Register and Disbursement Summary:* The Board reviewed the Check Register and Disbursement Summary dated December 12, 2018 for the period ending November 30, 2018:

North Maine FPD Disbursements December 12, 2018		
Total Checks:	Check #'s: 4745-4791	\$97,100.79
Payroll:	November 2, 2018	\$96,244.00
	November 16, 2018	\$101,342.07
	November 30, 2018	\$109,661.12
Total Payrolls:		<u>\$307,247.19</u>
Total Disbursements:		<u>\$404,347.98</u>

A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the total disbursements for the month of November in the amount of \$404,347.98. Motion carried by roll call vote.

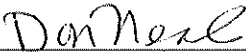
AYES: Trustees Neal, Rutzen and Hamilton  
 NAYS: None  
 ABSENT: None

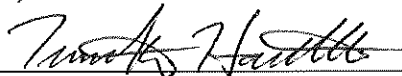
**CLOSED SESSION:** A motion was made by Trustee Neal and seconded by Trustee Rutzen to enter into closed session at 7:29 p.m. for the purposes of matters related to the appointment, promotion, employment compensation, discipline, performance or dismissal of specific employees. Motion carried unanimously by voice vote.

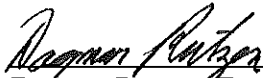
The Board resumed open session at 7:37 p.m. No Board action was taken in closed session.

**ADJOURNMENT:** A motion was made by Trustee Neal and seconded by Trustee Hamilton to adjourn the meeting at 7:38 p.m. Motion carried unanimously by voice vote.

**The next regular meeting is scheduled for Wednesday, January 9, 2019 at 7:00 p.m. at the North Maine Fire Station located at 9301 Potter Rd., Des Plaines, IL.**

  
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Don Neal, President

  
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Timothy Hamilton, Secretary

  
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Dagmar Rutzen, Treasurer

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