

# 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 AUGUST 9, 2017

A regular meeting of the Board of Trustees of the North Maine Fire Protection District was held on August 9, 2017 at 6:30 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 6:35 pm.

### ROLL CALL:

**PRESENT:** President Don Neal, Treasurer Dagmar Rutzen, and Secretary Timothy Hamilton  
**ABSENT:** None  
**ALSO PRESENT:** Attorney Joseph Miller, Ottosen Britz (*arrived at 7:05 pm*); Fire Chief Robert McKay; Colleen Dillon, Lauterbach & Amen; John Aykroid, President, North Maine Fire Protection District Board of Fire Commissioners; Probationary North Maine Firefighter/Paramedic Albert Collins; District Chief Robert Palffy

**APPROVAL OF MEETING MINUTES:** *July 12, 2017 Regular Meeting:* The Board reviewed the minutes from the July 12, 2017 regular meeting. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the July 12, 2017 regular meeting minutes as written. Motion carried by unanimous voice vote.

*July 12, 2017 Closed Meeting:* The Board reviewed the minutes from the July 12, 2017 closed meeting. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the July 12, 2017 closed meeting minutes as written. Motion carried by unanimous voice vote.

### SWEARING-IN/RECOGNITION OF PROBATIONARY FIREFIGHTER/PARAMEDIC

**ALBERT COLLINS:** District Chief Robert Palffy welcomed all in attendance and introduced John Aykroid, President, North Maine Fire Protection District Board of Fire Commissioners. Commissioner Aykroid administered the oath of service to Albert Collins, and presented him with a plaque commemorating the occasion. DC Palffy then invited all in attendance to partake in refreshments provided.

*The Board took a brief recess at 6:43 pm reconvening at 7:07 pm*

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

**TREASURER'S REPORT:** Treasurer Rutzen indicated the June Treasurer's Report needed to be amended due to a voided check (see attached). A motion was made by Trustee Neal and seconded by Trustee Hamilton to accept the amended Treasurer's Report. Motion carried by roll call vote.

AYES: Trustees Neal, Rutzen and Hamilton

NAYS: None

ABSENT: None

The Board reviewed the Treasurers' Report dated July 31, 2017. The District's beginning balance as of July 1, 2017 was \$3,434,649.12. The District received deposits during the month of July in the amount of \$582,907.59. The District's expenses for the month of July totaled \$284,252.33. The July transfers in and out were \$337,625.90. The net change for the month of July was \$298,655.26. The District's total ending balance as of July 31, 2017 was \$3,733,304.38. 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. Miller discussed with the Board the required publication of the Treasurer's Report.

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

- *MABAS, RED Center, and NIPSTA:*
  - North Maine Fire Protection District hosted the RED Center meeting on July 17, 2017
  - Chief McKay attended the Lutheran General Chief's meeting
  - Chief McKay reviewed all District budgets noting there are no major purchases anticipated in the near-term
  - The FYE 2016 Audit was uploaded by the auditor to the State comptroller, Chief McKay mailed the audit to the Cook County Clerk and Treasurer's Office and has received a confirmation of receipt.
  - Chief McKay met with Research Insurance Advisors regarding insurance policy increases. A representative will attend the September meeting.
- *Status of Prior and Future Purchases:*
  - The new Stryker ambulance stretcher has been received and installed
  - MDC replacement computers have been purchased
  - The Thermal Imaging Camera order has been placed
  - Two Lazy Boy chairs have been purchased

- *Grant Application Status:* There does not appear there will be any grants awarded to the North Maine Fire Protection District this year.

**OLD BUSINESS:** *Discussion/Possible Approval of Social Media Policy:* Mr. Miller indicated there will be general negotiations scheduled at a later date.

*Discussion /Possible Approval of Hourly Pay Rates for Part-Time Employees:* The Board reviewed the summary of area fire departments part-time hourly wages prepared by Chief McKay. A motion was made by Trustee Rutzen and seconded by Trustee Neal to approve the hourly wage for Arnold Witzke, part-time Fire Inspector, in the amount of \$27.81, paid retroactively to July 1, 2017. Motion carried by roll call vote.

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

A motion was made by Trustee Neal and seconded by Trustee Hamilton to establish the hourly wage for any new part-time Fire Inspectors in the amount of \$21.38. Motion carried by roll call vote.

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

*Discussion/Possible Approval of Job Posting for Two Part-Time Fire Inspectors:* The Board directed Chief McKay to post the job qualifications for the part-time fire inspector positions on RED Center. No motion was required.

**NEW BUSINESS:** *Discussion/Possible Approval of FYE 2016 Treasurer's Statement of Receipts and Disbursements:* The Board reviewed the FYE 2016 Treasurer's Statement of Receipts and Disbursements. A motion was made by Trustee Neal and seconded by Trustee Hamilton to accept, approve and execute the FYE 2016 Treasurer's Statement of Receipts and Disbursements. Motion carried by roll call vote.

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

*Discussion and Possible Approval of Foreign Fire Tax Purchases:* The Board discussed the proposed Foreign Fire Tax purchases. The proposed purchases are: McGrath Video Laryngoscope - \$2500 (waiting for LGH Group Purchase Price)/Water bottle refill station -\$500/Workout Equipment - \$200/Kitchen Sink Commercial Sprayer - \$400. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the Foreign Fire Tax purchases as presented. Motion carried by roll call vote.

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

*August 9, 2017 Check Register and Disbursement Summary (Approval):* The Board reviewed the August 9, 2017 check register and bills for payment:

Total Checks	Check #'s 4084 - 4119	\$88,320.84
July 14, 2017 payroll		\$94,103.99
July 28, 2017 payroll		\$97,822.87
Total Payrolls		<u>\$191,926.86</u>
Total Disbursements:		<u>\$280,247.70</u>

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 \$280,247.70. Motion carried by roll call vote.

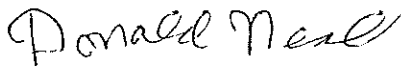
AYES: Trustees Neal, Rutzen and Hamilton  
NAYS: None  
ABSENT: None

**CLOSED SESSION:** A motion was made by Trustee Neal and seconded by Trustee Rutzen to enter into closed session at 7:40 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 and collective bargaining matters. Motion carried by roll call vote.

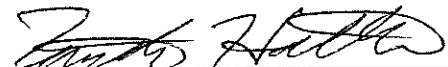
AYES: Trustees Neal, Rutzen and Hamilton  
NAYS: None  
ABSENT: None

A motion was made by Trustee Neal and seconded by Trustee Hamilton to reconvene open session at 8:48 pm. Motion carried by unanimous voice vote.

**ADJOURNMENT:** A motion was made by Trustee Neal and seconded by Trustee Rutzen to adjourn the meeting at 8:49 pm. Motion carried unanimously by voice vote.



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President



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Secretary



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Treasurer

~ The next regular meeting is scheduled for September 13, 2017 at 7:00 pm~

Minutes prepared by Colleen Dillon, Lauterbach & Amen, LLP