

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 JANUARY 10, 2018

A regular meeting of the Board of Trustees of the North Maine Fire Protection District was held on January 10, 2018 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 7:00 pm.

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; Fire Chief Robert McKay; Colleen Dillon, Lauterbach & Amen; Adam Lindsten, Resource Insurance Advisors

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

AYES: Trustees Neal, Rutzen and Hamilton

NAYS: None

ABSENT: None

December 13, 2017 Closed Meeting: The Board reviewed the minutes from the December 13, 2017 closed meeting. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the December 13, 2017 closed meeting minutes as written. Motion carried by roll call vote.

AYES: Trustees Neal, Rutzen and Hamilton

NAYS: None

ABSENT: None

PUBLIC COMMENTS: There were no public comments.

TREASURER’S REPORT: *December 31, 2017:* The Board reviewed the Treasurers’ Report dated December 31, 2017. The District’s beginning balance as of December 1, 2017 was \$3,543,259.40. The District received deposits during the month of December in the amount of \$61,410.68. The District’s expenses for the month of December totaled \$396,779.05. The December transfers in and out were \$273,515.93. The net balance change for the month of December was (\$335,368.37). The District’s total ending balance as of December 31, 2017 was \$3,207,891.03. 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. Motylinski indicated that there has not been any new legislation in the last month affecting Fire Protection Districts.

Chief McKay stated for the record that Ottosen Britz has sent a copy of the levy to the Clerk of Cook County.

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

- *MABAS, RED Center, and NIPSTA*
 - ✓ There were 3,526 calls answered in 2017, which was a record for the North Maine Fire Protection District
 - ✓ There was nothing new to report regarding RED Center at this time
 - ✓ MABAS Division #3 may increase the annual dues in 2019
 - ✓ The FEMA Assistance to Firefighters’ Grant open enrollment has begun. An application will be submitted for potential award.
 - ✓ Research will be done regarding applying for the small equipment grant from State of Illinois
 - ✓ The cost of the fire apparatus engineer class attended by Angelo Savino, as well as various other classes attended by additional firefighters have been submitted for reimbursement.
 - ✓ The SAMS system for awards management through the IRS has been submitted in order to obtain any grants
 - ✓ Salary information has been sent to Lauterbach & Amen for completion of the Illinois Department of Insurance Annual Statement

Firefighter David Hall joined the meeting at 7:08 pm.

NEW BUSINESS: *Discussion/Approval of 2018 Insurance Coverage Renewal (EISP):*
Resource Insurance Advisors: Mr. Lindsten discussed with the Board the four insurance policies up for renewal. Mr. Lindsten presented to the Board the Commercial Package (general liability which covers property, vehicles and apparatus); Inland Marine Insurance (portable equipment);

Umbrella Policy and the Cyber Liability Policy. The Board reviewed with Mr. Lindsten the details of the policies presented. All questions were answered by Mr. Lindsten. A motion was made by Trustee Neal and seconded by Trustee Hamilton to accept and approve the insurance policies (ESIP) as presented. 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 accept and approve the Cyber Liability Insurance Policy as presented. Motion carried by roll call vote.

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

Mr. Lindsten left the meeting at 8:00 pm.

OLD BUSINESS: *Discussion/Possible Approval of Ordinance NO. 2018-0-1: Covering Composition Benefits, and Regulations of the North Maine Fire Protection District:* Mr. Motylinski discussed Ordinance No. 2018-0-1 with the Board. A motion was made by Trustee Neal and seconded by Trustee Rutzen to adopt Ordinance No. 2018-0-1 with the modification of Section 15 –“In the event of any conflict with the collective bargaining agreement in place between the District and the North Maine Professional Firefighters Union Local #2224, the collective bargaining agreement shall control”. Motion carried by roll call vote.

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

NEW BUSINESS: *Discussion/Approval of 2018 Dental, Vision & Life Insurance Plans:* The Board reviewed and discussed the renewal of dental, vision and life insurance policies. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the renewal of dental, vision and life insurance policies as presented. Motion carried by roll call vote.

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

Discussion/Approval of Resolution NO. 2018-R-1: A Resolution Adopting a Sexual Harassment Policy for the North Maine Fire Protection District: The Board reviewed Resolution NO. 2018-R-1 pertaining to the sexual harassment policy of the North Maine Fire Protection District. A motion was made by Trustee Neal and seconded by Trustee Hamilton to pass the Resolution as written. Motion carried by roll call vote.

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

January 10, 2018 Check Register and Disbursement Summary (Approval): The Board reviewed the January 10, 2018 check register and bills for payment:

Total Checks Check #'s 4306-4341	\$70,322.08
December 1, 2017 payroll	\$92,670.72
December 15, 2017 payroll	\$95,549.49
December 29, 2017 payroll	\$92,892.71
Total Payrolls	<u>\$281,112.92</u>
Total Disbursements	<u>\$351,435.00</u>

A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the total disbursements for the month of December in the amount of \$351,435.00. 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 8:08 pm. Motion carried unanimously by roll call vote.

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

Donald Neal

President

Regina Rutzen

Treasurer

Timothy Hamilton

Secretary

~ The next regular meeting is scheduled for February 14, 2018 at 7:00 pm~

Minutes prepared by Colleen Dillon, Lauterbach & Amen, LLP