

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 JUNE 13, 2018

A regular meeting of the Board of Trustees of the North Maine Fire Protection District was held on June 13, 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 John Motylinski and Ryan Morton, Ottosen Britz Kelly Cooper Gilbert & DiNolfo, Ltd; Fire Chief Robert McKay; NMFPD FF's Tom Hoefl, Todd Lustig, Dan Riggio and Part Time Fire Marshall Dan Zerffas; Colleen Dillon, Lauterbach & Amen, LLP

APPROVAL OF MEETING MINUTES: *May 9, 2018 Regular Meeting/May 9, 2018 Closed Meeting:* The Board reviewed the minutes from the May 9, 2018 regular meeting. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the May 9, 2018 regular meeting minutes as written. Motion carried by unanimous voice vote.

The Board reviewed the minutes from the May 9, 2018 closed meeting. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve and release the May 9, 2018 closed meeting minutes as written. Motion carried by unanimous voice vote.

TREASURER'S REPORT: *May 31, 2018:* The Board reviewed the Treasurers' Report dated May 31, 2018. The District's beginning balance as of May 1, 2018 was \$3,748,283.70. The District received deposits during the month of May in the amount of \$69,544.91. The District's expenses for the month of May totaled \$324,060.47. The May transfers in and out were \$387,361.20. The net balance change for the month of May was (\$254,515.56). The District's total ending balance as of May 31, 2018 was \$3,493,768.14. 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, Rutzen and Hamilton
NAYS: None
ABSENT: None

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

PUBLIC COMMENTS: There were no public comments.

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

- Grant Status – waiting to hear on the Assistance to Firefighter Grant as well as the MABAS Division 3 for portable radios
- RED Center – Received the true up for calls at the end of May, which indicated a shortfall of \$24,455 based on the number of calls ran in the past year versus what was estimated. \$14,353 of the cost was paid out of the equity account. Due to the increase in the amount of calls for the period 5/17/17 - 4/18/18, monthly dues have increased by an additional \$2,484.51 per month. The increase in calls was due to the amount of elevator calls received. This issue has been resolved and the number of calls should go down.
- NIPSTA – Trustee Rutzen and the Chief attended the Board of Directors meeting.
- MABAS – An increase in dues and drill fees for 2019 is expected.
- NMFPD hosted a combined HazMat and TRT drill. Todd Lustig and Andrew Klatt did a great job facilitating this drill.
- Annual Audit – Anticipate completed report to be available for the July meeting
- The Insurance Service Office (ISO) review of the NMFPD went from a 4 to a 3
- The 1992 Pierce fire truck needed to be repaired at a cost of \$7,300

OLD BUSINESS: There was no old business to discuss.

NEW BUSINESS: *June 13, 2018 Check Register and Disbursement Summary (Approval):* The Board reviewed the June 13, 2018 check register and bills for payment:

Total Checks: Check #'s 4504 – 4552	\$108,802.43
Voided Check #4535	
May 4, 2018 payroll	\$91,354.13
May 18, 2018 payroll	\$94,219.48
Total Payrolls	<u>\$185,573.61</u>
Total Disbursements	<u>\$308,729.04</u>

A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the total disbursements for the month of May in the amount of \$308,729.04. Motion carried by roll call vote.

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

Discussion/Possible Approval of the FYE 2017 Annual Audit: The Audit has not been finalized and will be addressed at the next regular meeting.

Discussion/Possible Approval of Engagement Letter for OPEB Valuation for NMFPD: The Board reviewed the Lauterbach & Amen engagement letter for the OPEB valuation for the fiscal years ending December 31, 2017, 2018 and 2019 at a cost of \$2,400, \$2,650 and \$850 respectively. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the Lauterbach & Amen engagement letter for OPEB valuations. Motion carried by unanimous voice vote.

Appointment/Reappointment of Expired Fire Commissioner Term: The Board acknowledged that the term of Fire Commissioner Abraham Lee will expire at the end of June 2018. A motion was made by Trustee Neal and seconded by Trustee Rutzen to re-appoint Abraham Lee as Fire Commissioner. Motion carried by unanimous voice vote.

Discussion/Possible Approval of 2018-R-3: A Resolution Authorizing the Disposal of Surplus Personal Property of the North Main Fire Protection District: The Board reviewed and discussed Resolution 2018-R-3 to authorize the disposal of surplus personal property. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve Resolution 2018-R-3 as presented (see attached). Motion carried by unanimous voice vote.

Discussion/Possible Approval of the 2018-R-4: 2018 Prevailing Wage Resolution: The Board reviewed Resolution 2018-R-4 – 2018 Prevailing Wage Notice. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve and publish Resolution 2018-R-4 as presented. Motion carried by roll call vote.

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

Discussion/Possible Approval of FYE 2017 Treasurer's Annual Statement of Receipts and Disbursements for the North Maine Fire Protection District: The Board reviewed the FYE 2017 Treasurer's Annual Statement of Receipts and Disbursements. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve and publish the Statement as presented. Motion carried by roll call vote.

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

Discussion/Possible Approval of the Proposal for Lease of T-Mobile Cellular Antennas on District Property: The proposal has not been received to date. This matter will be revisited at the next regular meeting.

CLOSED SESSION: Closed session was not needed.

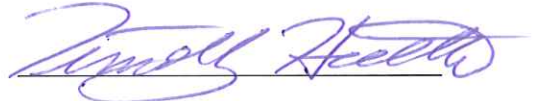
ADJOURNMENT: A motion was made by Trustee Neal and seconded by Trustee Rutzen to adjourn the meeting at 7:26 pm. Motion carried unanimously by unanimous voice vote.



President



Treasurer



Secretary

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

Minutes prepared by Colleen Dillon, Lauterbach & Amen, LLP