

# 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 NORTH MAINE FIRE PROTECTION DISTRICT BOARD OF TRUSTEES COOK COUNTY, ILLINOIS AUGUST 12, 2020

A regular meeting of the North Maine Fire Protection District Board of Trustees was held on Wednesday, August 12, 2020 at 7:00 p.m. at the North Maine Fire Station located at 9301 N. Potter Road, Des Plaines, Illinois 60016, pursuant to notice.

**PLEDGE OF ALLEGIANCE:** The Board stood and recited the Pledge of Allegiance.

**CALL TO ORDER:** President Neal called the meeting to order at 7:04 p.m.

### ROLL CALL:

**PRESENT:** President Don Neal, Secretary Timothy Hamilton and Treasurer Dagmar Rutzen  
**ABSENT:** None  
**ALSO PRESENT:** Fire Chief Robert McKay, North Maine Fire Protection; District Attorney John Motylinski, Ottosen; Sam Meyer, Lauterbach & Amen, LLP; Adam Lindsten, Resource Insurance Advisors; Dr. Raj Khanna, Comp Core Pro; Fire Marshal Arnold Witzke and Fire Inspector Dan Zerfass, North Maine FPD Fire Department

**APPROVAL OF MEETING MINUTES:** *July 8, 2020 Regular Meeting:* The Board reviewed the July 8, 2020 regular meeting minutes. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the July 8, 2020 regular meeting minutes as written. Motion carried unanimously by voice vote.

*July 8, 2020 Closed Session:* The Board reviewed the July 8, 2020 closed session meeting minutes. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve and release the July 8, 2020 closed session meeting minutes as written. Motion carried unanimously by voice vote.

**PUBLIC COMMENT:** Adam Lindsten with Resource Insurance Advisors introduced Dr. Khanna to the Board. Dr. Khanna presented a worker's comp software he created which assist employers in managing their workers comp claims faster and with more cost efficiency. Dr Khanna explained the billing process and presented the North Maine FPD with a quote for an annual amount of \$1,500. All questions were answered by Dr. Khanna. Updates will be provided as they become available.

*Adam Lindsten and Dr Khanna left the meeting at 7:22 p.m.*

**TREASURER'S REPORT:** *July 31, 2020 Treasurer's Report:* The Board reviewed the Treasurer's Report for the period ending July 31, 2020. The District's beginning balance as of July 1, 2020 was \$3,525,012.23. The District received deposits during the month of July in the amount of \$367,365.94. The District's expenses for the month of July totaled (\$287,931.84). The July in-and-out transfers were \$275,942.71. The net balance change for the month of July was \$79,434.10. The District's total ending balance as of July 31, 2020 was \$3,604,446.33. 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, Hamilton and Rutzen  
 NAYS: None  
 ABSENT: None

**ATTORNEY’S REPORT:** Attorney Motylinski noted that a possible lawsuit regarding the consolidation of investment services for Article 3 and 4 Pension Funds has been implemented. Updates will be provided as they become available.

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

- *RED Center:* The Department ran 266 calls in July 2020 versus the 275 calls ran in July 2019, bringing the year-to-date 2020 calls to 1,805 versus the year-to-date 2019 calls of 1,813.
- *NIPSTA:* No updates.
- *MABAS:* No updates.
- *Lutheran General:* COVID-19 cases have decreased but are expected to surge in the fall. The Department is stocking up on supplies to prepare for the increase.
- *Review of Assigned Tasks:*
  - A check was received from the IDPH small equipment grant and the money has been spent.
  - NMFPD has been awarded the FEMA Grant in the amount of \$62,000, which has gone towards the payment of the department’s new cardiac monitors.
  - Chief McKay noted that a report was received for the ransom wear update from the breach in computer software and noted that cost was covered under the cyber liability insurance.
  - The 2019 Financial audit has been completed and will be presented to the Board at their September meeting.
  - The Automated dispatch has been delivered, installed and is now fully operational.
  - North Maine FPD Firefighters’ Pension Fund Board of Trustees submitted a letter requesting tax levy in the amount of \$1,875,132 for the Board’s consideration. Updates will be provided as they become available.

**OLD BUSINESS:** *Discussion of Draft Ordinance 2020-O-4:* Fire Inspector Zerfass reviewed draft Ordinance 2020-O-4 with the Board. The ordinance is in regards to changes to current fire codes including clearance to residential and commercial doors, fire panels, sprinklers systems as well as minor changes to current language. All questions were answered by Fire Inspector Zerfass and Fire Marshal Witzke. Updates will be provided as they become available.

*Fire Inspector Zerfass and Fire Marshal Witzke left the meeting at 7:59 p.m.*

**NEW BUSINESS:** *August 12, 2020 Check Register and Disbursement Summary (Approval):* The Board reviewed the Check Register and Disbursement Summary dated August 12, 2020 for the month of July 2020:

North Maine FPD Disbursements August 12, 2020		
Checks:	Check #'s: 5548-5590	\$132,060.25
Total Checks:		<u>\$132,060.25</u>

Payroll:	July 10, 2020	\$96,778.69
	July 24, 2020	\$93,558.34
Total Payrolls:		\$190,337.03
Total Disbursements:		<b>\$322,397.28</b>

A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve total disbursements for the month of July in the amount of \$322,397.28 as presented. Motion carried by roll call vote.

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

*Discussion/Possible Approval of Equal Opportunity, Anti-Harassment, and other Updated Board of Trustees Policies:* Chief McKay distributed an updated policy to include anti-harassment and non-discrimination language. A motion was made by Trustee Neal and seconded by Trustee Rutzen to adopt the policy as presented. Motion carried unanimously by voice vote.

Attorney Motylinski informed the Board that he will be drafting updated Rules and Regulations for Board review and possible approval at their next regular meeting.

*Discussion/Possible Approval to Purchase Items from on the 2020 IPRF Grant List: 6,375 and a list of already purchased gear to be added into the IPRF.* Chief McKay noted that the department was awarded \$10,718 from the IPRF grant which needs to be spent by December 2020. Chief McKay also noted that after the purchase of new gear for three new hires and the already purchased items, the total money spent is \$10,864 which has a remaining balance of approximately \$146 to be covered by the District. A motion was made by Trustee Rutzen and seconded by Trustee Neal to approve the purchases totaling \$10,864. Motion carried unanimously by voice vote.

*Discussion of the 2019 Financial Audit Draft Report Karrison LLC:* Chief McKay distributed copies of the draft financial audit to the Board. The final report will be reviewed by the Board at their next regular meeting.

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

**ADJOURNMENT:** A motion was made by Trustee Neal and seconded by Trustee Rutzen to adjourn the meeting at 8:09 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Wednesday, September 9, 2020 at 7:00 p.m. at the North Maine Fire Station located at 9301 Potter Road, Des Plaines, Illinois 60016.

  
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 Don Neal, Board President

  
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 Timothy Hamilton, Board Secretary

  
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 Dagmar Rutzen, Treasurer

9/10/20  
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 Date Approved by Board