

# 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 SEPTEMBER 9, 2020

A regular meeting of the North Maine Fire Protection District Board of Trustees was held on Wednesday, September 9, 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.

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

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

### 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; North Maine FPD Board of Fire Commissioners; District Attorney John Motylinski, Ottosen DiNolfo; Sam Meyer, Lauterbach & Amen, LLP; Lou Karrison, Karrison LLC

**APPROVAL OF MEETING MINUTES:** *August 12, 2020 Regular Meeting:* The Board reviewed the August 12, 2020 regular meeting minutes. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the August 12, 2020 regular meeting minutes as written. Motion carried unanimously by voice vote.

**PUBLIC COMMENT:** *Discussion/Possible Approval of the 2019 Financial Audit Report:* Mr. Karrison presented the North Maine FPD audit for the year ending 2019. All questions were answered by Mr. Karrison. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the 2019 financial audit as presented. Motion carried by roll call vote.

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

*Mr. Karrison left the meeting at 7:23 p.m.*

**TREASURER'S REPORT:** *August 31, 2020 Treasurer's Report:* The Board reviewed the Treasurer's Report for the period ending August 31, 2020. The District's beginning balance as of August 1, 2020 was \$3,604,446.33. The District received deposits during the month of August in the amount of \$948,024.47. The District's expenses for the month of August totaled (\$321,731.86). The August in-and-out transfers were \$284,687.49. The net balance change for the month of August was \$626,292.61. The District's total ending balance as of August 31, 2020 was \$4,230,738.94. 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:** There were no legal updates at this time.

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

- *RED Center:* The Department ran 289 calls in August 2020 versus the 268 calls in June 2019, bringing the year-to-date 2020 calls to 2,102 versus the year-to-date 2019 calls of 2,073. Credit with RED Center is currently \$15,704 but expected to decrease by the fiscal year end.
- *NIPSTA:* No updates.
- *MABAS:* No updates.
- *Lutheran General:* COVID-19 cases have decreased but expected to surge in the fall. Department is stocking up on supplies to prepare for increase.
- *Review of Assigned Tasks:* Payment for the FEMA Grant of approx. \$53,000 has been submitted and will be deposited into the District's cash account.
- An AD has been placed for a part time Fire Inspector to replace Daniel Zerfass on an online job forum and one response has been received. Chief McKay will be interviewing the applicant in October.
- Automated dispatch system is fully complete and total cost was \$28,386.
- 2021 budget is in draft form.
- Chief McKay also noted he is in the process of checking on Comp Care Pro references.

**OLD BUSINESS:** There was no old business to discuss.

**NEW BUSINESS:** *Discussion/Possible Approval of FY 2019 Treasurer's Annual Statement of Receipts and Disbursements for the North Maine Fire Protection District:* The Board reviewed the FY 2019 Treasurer's Annual Statement. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the FY 2019 Treasurer's Annual Statement and authorized Chief McKay to submit the document with the Cook County Clerk. Motion carried unanimously by voice vote.

*Discussion/Approval of the NMFPD & HFS Intergovernmental Agreement (GEMT):* Chief McKay presented the renewal agreement between the North Maine Fire Protection District and the Illinois Department of Healthcare and Family Services to the Board in an effort to recover a portion of Medicaid expenses. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the renewal agreement as presented. Motion carried unanimously by voice vote.

*Discussion/Possible Approval of Board of Trustees Rules & Regulations:* Chief McKay noted that he received a copy of a Draft Rules and Regulations prepared by Attorney Motylinski. Further discussion will be held at the next regular meeting.

*Discussion/Approval to fill one (1) vacant Fire Inspector Position:* The Board noted that there is an open position as a Fire Inspector with the North Maine FPD Fire Department. A motion was made by Trustee Rutzen and seconded by Trustee Neal to authorize Chief McKay to hire a Fire Inspector to fill the open position. Motion carried unanimously by voice vote.

*Discussion of the 2021-Operating Budget:* Chief McKay reviewed a draft 2021 budget with the Board. Further discussion will be held at the next regular meeting.

*September 9, 2020 Check Register and Disbursement Summary (Approval):* The Board reviewed the Check Register and Disbursement Summary dated September 9, 2020 for the month of August 2020:

North Maine FPD Disbursements September 9, 2020		
Checks:	Check #'s: 5591-5626	\$95,401.02
Total Checks:		<u>\$95,401.02</u>
Payroll:	August 7, 2020	\$92,070.66
	August 21, 2020	\$93,266.83
Total Payrolls:		<u>\$185,337.49</u>
Total Disbursements:		<b><u>\$280,738.51</u></b>

A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve total disbursements for the month of August in the amount of \$280,738.51 as presented. Motion carried by roll call vote.


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

Chief McKay noted that Deputy Chief Bronk inquired about getting the parking lot of the Fire Department seal coated for approximately \$3,200. Further discussion will be held at the 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 7:47 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Wednesday, October 14, 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

10/14/20  
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 Date Approved by Board