

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 MARCH 13, 2019

A regular meeting of the Board of Trustees of the North Maine Fire Protection District was held on **Wednesday, March 13, 2019 at 6:30 p.m.** at the North Maine Fire Station located at 9301 N. Potter Road, Des Plaines, Illinois, 60016, pursuant to notice.

CALL TO ORDER: President Neal called the meeting to order at 6:30 p.m.

ROLL CALL:

PRESENT: President Don Neal and Treasurer Dagmar Rutzen
ABSENT: Secretary Timothy Hamilton
ALSO PRESENT: Active Members Robert B. McKay, Michael R. Bronk, David J. Hall, Ryan M. Tumminaro, Conor T. Flynn and Zachary B. Missen, North Maine FPD; Retired Member Michael A. Fox, North Maine FPD; Chairman John Aykroid, North Maine FPD Board of Commissioners; Various Active Members of the North Maine FPD; Friends and Family Members of Ryan M. Tumminaro and Conor T. Flynn; Attorneys John Motylinski and Ryan Morton, Ottosen Britz Kelly Cooper Gilbert & DiNolfo, Ltd; Adam Lindsten, Resource Insurance Advisors; Allie Rysell, Lauterbach & Amen, LLP

RECOGNITION OF NEW CANDIDATES: A ceremony was held for the recognition of new candidates, Ryan M. Tumminaro and Conor T. Flynn. Chairman Aykroid swore in Ryan M. Tumminaro and Conor T. Flynn as Firefighters of the North Maine FPD.

The Board took a recess at 6:38 p.m. and resumed at 7:04 p.m.

APPROVAL OF MEETING MINUTES: *February 13, 2019 Regular Meeting:* The Board reviewed the February 13, 2019 regular meeting minutes. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the February 13, 2019 regular meeting minutes as written. Motion carried unanimously by voice vote.

February 13, 2019 Closed Session Meeting: The Board reviewed the minutes from the February 13, 2019 closed session meeting. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve and release the February 13, 2019 closed session meeting minutes as written. Motion carried unanimously by voice vote.

Due to Secretary Hamilton’s absence, the Board discussed designating Trustee Rutzen as the Board Secretary pro tempore. A motion was made by Trustee Neal and seconded by Trustee Rutzen to designate Trustee Rutzen as the Board Secretary pro tempore. Motion carried unanimously by voice vote.

PUBLIC COMMENTS: Mr. Fox informed the Board that Walter A. Obrochta, former North Maine FPD Firefighter and retired member of the Chicago Fire Department, passed away on March 8, 2019. Trustees Neal and Rutzen thanked Mr. Fox for notifying the Board of his passing. All questions were answered by Mr. Fox.

Mr. Fox left at 7:12 p.m.

Cyber Liability Insurance Presentation – Resource Insurance Advisors, Inc: Mr. Lindsten reviewed the District’s cyber liability insurance policy renewal quote provided by McNeil & Company, Inc., for an annual premium of \$3,346. Mr. Lindsten informed the Board that he also quoted Beazley Insurance Company, Inc. because he found that the renewal quote with McNeil & Company, Inc. was excessive, considering last year’s premium was \$1,680. Mr. Lindsten reviewed the cyber liability insurance policy quote provided by Beazley Insurance Company, Inc. The annual premium with Beazley Insurance Company, Inc. is \$1,500 with an additional service fee of \$250 for the \$1,000,000 policy. All questions were answered by Mr. Lindsten.

NEW BUSINESS: *Discussion/Possible Approval of Cyber Liability Insurance Coverage for 2019:* A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve payment of the District’s cyber liability insurance policy with Beazley Insurance Company, Inc., effective March 20, 2019 through March 20, 2020 in the amount of \$1,750. Motion carried by roll call vote.

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

Mr. Lindsten left at 7:17 p.m.

TREASURER’S REPORT: *February 28, 2019:* The Board reviewed the Treasurers’ Report dated February 28, 2019. The District’s beginning balance as of February 1, 2019 was \$3,002,984.03. The District received deposits during the month of February in the amount of \$446,148.90. The District’s expenses for the month of February totaled \$305,500.08. The February in-and-out transfers were \$200,494.39. The net balance change for the month of February was \$140,648.82. The District’s total ending balance as of February 28, 2019 was \$3,143,632.85. A motion was made by Trustee Neal and seconded by Trustee Rutzen to accept the Treasurer’s Report as presented. Motion carried unanimously by voice vote.

ATTORNEY’S REPORT: Attorney Motylinski informed the Trustees that the Board is no longer required to complete Prevailing Wage Resolutions. Due to a new amendment to the Prevailing Wage Act, only the Illinois Department of Labor will review and expedite pending wage claims. Additional cases and legislation were reviewed with the Board. 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 245 emergency calls were received in February 2019 which is the same number of calls that were received in February 2018. So far, the District’s total amount of annual emergency calls is 550, which is an increase of 21 calls versus 2018. This has resulted in a credit with the RED Center of \$12,167. Chief McKay and Trustee Neal will be attending a Board meeting on April 17, 2019 to discuss the 2020 Budget.
- *NIPSTA* – There were no updates at this time.
- *MABAS* – An update regarding the 2017 Assistance to Firefighters’ Grant was reviewed with the Board. Further discussion will be held at next month’s meeting.
- *Review of Assigned Tasks:*
 - The Board of Fire Commissioners will be holding a meeting on March 18, 2019 to review the preliminary Eligibility List. The final Eligibility List will be posted on April 3, 2019.
 - Trustee Rutzen’s election will be held on April 2, 2019.
 - Brad Butler, part-time North Maine FPD Fire Inspector, resigned and was hired as the full-time Fire Marshall at Glenside FPD. The District will need to hire a new Fire Inspector.
 - An update on the battalion vehicle purchase was reviewed with the Board.
 - The 2018 Workers’ Compensation Payroll Audit resulted in a credit of \$4,032.
 - Chief McKay is in the process of completing online Fire management classes at the College of DuPage. Chief McKay recently completed Fire Management Class 3 and began Fire Management Class 4.
 - The District’s contract with FSS Technologies is expiring in August 2019. The Chief is exploring the option of using internet-based technology with Acadian that could save the District approximately \$13,000. Further discussion will be held at a future meeting.

OLD BUSINESS: There was nothing outstanding to discuss.

NEW BUSINESS (CONTINUED): *Discussion/Possible Approval of Ordinance 2019-O-3: An Ordinance Amending Ordinance 2019-02; An Ordinance Covering Salaries & Insurance Benefits of the North Maine Fire Protection District:* Chief McKay reviewed the following amendments that were made to the Ordinance:

1. Fire Marshall Arnold Witzke’s compensation increased from \$27.81 to \$30.00 per hour;
2. Starting compensation for Fire Inspectors increased from \$21.31 to \$22.00 per hour;
3. And an amendment was made to Michael R. Bronk’s insurance contributions.

A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve Ordinance 2019-O-3 as presented. Motion carried by roll call vote.

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

Discussion/Possible Approval of Items Approved for Purchase by the North Maine FPD Foreign Fire Tax Committee: FF/PM Missen reviewed the Foreign Fire Tax Purchases for 2019. All questions were answered by FF/PM Missen and Chief McKay. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the purchase of the items as listed. Motion carried by roll call vote.

AYES: Trustees Neal and Rutzen
NAYS: None

ABSENT: Trustee Hamilton

A motion was made by Trustee Neal and seconded by Trustee Rutzen to split the cost to purchase a new water fountain and water filer for the basement, as proposed by the Foreign Fire Tax Committee as follows: \$1,200 divided equally between the Foreign Fire Tax Committee and the District. Motion carried by roll call vote.

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

FF/PM Missen left at: 7:36 p.m.

Discussion/Possible Approval of the Engagement Letter Renewal with Lauterbach & Amen, LLP for Administrative Services: The Board reviewed the Lauterbach & Amen, LLP four-year engagement letter with the North Maine FPD for administrative services. A motion was made by Trustee Neal and seconded by Trustee Rutzen to engage Lauterbach & Amen, LLP for four years in the amounts as follows: \$320 per meeting for the year ended December 31, 2019; \$330 per meeting for the year ended December 31, 2020; \$340 per meeting for the year ended December 31, 2021; and \$345 per meeting for the year ended December 31, 2022. Motion carried unanimously by voice vote.

Approval of March 13, 2019 Check Register and Disbursement Summary: The Board reviewed the Check Register and Disbursement Summary dated March 13, 2019 for the month of February 2019.

North Maine FPD Disbursements March 13, 2019		
Total Checks:	Check #'s: 4870-4907	\$89,624.00
Payroll:	February 8, 2019	\$104,339.24
	February 22, 2019	\$103,507.15
Total Payrolls:		<u>\$207,846.39</u>
Total Disbursements:		<u>\$297,470.39</u>

A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the total disbursements for the month of February 2019 in the amount of \$297,470.39 as presented. Motion carried by roll call vote.

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

CLOSED SESSION: There was no need for closed session.

NEW BUSINESS (CONTINUED): Chief McKay informed the Board that the District has received approximately \$1,500,000 in tax money. All questions were answered by Chief McKay.

ADJOURNMENT: A motion was made by Trustee Neal and seconded by Trustee Rutzen to adjourn the meeting at 7:40 p.m. Motion carried unanimously by voice vote.

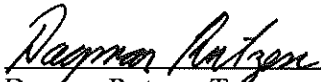
The next regular meeting is scheduled for Wednesday, April 10, 2019 at 7:00 p.m. at the North Maine Fire Station located at 9301 Potter Road, Des Plaines, Illinois, 60016.



Don Neal, Board President



Timothy Hamilton, Board Secretary



Dagmar Rutzen, Treasurer

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