

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 JULY 12, 2017

A regular meeting of the Board of Trustees of the North Maine Fire Protection District was held on July 12, 2017 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: The meeting was called to order at 7:03 pm.

PRESENT: President Don Neal, Treasurer Dagmar Rutzen, and Secretary Timothy Hamilton
ABSENT: None
ALSO PRESENT: Attorney Joseph Miller, Ottosen Britz; Fire Chief Robert McKay; Kalli Ortega and Mitch Backes, Corkill Insurance; Colleen Dillon, Lauterbach & Amen; North Maine Fire Marshal Arnold Witzke (*arrived at 7:24 pm*); District Auditor Luke Karrison, Karrison LLC; North Maine Firefighters Todd Lustig, Randy Frase, District Chief Robert Palffy

APPROVAL OF MEETING MINUTES: *June 14, 2017 Regular Meeting:* The Board reviewed the minutes from the June 14, 2017 regular meeting. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the June 14, 2017 regular meeting minutes as written. Motion carried by unanimous voice vote.

June 14, 2017 Closed Meeting: The Board reviewed the minutes from the June 14, 2017 closed meeting. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the June 14, 2017 closed meeting minutes as written. Motion carried by unanimous voice vote.

PUBLIC COMMENTS: *Kalli Ortega, Corkill Insurance:* Ms. Ortega, along with Mr. Backes distributed to the Board information regarding the Corkill Insurance Plan. The Board requested a formal presentation on the policy to be offered at a meeting date to be determined.

Ms. Ortega and Mr. Backus left the meeting at 7:16 pm.

TREASURER'S REPORT: The Board reviewed the Treasurers' Report dated June 30, 2017. The District's beginning balance as of June 1, 2017 was \$3,764,110.68. The District received deposits during the month of June in the amount of \$49,348.66. The District's expenses for the month of June totaled \$473,997.32. The June transfers in and out were \$270,546.11. The net change for the month of June was (\$424,648.66). The District's total ending balance as of June 30, 2017 was \$3,339,462.02. 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

Post Meeting Note: Check #3979 5/10/17 \$3,652 was voided resulting in the following changes to the June 2017 Treasurer's Report: beginning balance of \$3,767,762.68; District expenses for June 2017 are \$382,462.22; net change for the month of June 2017 (\$333,113.56); ending balance as of June 30, 2017 is \$3,434,649.12. (Please see attached)

ATTORNEY'S REPORT: Mr. Miller discussed the property tax situation in Springfield as well as the current health care reform currently being debated in Washington.

FF Frase and Lustig left the meeting at 7:22 pm.

North Maine Fire Marshal Arnold Witzke arrived at 7:24 pm.

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

- *MABAS, RED Center, and NIPSTA:* Chief McKay and DC Palffy attended a meeting with the Executive Director of RED Center on June 28, 2017 to set up the response plan for the new CAD system.
- The RED Chief's meeting will be held at the North Maine Fire Protection District on July 17, 2017
- An Email was received from Cook County stating approximately \$70,000 in County tax was deposited into the North Maine Fire Protection District account on 07/12/17
- Chief McKay recognized the following firefighters for a job well done regarding an ambulance call for two individuals not breathing: Mike Bronk, Greg Zalewski, Brett Csajaghy, Nick Rusz, Angelo Savino and Lt. Steven Redmond.
- Two Lazy Boy chairs will be purchased to replace the current 10 year old broken chairs. The Board stated its approval of this purchase.

Discussion/Possible Approval of FYE 2016 Annual Audit: Mr. Karrison presented the FYE 2016 Annual Audit to the Board. All questions were answered by Mr. Karrison. A motion was made by Trustee Neal and seconded by Trustee Rutzen to accept the FYE 2016 Annual Audit prepared by Karrison, LLC. Motion carried by roll call vote.

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

Mr. Karrison left the meeting at 7:42 pm.

OLD BUSINESS: *Discussion/Possible Approval of Social Media Policy:* Mr. Miller indicated he is awaiting a response from the union attorney.

Discussion/Possible Approval of Ambulance Stretcher Issues – Chief McKay informed the Board that the cost to purchase a demo Stryker stretcher is \$39,820.80, which includes a seven year warranty at a cost of \$9,804.12. The installation cost is quoted at \$1,500 from the Jean Ross Company. The total cost

to the District would be \$41,320.80. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the purchase of the demo Stryker stretcher, and the installation fee, in an amount not to exceed \$42,000. Motion carried by roll call vote.

AYES: Trustees Neal, Rutzen and Hamilton

NAYS: None

ABSENT: None

NEW BUSINESS: *Discussion/Possible Approval of (MDC) Vehicle Computer Purchase:* District Chief Palffy informed the Board that the new CAD system is scheduled to be rolled out in September. The current MDC units will not be compatible with this new program. There is \$3,000 remaining from the 2016 Illinois Public Risk Fund grant, which was budgeted towards the purchase of new MDC computers. Purchasing computer tablets, mounting hardware, new modems and software for all vehicles is estimated to cost less than \$3,000, while keeping the monthly modem fees at \$127. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the purchase of tablets, mounting hardware, new modems and software in an amount not to exceed \$3,000 to outfit three ambulances.

AYES: Trustees Neal, Rutzen and Hamilton

NAYS: None

ABSENT: None

Discussion and Possible Approval of Ordinance Regarding Elevator False Alarms: It was reported that incidents have been lessened, but this remains a problem and will be monitored going forward.

Thermal Imaging Camera (TIC): Chief McKay informed the Board that the current thermal imaging camera (TIC) is not working. The repair cost would be approximately \$1,119 and would take approximately three months due to the fact this is a discontinued model. A quote in the amount of \$4,000 has been received for a new TIC, two batteries, charger, lanyard and warranty. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the purchase of the TIC at \$4,000, two batteries, charger, lanyard and warranty as presented. Motion carried by roll call vote.

AYES: Trustees Neal, Rutzen and Hamilton

NAYS: None

ABSENT: None

OLD BUSINESS CONTINUED: *Discussion/Possible Approval of Overhead Doors Operator Purchase:* Chief McKay recommended to the Board that due to higher priority purchases that the District faces, the District should replace the door operators as they fail or need costly repairs. The Board agreed with this assessment.

Review/Possible Approval of Arnold Witzke's Unused Vacation Time Pay: The Board discussed the unused vacation time pay for Arnold Witzke. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the vacation payout to Arnold Witzke in the amount of \$8,646.28. Motion carried by roll call vote.

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

The Board took a brief recess at 8:02 pm, reconvening at 8:07 pm.

Discussion/Possible Approval of IMRF Resolution: The Board reviewed the IMRF Resolution changing the minimum required hours from 600 to 1,000 hours. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the IMRF Resolution requiring a minimum of authorizing 1,000 IMRF hours worked annually for participation. Motion carried by roll call vote.

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

Discussion/Possible Approval to Hire a Full-Time or Part-Time Fire Marshal: The Board discussed the hiring of a part-time Fire Marshal. A motion was made by Trustee Neal and seconded by Trustee Hamilton to hire Arnold Witzke as a part-time Fire Marshal. Motion carried by roll call vote.

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

CLOSED SESSION: A motion was made by Trustee Neal and seconded by Trustee Hamilton to enter into closed session at 8:15 pm to discuss matters related to salary schedules of one or more classes of employees, and the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District. Motion carried by unanimous voice vote.

A motion was made by Trustee Neal and seconded by Trustee Rutzen to reconvene open session at 8:44 pm. Motion carried by unanimous voice vote.

Surplus of and Possible Approval to Purchase Computer Equipment: The Board discussed the surplus of equipment regarding Sharon McLaughlin's computer and purchasing a laptop or tablet for Trustee Hamilton's use. A motion was made by Trustee Neal and seconded by Trustee Hamilton to declare the surplus of equipment for Sharon McLaughlin's computer and to purchase a laptop or tablet for Trustee Hamilton's use. Motion carried by roll call vote.

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

July 12, 2017 Check Register and Disbursement Summary (Approval): The Board reviewed the July 12, 2017 check register and bills for payment:

Total Checks	Check #'s 4040-4083	\$82,838.94
June 2, 2017 payroll		\$89,935.85
June 16, 2017 payroll		\$95,670.69
June 30, 2017 payroll		\$91,535.10

Total Payrolls \$277,141.64

Total Disbursements: \$359,980.58

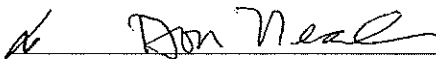
A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the total disbursements for the month of June in the amount of \$359,980.58. Motion carried by roll call vote.

AYES: Trustees Neal, Rutzen and Hamilton

NAYS: None

ABSENT: None


ADJOURNMENT: A motion was made by Trustee Neal and seconded by Trustee Rutzen to adjourn the meeting at 9:50 pm. Motion carried unanimously by voice vote.



President



Secretary



Treasurer

~ The next regular meeting is scheduled for August 9, 2017 at 7:00 pm~

Minutes prepared by Colleen Dillon, Lauterbach & Amen, LLP