

# North Maine Fire Protection District

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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 MARCH 14, 2018

A regular meeting of the Board of Trustees of the North Maine Fire Protection District was held on March 14, 2018 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:** President Neal called the meeting to order at 7:00 pm.

### ROLL CALL:

**PRESENT:** President Don Neal, Treasurer Dagmar Rutzen, and Secretary Timothy Hamilton  
**ABSENT:** None  
**ALSO PRESENT:** Attorneys Joe Miller and Ryan Morton, Ottosen Britz Kelly Cooper Gilbert & DiNolfo, Ltd; Fire Chief Robert McKay; FF David Hall, North Maine FPD; Colleen Dillon, Lauterbach & Amen

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

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

**PUBLIC COMMENTS:** There were no public comments.

**TREASURER'S REPORT:** *February 28, 2018:* The Board reviewed the Treasurers' Report dated February 28, 2018. The District's beginning balance as of February 1, 2018 was \$3,040,214.37. The District received deposits during the month of February in the amount of \$349,658.68. The District's expenses for the month of February totaled \$301,931.03. The February transfers in and out were \$293,208.67. The net balance change for the month of February was \$47,727.65. The District's total ending balance as of February 28, 2018 was \$3,087,942.02. A motion was made by Trustee Neal and seconded by Trustee Hamilton to accept the Treasurer's Report as presented. Motion carried by unanimous voice vote.

**ATTORNEY’S REPORT:** Mr. Motylinski discussed with the Board pending legislation currently in Springfield.

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

- Grant Status – Currently waiting on a response
- Received notice that IPRF will be refunding \$18,000 to the District following the payroll audit
- RED Center – Trustee Neal and Chief attended the RED center budget sub-committee meeting. The cost of calls will increase by \$.76 per call, which will be an approximate \$1,800 increase based on 2400 calls.
- MABAS – Spring drills will begin later in March with an active shooter scenario
- NIPSTA – The new website is now operational
- The audit is currently underway

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

**NEW BUSINESS:** *March 14, 2018 Check Register and Disbursement Summary (Approval):* The Board reviewed the March 14, 2018 check register and bills for payment:

Total Checks: Check #'s 4384-4428	\$78,581.46
Voided check #4392	
February 9, 2018 payroll	\$99,066.96
February 23, 2018 payroll	\$95,611.47
Total Payrolls	<u>\$194,678.43</u>
Total Disbursements	<u>\$273,259.89</u>

A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the total disbursements for the month of February in the amount of \$273,259.89. Motion carried by roll call vote.

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

*Discussion/Possible Approval of Foreign Fire Tax Purchases:* Chief McKay discussed with the Board the proposed purchases utilizing the Foreign Fire Tax funds. As of January 1, 2018, there is \$3,271.78 available in the Foreign Fire Tax Fund. The purchase of the McGrath Video Laryngoscope approved last year has not been made but will be completed this year. A purchase of four hose reels and installation at a total cost of \$2,300 and two dress coats at a cost of approximately \$450 were also discussed. If purchases are made the balance in the Foreign Fire Tax Fund would be \$521.78. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the Foreign Fire Tax purchases discussed. Motion carried by roll call vote.

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

*Discussion/Possible Approval of Administrative Assistance at Board Meetings:* The Board reviewed the engagement letter with Lauterbach & Amen to provide administrative services. A motion was made by

Trustee Neal and seconded by Trustee Rutzen to approve the engagement letter with Lauterbach & Amen for administrative services in the amount of \$320 per month. Motion carried by roll call vote.

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

*Discussion/Possible Approval of Ordinance 2018-0-2, An Ordinance Covering Salaries & Insurance Benefits of the North Maine Fire Protection District:* The Board discussed Ordinance 2018-0-2 covering the salaries and insurance benefits of the North Maine Fire Protection District. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve Ordinance 2018-0-2 utilizing the 2018 salary scales. Motion approved by roll call vote.

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

**CLOSED SESSION:** A motion was made by Trustee Rutzen and seconded by Trustee Neal to enter into closed session at 7:27 pm to discuss matters pertaining to collective bargaining and the appointment, promotion, employment, compensation, discipline, performance or dismissal of specific employees. Motion carried by unanimous voice vote.

A motion was made by Trustee Neal and seconded by Trustee Hamilton to return to open session at 7:40 pm. Motion carried by unanimous voice vote.

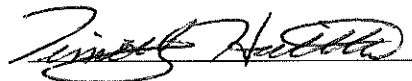
**ADJOURNMENT:** A motion was made by Trustee Neal and seconded by Trustee Hamilton to adjourn the meeting at 7:40 pm. Motion carried unanimously by unanimous voice vote.

  
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President

  
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Treasurer

  
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Secretary

~ The next regular meeting is scheduled for April 11, 2018 at 7:00 pm~

Minutes prepared by Colleen Dillon, Lauterbach & Amen, LLP