

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF TRUSTEES
NORTH MAINE FIRE PROTECTION DISTRICT
COOK COUNTY, ILLINOIS
MAY 10, 2017**

A regular meeting of the Board of Trustees of the North Maine Fire Protection District was held on May 10, 2017 at 7:00 pm at the North Maine Fire Station located at 9301 Potter Rd., Des Plaines, IL for the purpose of conducting regular business.

CALL TO ORDER: A motion was made by President McLaughlin and seconded by Secretary Neal to call the meeting to order at 7:02 pm. Motion carried by unanimous voice vote.

PRESENT: President Sharon McLaughlin, Treasurer Dagmar Rutzen, and Secretary Don Neal

ABSENT: None

ALSO PRESENT: Attorney Joseph Miller and Attorney John Motylinski, Ottosen Britz; Fire Chief Robert McKay; Trustee-Elect Timothy Hamilton, North Main Fire Protection District; Colleen Dillon, Lauterbach & Amen; North Maine Fire Marshall Arnold Witzke; North Maine Firefighters Tom Hoeff, Zach Missen, Randy Frase and Steve Redman (*left at 7:49 pm on a fire call and returned at 8:04 pm*)

APPROVAL OF MEETING MINUTES: The Board reviewed the minutes from the April 12, 2017 regular meeting. A motion was made by Trustee McLaughlin and seconded by Trustee Neal to approve the April 12, 2017 regular meeting minutes as written. Motion carried unanimously by roll call vote.

AYES: Trustees McLaughlin, Rutzen and Neal

NAYS: None

ABSENT: None

The Board reviewed the minutes from the April 12, 2017 closed session. A motion was made by Trustee McLaughlin and seconded by Trustee Neal to approve and release the April 12, 2017 closed session minutes as written. Motion carried roll call vote.

AYES: Trustees McLaughlin, Rutzen and Neal

NAYS: None

ABSENT: None

PUBLIC COMMENT: Trustee McLaughlin thanked FF Dave Drdla and FF Steven Redman for assisting with the matter regarding the fan upstairs at the Fire Protection District building.

Trustee Rutzen thanked FF Dave Drdla, FF Tom Usher and Fire Marshall Arnold Witzke, for assisting in the Stevenson school evacuation drill.

TREASURER'S REPORT: The Board reviewed the Treasurers' Report dated April 30, 2017. The District's beginning balance as of April 1, 2017 was \$4,167,076.55. The District received deposits during the month of April in the amount of \$104,267.35. The District's expenses for the month of April totaled \$309,983.41. The April transfers in and out were \$330,824.42. The net change for the month of April was (\$205,716.06). The District's total ending balance as of April 30, 2017 was \$3,961,360.49. A motion was made by Trustee McLaughlin and seconded by Trustee Neal to accept the Treasurer's Report as presented. Motion carried by roll call vote.

AYES: Trustees McLaughlin, Rutzen and Neal

NAYS: None

ABSENT: None

ATTORNEY'S REPORT: Mr. Miller informed the Board that the Illinois Association of Fire Protection Districts (IAFPD) conference will be held June 22–24, 2017 in Peoria, IL. All Trustees interested in attending were reminded to complete their registration.

Mr. Miller reviewed with the Board the details of the Foreign Fire Tax Board stating that as chief, Robert McKay is automatically on the Board. Mr. Miller stated this Board should meet at least quarterly.

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

- *Cross Training* – Robert Palffy has been trained on how to complete the payroll.
- *RED Center* – Chris Leonard has been chosen as the new Executive Director.
- *NIPSTA* – There was no update at this time.
- *Grants* – There is \$4,000 in grants remaining, which will be used for the MPC (Mobile Personal Computers) for the Fire Rigs.
- *Fire Protection Bureau:* Retired Fire Chief Dobrowski has made a donation of six Knox Boxes which was matched by the Knox Box company for a total of 12. These will be available for financially struggling residents to rent in lieu of purchasing outright.

OLD BUSINESS: *Discussion/Possible Approval of Social Media Policy:* Mr. Miller indicated he has been in touch with the Labor representative, but has not received any current update.

Discussion and Possible Approval of One-Time IT Service to Create Customized FH Web Reports: The Board was informed that Battalion Chief John Hansen, Park Ridge, will be retained to provide IT services to assist with the Firehouse Web Reports. Compensation will be the purchase of pizzas for Battalion Chief Hansen's firehouse.

Status of 2016 Annual Audit: The Board was informed that the Auditor has all the necessary information to complete the audit.

Discussion/Approval of Appointment to Fire Chief: The Board discussed the appointment of Robert McKay to the rank of Fire Chief. A motion was made by Trustee McLaughlin and seconded by Trustee Neal to hire Robert McKay as the new Fire Chief for the North Maine Fire Protection District. Motion carried by roll call vote.

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

Authorization of Approval to the Board of Fire Commissioners to Promote the Next Qualified Candidate to the Ranks of District Chief, Lieutenant and Firefighter/Paramedic: A motion was made by Trustee McLaughlin and seconded by Trustee Neal to authorize the North Maine Fire Commission to hire the next qualified candidates to the Ranks of District Chief, Lieutenant and Firefighter/Paramedic. Motion carried by roll call vote.

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

NEW BUSINESS: *Discussion and Possible Approval of Ordinance Regarding Elevator False Alarms:* The Board discussed the amount of elevator false alarms at the Glen Oaks Commons apartment complex. There have been 75 false alarms year to date. Arnold Witzke, Fire Marshall, informed the Board that the property manager at Glen Oaks Commons has put out an email to all residents stating the problem. Mr. Witzke will complete research on possible covers for the alarm buttons. This matter was tabled until the next regular meeting.

Review and Possible Approval of IT Services Request for Proposal: This matter was tabled until the next regular meeting.

Discussion/Possible Approval of 2016 OPEB Actuarial Estimate: This matter was tabled until the next regular meeting.

May 10, 2017 Check Register and Disbursement Summary (Approval): The Board reviewed the May 10, 2017 check register and bills for payment:

Total Checks	Check #'s 3957 - 3993	\$80,088.72
April 7, 2017 payroll		\$95,390.80
April 21, 2017 payroll		\$111,517.90
Total Payroll		\$206,908.70
Total Disbursements:		\$286,997.42

A motion was made by Trustee McLaughlin and seconded by Trustee Neal to approve the total disbursements for the month of April, in the amount of \$286,997.42. Motion carried by roll call vote.

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

Discussion and Possible Appointment of IMRF Authorized Agent: The Board discussed the appointment of the Illinois Municipal Retirement Fund (IMRF) authorized agent. A motion was made by Trustee McLaughlin and seconded by Trustee Rutzen to adopt the IMRF resolution to name Fire Chief McKay the authorization agent. Motion carried by roll call vote.

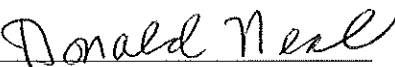
AYES: Trustees McLaughlin, Rutzen and Neal
NAYS: None
ABSENT: None

Discussion on Potential Exempt Employee 2017 Salary Increases and Benefits Ordinance: This matter was tabled until the next regular meeting.

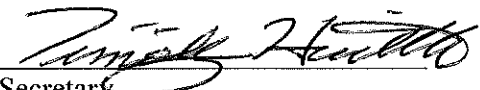
Discussion of Succession Plan Regarding the New Trustee and Current Board of Trustees: The Board will begin including Trustee-Elect Timothy Hamilton in all correspondence.

CLOSED SESSION: Closed session was not needed.

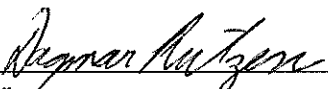
ADJOURNMENT: A motion was made by Trustee McLaughlin and seconded by Trustee Neal to adjourn the meeting at 8:28 pm. Motion carried unanimously by voice vote.



President



Secretary



Treasurer

~ The next regular meeting is scheduled for June 14, 2017 at 7:00 pm~

Minutes prepared by Colleen Dillon, Lauterbach & Amen, LLP