

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF TRUSTEES
NORTH MAINE FIRE PROTECTION DISTRICT
COOK COUNTY, ILLINOIS
APRIL 12, 2017**

A regular meeting of the Board of Trustees of the North Maine Fire Protection District was held on April 12, 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: A motion was made by President McLaughlin and seconded by Secretary Neal to call the meeting to order at 7:02 pm. Motion carried by unanimous voice vote.

PRESENT: President Sharon McLaughlin, Treasurer Dagmar Rutzen, and Secretary Don Neal

ABSENT: None

ALSO PRESENT: Attorney Joseph Miller and Attorney John Motylinski, Ottosen Britz; Timothy Hamilton; Newly Elected Trustee, North Main Fire Protection District; Interim Fire Chief Robert McKay; Colleen Dillon, Lauterbach & Amen

APPROVAL OF MEETING MINUTES: The Board reviewed the minutes from the March 8, 2017 regular meeting. A motion was made by Trustee McLaughlin and seconded by Trustee Neal to approve the March 8, 2017 regular meeting minutes as written. Motion carried unanimously by roll call vote.

AYES: Trustees McLaughlin, Rutzen and Neal

NAYS: None

ABSENT: None

The Board reviewed the minutes from the March 8, 2017 closed session. A motion was made by Trustee McLaughlin and seconded by Trustee Neal to approve and release the March 8, 2017 closed session minutes as written. Motion carried roll call vote.

AYES: Trustees McLaughlin, Rutzen and Neal

NAYS: None

ABSENT: None

The Board reviewed the minutes from the March 31, 2017 special meeting. Trustee McLaughlin noted a correction to the minutes presented. A motion was made by Trustee McLaughlin and seconded by Trustee Neal to approve the March 31, 2017 special meeting minutes as amended. Motion carried unanimously by roll call vote.

AYES: Trustees McLaughlin, Rutzen and Neal

NAYS: None

ABSENT: None

The Board reviewed the minutes from the March 31, 2017 closed session. A motion was made by Trustee McLaughlin and seconded by Trustee Neal to approve and release the March 31, 2017 closed session minutes as written. Motion carried roll call vote.

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

PUBLIC COMMENT: There were no public comments at this time.

TREASURER'S REPORT: The Board reviewed the Treasurers' Report dated March 31, 2017. The District's beginning balance as of March 1, 2017 was \$3,300,349.86. The District received deposits during the month of March in the amount of \$1,162,398.43. The District's expenses for the month of March totaled \$295,671.74. The net change in the District's total balance for the month of March was \$866,726.69. The District's total ending balance as of March 31, 2017 was \$4,167,076.55. A motion was made by Trustee McLaughlin and seconded by Trustee Neal to accept the Treasurer's Report as presented. Motion carried by roll call vote.

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

ATTORNEY'S REPORT:

- Mr. Miller informed the Board that he was able to speak to the tax rate objector attorney, regarding the tort fund being over-levied. An update will be presented as this matter proceeds.
- Mr. Miller stated that if Congress makes any changes to the Affordable Care Act, the District must contact its health care administrator to review any changes that will affect participants.
- Mr. Motylinski discussed with the Board the Secondary Employment Bill currently being floated in the Senate.

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

MABAS (Mutual Aid Box Alarm System):

- Currently the District has a Memorandum of Understanding (MOU) with the Village of Highland Park Public Works (mechanics) to make repairs on older MABAS vehicles.
- The "Active Shooter" response continues to be a high priority – drafting response cards and creating an EMS Casualty Throw Kit are currently being worked on.

RED Center – Presently looking for an Executive Director. 22 applicants have submitted their resumes and the list will be reduced to nine candidates. Of those nine, one or two will be chosen to make presentations on April 25, 2017. The selection could be made at that time.

RED Center JCA Communications & Technology Sub-Committee: Mr. Richard Tucker has been hired as a consultant at a cost of approximately \$4,000 to look at infrastructure and radios.

The Urban Areas Security Initiative (UASI) Grant has been applied for to secure funding for radios.

NIPSTA – Revenue is down due to a lack of grant money formerly provided by the Cook County Department of Homeland Security. NIPSTA continues to look at alternative revenue streams as well as cost saving measures.

Grants – There is \$4,000 available from the 2016 IPRF Grant for MPC computers. DC Palffy is assisting in researching the best option.

Apparatus Committee Report: The 2001 Navistar ambulance has sold for \$9,000.

Review of Assigned Tasks: There was no update at this time.

Firehouse Web: The FH Web is running smoothly, with just a few adjustments required.

OLD BUSINESS: *Discussion/Possible Approval of Social Media Policy:* There were no updates at this time.

Discussion/Possible Approval of Contract for Administrative Services: A motion was made by Trustee McLaughlin and seconded by Trustee Rutzen to approve the letter of engagement with Lauterbach & Amen for meeting attendance and minute preparation at a cost of \$320 per month, and for any additional services the Chief requires at a cost of \$50 per hour. Motion carried by roll call vote.

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

Discussion/Possible Approval of Former Chief Dobrowski's Unused Sick/Vacation Time: This matter was discussed in closed session.

NEW BUSINESS: *Review and Possible Approval of IT Services Request for Proposal:* This matter was tabled until the next meeting.

Review and Possible Approval of 2016 OPEB Actuarial Estimate: There was no update at this time.

Update on Annual Audit: There was no update at this time.

Discussion on Potential Exempt Employee 2017 Salary Increases and Benefits Ordinance: This will be discussed in closed session.

April 12, 2017 Check Register and Disbursement Summary (Approval): The Board reviewed the April 12, 2017 check register and bills for payment:

Total Checks	\$80,266.23
March 10, 2017 payroll	\$96,445.84
March 24, 2017 payroll	\$95,195.00

Total Payroll	\$191,640.84
Total Disbursements:	\$271,907.07

A motion was made by Trustee McLaughlin and seconded by Trustee Neal to approve the total disbursements in the amount of \$271,907.07. Motion carried by roll call vote.

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

Discussion and Possible Appointment of IMRF Authorized Agent: This will be addressed at the next regular meeting.

Discussion and Possible Approval of One-Time IT Service to Create Customized FH Web Reports: The Board directed Interim Chief McKay to engage the services of Park Ridge BC John Hansen to assist with the Firehouse Web Reports.

CLOSED SESSION: A motion was made by Trustee McLaughlin and seconded by Trustee Rutzen to enter into closed session at 7:40 pm to discuss matters related to salary schedules of one or more classes of employees, and the appointment, employment, compensation, discipline, performance, or dismissal of specific employees. Motion carried by unanimous voice vote.

A motion was made by Trustee Rutzen and seconded by Trustee Neal to reconvene open session at 8:45 pm. Motion carried by unanimous voice vote.

Based on the discussion in closed session, a motion was made by Trustee Rutzen and seconded by Trustee McLaughlin that as of 01/01/17 the following pay scales will be in effect:

Fire Marshal	\$75,000	
District Chief-Tier 1	\$114,450	(Tier 1 is base pay for starting DC)
District Chief-Tier 2	\$116,000	(Tier 2 is base pay for the second year in the DC position)
District Chief-Tier 3	\$118,250	(Tier 3 is base pay for the third year in the DC position)

Motion carried by roll call vote.

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

Based on the discussion in closed session, a motion was made by Trustee Rutzen and seconded by Trustee Neal to authorize the payout for the vacation and sick time to former Chief Rick Dobrowski as submitted. Motion carried by roll call vote.

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

ADJOURNMENT: A motion was made by Trustee Neal and seconded by Trustee McLaughlin to adjourn the meeting at 8:48 pm. Motion carried unanimously by voice vote.