

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 OCTOBER 10, 2018

A regular meeting of the Board of Trustees of the North Maine Fire Protection District was held on Wednesday, October 10, 2018 at 7:00 p.m. 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 p.m.

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; Dan Zerfass, North Maine FPD Fire Inspector; Robert McKay, North Maine FPD Fire Chief; Dave Hall, North Maine FPD Lieutenant (*arrived at 7:08 p.m.*); and Allie Rysell, Lauterbach & Amen, LLP

APPROVAL OF MEETING MINUTES: *September 12, 2018 Regular Meeting Minutes:* The Board reviewed the minutes from the September 12, 2018 regular meeting. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the September 12, 2018 regular meeting minutes as written. Motion carried unanimously by voice vote.

September 12, 2018 Closed Session Meeting Minutes: The Board reviewed the minutes from the September 12, 2018 closed session meeting. A motion was made by Trustee Rutzen and seconded by Trustee Neal to approve and release the September 12, 2018 closed session minutes as written. Motion carried unanimously by voice vote.

Lieutenant Hall arrived at 7:08 p.m.

PUBLIC COMMENTS: Mr. Zerfass provided an update to the Board concerning the status of the fire investigation for 9396 Landings Lane in Des Plaines. The Board discussed the fire at 9396 Landings Lane with Lieutenant Hall, Mr. Zerfass and Chief McKay.

TREASURER'S REPORT: *September 30, 2018:* The Board reviewed the Treasurers' Report dated September 30, 2018. The District's beginning balance as of September 1, 2018 was \$4,372,792.06. The District received deposits during the month of September in the amount of \$39,648.74. The District's expenses for the month of September totaled \$288,824.94. The

September in and out transfers were \$268,207.72. The net balance change for the month of September was (\$249,176.20). The District's total ending balance as of September 30, 2018 was \$4,123,615.86. 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: Attorney Motylinski indicated that the General Assembly is out of session until the November Election concludes. To his knowledge, there haven't been any new bills that have been vetoed by the Governor. Chief McKay presented the revised Application for Candidates to Attorney Motylinski for his review. All questions were answered by Attorney Motylinski.

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

- *RED Center* – The Monthly Run Report indicated that 2,406 emergency calls were received in September 2018, which is a decrease of 274 calls vs. September 2017. This has resulted in a credit with the RED Center of \$16,022.
- *NIPSTA* – Chief McKay was unable to attend the NIPSTA meeting so Trustee Rutzen shared updates with the Board. Trustee Rutzen informed the Board that the new website is active and all training classes are available for online registration.
- *MABAS* – MABAS Division 3 resources will no longer be sent for Hurricane Michael relief. The 2019 fees for MABAS drills will increase from \$150 to \$175 per unit. The MABAS drills are underway and no injuries have occurred.
- *Review of Assigned Tasks:*
 - An update concerning the proposal for leasing T-Mobile antennas on District Property was discussed with the Board. All correspondence has been sent to Attorney Motylinski for his review.
 - The Lieutenant Exam was administered on September 29th and the list will be available January 4, 2019.
 - Chief McKay informed the Board that the Assistance to Firefighters Grant through the MABAS Division could award the District \$54,000 which will be used for 9 portable radios and a computer that implements the Motorola Personnel Accountability System. A status update will be provided once available.
 - The flooring project is complete and the check from IPRF has been received and will be deposited.
 - IPRF claims increased in 2018 for a total of 5 claims in the total amount of \$89,928.
 - Thank you letters were received for the following:
 - Lieutenant Tom Hoeft for outstanding performance as a medical officer
 - Fire Marshall Arnold Witzke for his vast knowledge in fire inspection and gratitude for his assistance
 - The NIAFPD conference will be held from January 24th through January 27, 2019. A line item will be added to the November 14th agenda for Board discussion and possible approval of registration fees for all Trustees interested in attending.
 - The Public Notice of Budget Hearing was presented to the Board for review and signatures. The signed Public Notice of Budget Hearing will be published on October 15th and Attorney Joe Miller will assist with this matter.

- o Chief McKay provided a brief status update concerning the 2018 Assistance to Firefighters Grant due October 26th.

OLD BUSINESS: *Discussion/Possible Approval of the Proposal for Lease of T-Mobile Cellular Antennas on District Property:* This matter was discussed in the Fire Chief and Trustee Reports.

NEW BUSINESS: *Discussion/Possible Approval of Ordinance 2018-O-3: An Ordinance Updating the Fire Code of the North Maine Fire Protection District:* Attorney Motylinski provided an update to the Board concerning Ordinance 2018-O-3. A conference call will be held at a later date with Fire Marshall Witzke regarding necessary changes and updates. A status update will be provided at a later date.

Discussion/Possible Approval of Fire Commissioners to attend IL Fire & Police Commissioners Association Conference of November 2018: Chief McKay informed the Board that Commissioners Abraham Lee and Robert Phillips would like to attend the 2018 IFPCA Seminar held in Schaumburg in November. The cost to the District is \$550 per person, for a total amount of \$1,100. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the registration fees in the total amount of \$1,100 for Commissioners Lee and Phillips to attend the 2018 IFPCA Seminar in November. Motion carried by roll call vote.

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

Discussion of 2019 Budget: Chief McKay distributed the preliminary 2019 Budget Report to the Board for review. Chief McKay reviewed the 2019 budgets for the following individual account titles: Taxes, Revenue, Interest, Building, Apparatus & Equipment, Communications, Administrative, Personnel Expenses, Site, Data Management, Fire Prevention, Contingencies, Foreign Fire Tax Purchase, Pension Fund and Tort Immunity Fund. All questions were answered by Chief McKay. Several revisions will be made to the 2019 Budget Report based on Board discussion. Chief McKay will review the revised report with the Board at a later date.

Approval of October 10, 2018 Check Register and Disbursement Summary: The Board reviewed the Check Register and Disbursement Summary for the period ending October 10, 2018:

North Maine FPD Disbursements October 10, 2018		
Total Checks:	Check #'s:4663-4700	\$93,194.27
Payroll:	September 7, 2018	\$92,039.10
	September 21, 2018	\$100,209.86
Total Payrolls:		\$192,248.96
Total Disbursements:		<u>\$285,443.23</u>

A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the total disbursements for the month of September in the amount of \$285,443.23. 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 7:53 p.m. for matters related to employee benefits, promotions and employment. Motion carried unanimously by voice vote.

The Board resumed open session at 8:08 p.m.

ADJOURNMENT: A motion was made by Trustee Neal and seconded by Trustee Hamilton to adjourn the meeting at 8:10 p.m. Motion carried unanimously by voice vote.

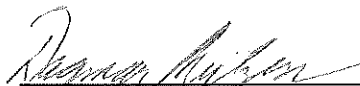
The next regular meeting is scheduled for Wednesday, November 14, 2018 at 7:00 p.m. at the North Maine Fire Station located at 9301 Potter Rd., Des Plaines, IL.



Don Neal, President



Timothy Hamilton, Secretary



Dagmar Rutzen, Treasurer

*Minutes prepared by Allie Rysell, Professional Administrative Support Services,
Lauterbach & Amen, LLP*