

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 SEPTEMBER 11, 2019

A regular meeting of the Board of Trustees of the North Maine Fire Protection District was held on Wednesday, September 11, 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: Fire Chief Robert McKay, Lieutenant David Hall and Firefighter/Paramedic Philip Faustrum (*arrived at 7:15 p.m.*), North Maine Fire Protection District; Nick Reed, Muller Honda of Gurnee; Vice President Tim Sharpee, Tactical Athlete Health & Performance Institute (TAHPI); Certified Public Accountant Louis Karrison, Karrison, LLC; Attorney John Motylinski, Ottosen Britz Kelly Cooper Gilbert & DiNolfo, Ltd; Allie Rysell, Lauterbach & Amen, LLP

APPROVAL OF MEETING MINUTES: *August 14, 2019 Regular Meeting:* The Board reviewed the August 14, 2019 regular meeting minutes. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the August 14, 2019 regular meeting minutes as written. Motion carried unanimously by voice vote.

August 14, 2019 Closed Session Meeting: The Board reviewed the August 14, 2019 close session meeting minutes. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the August 14, 2019 closed session meeting minutes as written. Motion carried unanimously by voice vote.

PUBLIC COMMENT: Pensioner William (Bill) Karye's grandson, Nick Reed, addressed the Board. Mr. Reed informed the Board that he works at Muller Honda of Gurnee and indicated that the dealership is interested in donating to the North Maine Fire Protection, or a charity of the District's choice. The Board thanked Mr. Reed for his kind gesture and generosity. Chief McKay directed Mr. Reed to meet with District Chief David Drdla for further discussion.

Mr. Reed left at 7:04 p.m.

Tim Sharpee of Tactical Athlete Health & Performance Institute (TAHPI) to Address the Board: Mr. Sharpee, a representative of TAHPI, addressed the Board and reviewed his presentation for services with the Board.

TAHPI provides physical therapy services to injured firefighters so they can return to work sooner. Mr. Sharpee provided background information to the Board and reviewed the TAHPI versus Traditional Treatment Flow, Member Support, Commitment to Departments, and the Team of TAHPI.

Firefighter/Paramedic Faustrum arrived at 7:15 p.m. Firefighter/Paramedic Faustrum and Lieutenant Hall left at 7:16 p.m. and returned at 7:18 p.m.

TAHPI is currently engaged with 45 departments within the Chicagoland area, and provides services to departments in seven states. Chief McKay noted that the Des Plaines Fire Department is currently engaged with TAHPI and indicated that they are pleased with their services. All questions were answered by Mr. Sharpee and Chief McKay. The Board thanked Mr. Sharpee for attending the meeting to present to the Board. Further discussion will be held at next month's meeting.

Mr. Sharpee left at 7:28 p.m.

OLD BUSINESS: *Discussion Relating to Possible Part-Time Employment of a Communications Specialist:* Chief McKay provided an update concerning the possible employment of Jim Bakutis as a part-time Communications Specialist for the District. Chief McKay presented the revised draft Ordinance to the Board for review which reflects the addition of the proposed part-time Communications Specialist position and pay schedule, effective January 2020. All questions were answered by Chief McKay. Further discussion will be held at next month's meeting.

NEW BUSINESS: *Discussion/Approval of the 2018 Financial Audit:* Mr. Karrison reviewed the results of the 2018 Financial Audit with the Board. All questions were answered by Mr. Karrison and Chief McKay. A motion was made by Trustee Neal and seconded by Trustee Rutzen to accept the 2018 Financial Audit as prepared by Karrison, LLC. Motion carried by roll call vote.

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

Chief McKay informed the Board that Mr. Karrison filed a copy of the report with the Illinois Comptroller. Chief McKay will file a copy with Cook County and noted that the notice of availability of the audit report will be published in the newspaper on Wednesday, September 18, 2019.

Mr. Karrison left at 7:38 p.m.

Discussion/Possible Approval of FYE 2018 Treasurer's Annual Statement of Receipts and Disbursements for the North Maine Fire Protection District: The FYE 2018 Treasurer's Annual Statement of Receipts and Disbursements for the North Maine Fire Protection District was reviewed with the Board. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the FYE 2018 Treasurer's Annual Statement of Receipts and Disbursements for the North Maine Fire Protection District as presented. Motion carried unanimously by voice vote.

Treasurer Rutzen executed the approved FYE 2018 Treasurer's Annual Statement of Receipts and Disbursements for the North Maine Fire Protection District and presented the originals to Chief McKay for submission.

Discussion/Approval to Direct the Board of Commissioners to Hire One (1) Firefighter/Paramedic from the Current Eligibility Roster: Chief McKay provided a brief update regarding the status of Daniel Riggio's

disability and stated that he will not be returning to work. A motion was made by Trustee Neal and seconded by Trustee Hamilton to direct the Board of Commissioners to hire one Firefighter/Paramedic from the current Eligibility Roster. Motion carried unanimously by voice vote.

Discussion/Approval to Direct the Board of Commissioners to Process One (1) Firefighter/Paramedic from the Current Eligibility Roster: Chief McKay requested that the Board direct the Board of Commissioners to process one Firefighter/Paramedic from the current Eligibility Roster. A motion was made by Trustee Neal and seconded by Trustee Rutzen to direct the Board of Commissioners to process one Firefighter/Paramedic from the Eligibility Roster. Motion carried unanimously by voice vote.

Discussion/Approval to Fill One (1) Vacant Fire Inspector Position: Chief McKay noted that a part-time Fire Inspector position, previously held by Brad Butler, has been vacant for approximately one year. Fire Marshall Arnold Witzke and Chief McKay interviewed Paul Harris from the Park Ridge Fire Department and determined that he is qualified to fill the position. All questions were answered by Chief McKay. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the hiring of Paul Harris to fill the vacant part-time Fire Inspector position. Motion carried unanimously by voice vote.

Approval of September 11, 2019 Check Register and Disbursement Summary: The Board reviewed the Check Register and Disbursement Summary dated September 11, 2019 for the month of August 2019:

North Maine FPD Disbursements September 11, 2019		
Checks:	Voided Check #: 5143 in the amount of \$88.25 Voided Check #: 5150 in the amount of \$396.19 Voided Check #: 5155 in the amount of \$226.89 Voided Check #: 5156 in the amount of \$257.55	
	Check #'s: 5121-5158	\$85,595.26
Total Checks:		\$85,595.26
Payroll:	August 9, 2019 August 23, 2019	\$100,731.74 \$102,824.74
Total Payrolls:		<u>\$203,556.48</u>
Total Disbursements:		<u>\$289,151.74</u>

A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve total disbursements for the month of August 2019 in the amount of \$289,151.74 as presented. Motion carried by roll call vote.

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

Discussion of the 2020 Operating Budget: Chief McKay distributed the preliminary 2020 Operating Budget to the Board for review. All questions were answered by Chief McKay. The final report will be sent to the Board for review once finalized. Further discussion will be held at next month's meeting.

TREASURER'S REPORT: *Amended July 31, 2019 Treasurer's Report:* The Board reviewed the amended Treasurer's Report for the period ending July 31, 2019. Trustee Rutzen and Chief McKay noted that the Treasurer's Report was revised to reflect voided Check #: 5048 in the amount of \$400. As of July 31, 2019, the District's revised ending balance in the US Bank Checking Account is \$182,221.75. The District's revised July expenses totaled \$298,855.71. The District's revised total ending balance for the period ended July 31, 2019 is \$3,819,976.57. A motion was made by Trustee Neal and seconded by Trustee Hamilton to accept the Treasurer's Report as amended. Motion carried by roll call vote.

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

August 31, 2019 Treasurer's Report: The Board reviewed the Treasurer's Report for the period ending August 31, 2019. The District's beginning balance as of August 1, 2019 was \$3,819,576.57. The District received deposits during the month of August in the amount of \$927,549.38. The District's expenses for the month of August totaled \$315,577.17. The August in-and-out transfers were \$343,599.86. The net balance change for the month of August was \$611,972.21. The District's total ending balance as of August 31, 2019 was \$4,431,548.78. 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 provided legislative updates including recent court cases and decisions. All questions were answered by Attorney Motylinski.

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

- *RED Center:* As of August 31, 2019, the District has a credit with the RED Center of \$11,786. The Monthly Run Report indicates that the District received 268 calls in August 2019 versus 271 calls in August 2018. Year-to-date, the District has received 2,100 calls through August 2019 versus 2,127 calls through August 2018.
- An update regarding the Crestwood structure fires was reviewed with the Board. Chief McKay noted that the fires are currently under investigation and a status update will be provided once available.
- *NIPSTA:* There was no update at this time.
- *MABAS:* There was no update at this time.
- *Lutheran General Hospital:* The quarterly meetings with the Fire Chiefs and Medical Officers will be combined moving forward to streamline the communication process.
- *Review of Assigned Tasks:*
 - The 2020 Operating Budget will be reviewed further at next month's meeting.
 - The payroll request was submitted to the Illinois Public Risk Fund.
 - An update regarding the proposed ambulance billing fees was reviewed with the Board. The agreement for ambulance billing between the North Maine, Niles, Des Plaines, Park Ridge, Skokie, Morton Grove and Glenview Fire Departments was discussed with the Board. The proposed agreement will provide a flat rate fee of \$1,500 for residents and non-residents. Chief McKay will send the agreement to Attorney Motylinski for review upon receipt. Further discussion will be held at next month's meeting.

- o The Local Hero Day honored active members Alan Altschul, Brett Csajaghy, Randy Frase and Zach Missen. Chief McKay thanked District Chief Thomas Hoeft for his presentation and recognized the active members for their outstanding service.

CLOSED SESSION: A motion was made by Trustee Neal and seconded by Trustee Rutzen to enter into closed session at 8:02 p.m. for the purposes of discussing matters related to the appointment, promotion, employment, compensation, discipline, performance or dismissal of specific employees. Motion carried by roll call vote.

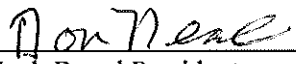
AYES: Trustees Neal, Hamilton and Rutzen
NAYS: None
ABSENT: None

A motion was made by Trustee Neal and seconded by Trustee Rutzen to resume open session at 8:10 p.m. Motion carried by roll call vote.

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

ADJOURNMENT: A motion was made by Trustee Neal and seconded by Trustee Rutzen to adjourn the meeting at 8:11 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Wednesday, October 9, 2019 at 7:00 p.m. at the North Maine Fire Station located at 9301 Potter Road, Des Plaines, Illinois 60016.



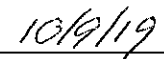
Don Neal, Board President



Timothy Hamilton, Board Secretary



Dagmar Rutzen, Treasurer



Date Approved by Board