

# 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 NOVEMBER 14, 2018

A regular meeting of the Board of Trustees of the North Maine Fire Protection District was held on **Wednesday, November 14, 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:** A motion was made by Trustee Neal and seconded by Trustee Hamilton to call the meeting to order at 7:00 p.m. Motion carried by roll call vote.

AYES: Trustees Neal, Rutzen and Hamilton

NAYS: None

ABSENT: None

### ROLL CALL:

PRESENT: President Don Neal, Treasurer Dagmar Rutzen and Secretary Timothy Hamilton

ABSENT: None

ALSO PRESENT: Robert McKay, North Maine FPD Chief; Attorneys John Motylinski (*arrived at 7:02 p.m.*) and Ryan Morton, Ottosen Britz Kelly Cooper Gilbert & DiNolfo, Ltd; Steven Redmond, North Maine FPD Lieutenant; Nicholas Rusz, North Maine FPD Firefighter/Paramedic; Gail Maty and Colleen Tobin, Technology Associates; Sam Meyer and Allie Rysell, Lauterbach & Amen, LLP

**APPROVAL OF MEETING MINUTES:** *October 10, 2018 Regular Meeting Minutes:* The Board reviewed the minutes from the October 10, 2018 regular meeting. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the October 10, 2018 regular meeting minutes as written. Motion carried unanimously by voice vote.

*October 10, 2018 Closed Session Meeting Minutes:* The Board reviewed the minutes from the October 10, 2018 closed session meeting. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve and release the October 10, 2018 closed session minutes as written. Motion carried unanimously by voice vote.

*Attorney Motylinski arrived to the meeting at 7:02 p.m.*

**PUBLIC COMMENTS:** *T-Mobile Representatives to address any questions the Board may have concerning the Lease, Survey and Structural Analysis Report:* Ms. Maty and Ms. Tobin reviewed their proposal regarding the leasing of T-Mobile antennas on the District's Property. The Board

reviewed the Structural Analysis Report, T-Mobile Rev B Redlines, and Site Lease Agreement. The lease term is 25 years and the monthly rent paid from T-Mobile to the District is \$1,500. The Board raised questions concerning the insurance policy, design, construction redlines, construction timeline, variance application and radio frequency. All questions were answered by Ms. Maty, Ms. Tobin, Chief McKay and Attorney Motylinski. Ms. Maty informed the Board that a radio frequency interference study will be performed and the results will be sent to the Board for review. Further discussion will be held at next month's meeting.

*Ms. Maty and Ms. Tobin left the meeting at 7:18 p.m.*

**TREASURER'S REPORT:** *October 31, 2018:* The Board reviewed the Treasurers' Report dated October 31, 2018. The District's beginning balance as of October 1, 2018 was \$4,123,615.86. The District received deposits during the month of October in the amount of \$65,717.18. The District's expenses for the month of October totaled \$310,116.82. The October in and out transfers were \$428,013.53. The net balance change for the month of October was (\$244,399.64). The District's total ending balance as of October 31, 2018 was \$3,879,216.22. 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 reviewed the T-Mobile Lease Agreement with the Board. Attorney Motylinski noted the necessary changes and additions that were made to the agreement. 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 2,689 emergency calls were received since January 2018, which is a decrease of 299 calls vs. 2017. This has resulted in a credit with the RED Center of \$14,348. Chief McKay noted that a subcommittee meeting will be held with the RED Center on December 6, 2018 to discuss the 2019 Budget.
- *NIPSTA* – There were no updates at this time.
- *MABAS* – Chief McKay attended a meeting in Evanston for the 2017 Assistance to Firefighters' Grant and was pleased to announce that the District will be receiving 9 portable radios to be purchased in December 2018. Chief McKay also noted that he submitted the District's 2018 Assistance to Firefighters' Grant to request \$60,000 to purchase 2 cardiac monitors. A status update will be provided to the Board when available.
- *Review of Assigned Tasks:* The Candidate List will be expiring in February 2018. The Chief reviewed the advertisement that will be issued on November 28<sup>th</sup> with the Board and noted that the cost to post the advertisement will be \$1,500.
- The District Chief Exam will be held in September 2019.
- Chief McKay reviewed the Trustee terms and noted that Trustee Rutzen's term will be expiring in April 2019 and Chairman John Aykroid's term will be expiring in June 2019.
- Chief McKay sent information to the Board regarding the state bid for a 2017 Ford Explorer to be utilized as a Battalion vehicle. The cost to the District to purchase this vehicle will be \$29,285. Further discussion will be held at next month's meeting.

- Chief McKay provided an update to the Board concerning the status of the fire investigation for 9396 Landings Lane in Des Plaines. The investigation has been put on hold until the end of November. Further discussion will be held at next month's meeting.

**OLD BUSINESS:** *Discussion/Possible Approval of Ordinance 2018-O-4: An Ordinance Updating the Fire Code of the North Maine Fire Protection District:* Chief McKay provided an update to the Board concerning Ordinance 2018-O-4. A status update will be provided at a later date.

**NEW BUSINESS:** *Discussion/Possible Approval of the survey and structural analysis reports for the T-Mobile cellular antennas on District Property:* This was discussed earlier in the meeting.

*Discussion/Possible Approval of the Proposal for Lease of T-Mobile cellular antennas on District Property:* This was discussed earlier in the meeting.

*Review/Possible Approval of Lieutenant Mike Quinn's unused Sick Time, Compensation Time, and Vacation Time Payout:* Chief McKay informed the Board that he received a letter of resignation from Lieutenant Mike Quinn on November 5<sup>th</sup> indicating that he will be retiring and his last date of employment will be November 25<sup>th</sup>. The Board will review Lieutenant Mike Quinn's unused sick time, compensation time and vacation time payout in closed session.

*Discussion/Possible Approval to Hire 1 Full-time Firefighter/Paramedic:* Chief McKay informed the Board that a vacancy will be available due to Lieutenant Mike Quinn's retirement. Further discussion will be held in closed session.

*Discussion/Possible Approval of Trustees, Commissioners & Fire Chief to attend the January 2019 NIAFPD Conference:* The Board Trustees discussed attending the 2019 NIAFPD Conference. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the registration fees and reimbursable expenses for the Board of Trustee of the North Maine Fire Protection District to attend the 2019 NIAFPD Conference in an amount not to exceed \$2,500 and to approve the registration fees and reimbursable expenses for the Board of Commissioners of the North Maine Fire Protection District to attend the 2019 NIAFPD Conference in an amount not to exceed \$2,500. Motion carried by roll call vote.

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

*Discussion/Possible Approval of Health Insurance Policies for 2019:* Chief McKay reviewed the health insurance renewal proposals with the Board, as prepared by Corkill Insurance. All questions were answered by Chief McKay. A special meeting will be held at the end of November to review the insurance renewal proposals with a representative from Corkill Insurance.

*Public Hearing for the 2019 Budget and Appropriations Ordinance:* A motion was made by Trustee Neal and seconded by Trustee Hamilton to open the public hearing for the 2019 Budget and Appropriations Ordinance. Motion carried unanimously by voice vote. There was no public comment on the 2019 Budget and Appropriations Ordinance. A motion was made by Trustee Neal

and seconded by Trustee Hamilton to close the public hearing for the 2019 Budget and Appropriations Ordinance. Motion carried unanimously by voice vote.

*Discussion/Possible Approval of Ordinance 2018-O-3: Providing for the Budget and Appropriations of the North Maine Fire Protection District 2019:* A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve Ordinance 2018-O-3 for the 2019 Budget and Appropriations Ordinance of the North Maine Fire Protection District. Motion carried by roll call vote.

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

The Board adopted the 2019 Budget and Appropriations Ordinance and authorized signatures by all Trustees.

*Approval of November 14, 2018 Check Register and Disbursement Summary:* The Board reviewed the Check Register and Disbursement Summary for the period ending November 14, 2018:

North Maine FPD Disbursements November 14, 2018		
Voided Check #4629 – Dash Medical \$207.60 (Issued on 09/12/18) Reissued Check #4713 – Dash Medical \$207.60		
Total Checks:	Check #'s: 4701-4744	\$94,725.24
Payroll:	October 5, 2018	\$102,927.50
	October 19, 2018	\$94,242.10
Total Payrolls:		<u>\$197,169.60</u>
Total Disbursements:		<u>\$291,894.84</u>

A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the total disbursements for the month of October in the amount of \$291,894.84. 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 7:56 p.m. for the purposes of matters related to collective bargaining, salary schedules of one or more classes of employment, and/or the appointment, promotion, employment compensation, discipline, performance or dismissal of specific employees. Motion carried unanimously by voice vote.

The Board resumed open session at 8:12 p.m.

*Review/Possible Approval of Lieutenant Mike Quinn's unused Sick Time, Compensation Time, and Vacation Time Payout (continued):* A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve Lieutenant Mike Quinn's payout for his unused sick time, compensation time and vacation time in the amount of \$14,206.94. Motion carried by roll call vote.

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

Chief McKay informed the Board that Lieutenant Mike Quinn's approved payout will be issued with the November 30<sup>th</sup> payroll date.

**ADJOURNMENT:** A motion was made by Trustee Neal and seconded by Trustee Rutzen to adjourn the meeting at 8:14 p.m. Motion carried unanimously by voice vote.

**The next regular meeting is scheduled for Wednesday, December 12, 2018 at 7:00 p.m. at the North Maine Fire Station located at 9301 Potter Rd., Des Plaines, IL.**

  
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Don Neal, President

  
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Timothy Hamilton, Secretary

  
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Dagmar Rutzen, Treasurer

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