

# North Maine Fire Protection District

9301 N. POTTER ROAD • DES PLAINES, ILLINOIS 60016 • PHONE: 847.297.5020 • FAX: 847.297.2853



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 11, 2017

A regular meeting of the Board of Trustees of the North Maine Fire Protection District was held on October 11, 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:** President Neal called the meeting to order at 6:31 pm.

### ROLL CALL:

**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, Corkill Insurance; Colleen Dillon, Lauterbach & Amen; FF/PM Nick Ruzs, Arnold Witzke, Fire Marshal and District Chief Robert Palffy

**RECOGNITION CEREMONY:** *Recognition of Personnel for Heroic Actions Taken During an EMS Call:* Chief McKay presented a plaque and a formal letter of commendation recognizing the heroic actions taken to save the life of a five year old child to the following:  
*North Maine Fire Protection District:* North Maine Engine 1 – Lt. Michael Quinn and FF/PM Daniel Riggio, District Chief David Drdla  
*Niles Fire Department:* FF/PM Jordan Brandwein and John Monoscalco  
*Lutheran General Hospital:* Anne Boubouleix, R.N.

*The Board took a brief recess at 6:39, reconvening at 7:00 pm.*

**APPROVAL OF MEETING MINUTES:** *September 13, 2017 Regular Meeting:* The Board reviewed the minutes from the September 13, 2017 regular meeting. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the September 13, 2017 regular meeting minutes as written. Motion carried by unanimous voice vote.

*September 13, 2017 Closed Meeting:* The Board reviewed the minutes from the September 13, 2017 closed meeting. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve and release the September 13, 2017 closed meeting minutes as written. Motion carried by unanimous voice vote.

*September 21, 2017 Special Meeting:* The Board reviewed the minutes from the September 21, 2017 special meeting. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the September 21, 2017 special meeting minutes as written. Motion carried by unanimous voice vote.

*September 21, 2017 Closed Meeting:* The Board reviewed the minutes from the September 21, 2017 closed meeting. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve and release the September 21, 2017 closed meeting minutes as written. Motion carried by unanimous voice vote.

**PUBLIC COMMENTS:** *Kalli Ortega, Corkill Insurance:* Ms. Ortega reviewed with the Board the Health Insurance Analysis prepared by Corkill Insurance. All questions were answered by Ms. Ortega.

A motion was made by Trustee Neal and seconded by Trustee Rutzen to authorize the United Health Care Choice Plus PPO Health Insurance Plan effective January 1, 2018 for North Maine Fire Protection District employees. Motion carried by roll call vote.

AYES: Trustees Neal, Rutzen and Hamilton

NAYS: None

ABSENT: None

The Board directed Chief McKay to submit a letter indicating the change in the health insurance carrier to the Labor Board.

*Ms. Ortega left the meeting at 7:33 pm.*

**TREASURER'S REPORT:** *September 30, 2017:* The Board reviewed the Treasurers' Report dated September 30, 2017. The District's beginning balance as of September 1, 2017 was \$4,264,320.93. The District received deposits during the month of September in the amount of \$36,789.79. The District's expenses for the month of September totaled \$297,868.13. The September transfers in and out were \$255,306. The net change for the month of September was (\$261,078.34). The District's total ending balance as of September 30, 2017 was \$4,003,242.59. 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 tax extension report, stating the equalized assessed value (EAV) increased by 15%. Chief McKay and District Chief Palffy will work with Mr. Miller to learn how to calculate the end of year cash balances.

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

- *MABAS, RED Center, and NIPSTA*
  - The District is ready to go for the 10/16 go live
  - MABAS Division 3 will be working to obtain a grant for new radios
- *Review of Assigned Tasks*
  - Elevator call update - Mr. Witzke updated the Board on his discussion with the building manager at the Glen Oaks Commons. The following was recommended:
    - ✓ Glen Oaks Commons will install new emergency call buttons
    - ✓ The emergency elevator phone will call a manned 24/7 call center provided by Glen Oaks Commons, which will in turn call the RED Center at 847-297-2121 in the event of an elevator emergency.
  - An email from FEMA was received stating the NMFPD has not been awarded a grant.
  - There has been a plumbing problem identified in the men’s shower drain at the firehouse. An estimate of \$625 was received and work will be completed shortly.
  - Recognized Fire Marshal Arnold Witzke and FF/PM Daniel Riggio for their efforts in making the Open House a success.
- *Second Draft 2018 Budget:* The Board reviewed and discussed the draft 2018 budget.

**OLD BUSINESS:** *Discussion/Possible Approval of Social Media Policy:* Mr. Miller informed the Board that the Labor Board sent a letter that requires a response by 10/20/17.

**NEW BUSINESS:** *October 11, 2017 Check Register and Disbursement Summary (Approval):* The Board reviewed the October 11, 2017 check register and bills for payment:

Total Checks	Check #'s 4170 - 4203	\$74,167.88
September 8, 2017 payroll		\$85,559.03
September 22, 2017 payroll		\$90,762.11
Total Payrolls		<u>\$176,321.14</u>
Total Disbursements		<u>\$250,489.02</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 \$250,489.02. Motion carried by roll call vote.

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

*Discussion/Possible Approval of Hiring Part-Time Fire Inspectors:* The Board reviewed the cover letter and resume of Daniel J. Zerfass, for the part time Fire Inspector position. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the hiring of Daniel Zerfass pending completion of all appropriate testing. Motion carried by roll call vote.

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

*Discussion/Possible Approval of Health Insurance Policies for 2018:* This was addressed under Public Comment.

*Discussion/Possible Approval of IPRF Grant to Offset Cost of New Stretcher:* Chief McKay informed the Board that there is \$12,938 remaining of the IPRF Grant which can be applied to anything purchased in 2017. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the acceptance of the remaining Illinois Public Risk Fund (IPRF) grant monies in the amount of \$12,938, to apply towards the purchase of the new Stryker stretcher. Motion carried by roll call vote.

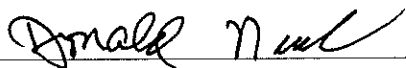
AYES: Trustees Neal, Rutzen and Hamilton  
NAYS: None  
ABSENT: None

*Discussion/Possible Approval of Computer Data Backup Service Contract:* Chief McKay proposed having a cloud-based backup system, and recommended *MozyPro Online Backup* at a cost of \$1,616.78 annually. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the purchase of the MozyPro online data backup with a bundled 500 gigabyte storage capability, at an annual cost of \$1,616.78. Motion carried by roll call vote.

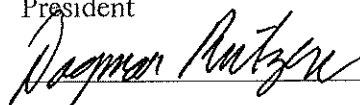
AYES: Trustees Neal, Rutzen and Hamilton  
NAYS: None  
ABSENT: None

**CLOSED SESSION:** Closed session was not needed.

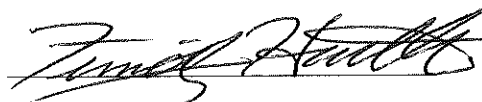
**ADJOURNMENT:** A motion was made by Trustee Neal and seconded by Trustee Hamilton to adjourn the meeting at 8:17 pm. Motion carried unanimously by voice vote.



President



Treasurer



Secretary

*~ The next regular meeting is scheduled for November 8, 2017 at 7:00 pm~*

*Minutes prepared by Colleen Dillon, Lauterbach & Amen, LLP*