

**MINUTES OF A REGULAR MEETING
OF THE BOARD OF TRUSTEES
NORTH MAINE FIRE PROTECTION DISTRICT
COOK COUNTY, ILLINOIS
JUNE 14, 2017**

A regular meeting of the Board of Trustees of the North Maine Fire Protection District was held on June 14, 2017 at 6:30 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: The meeting was called to order at 6:30 pm.

PRESENT: Treasurer Dagmar Rutzen, Secretary Don Neal and Trustee Timothy Hamilton
ABSENT: None
ALSO PRESENT: Attorney Joseph Miller and Attorney John Motylinski, Ottosen Britz (*arrived at 6:37 pm*); Fire Chief Robert McKay; Colleen Dillon, Lauterbach & Amen (*arrived at 6:35 pm*); North Maine Fire Marshall Arnold Witzke; District Chiefs Michael Bronk and Robert Palffy; Fire Marshal Arnold Witzke; North Maine Firefighters Dan Riggio, Phil Faustrum and David Hall

SWEARING-IN OF TRUSTEE TIMOTHY HAMILTON: Trustee Don Neal read the Oath of Office to Timothy Hamilton, swearing him in as a member of the Board of Trustees of the North Maine Fire Protection District

ELECTION OF BOARD OFFICERS: A motion was made by Trustee Rutzen and seconded by Trustee Hamilton to nominate Trustee Don Neal as President of the North Maine Fire Protection District Board of Trustees. 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 nominate Trustee Dagmar Rutzen as Treasurer of the North Maine Fire Protection District Board of Trustees. 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 Rutzen to nominate Trustee Timothy Hamilton as Secretary of the North Main Fire Protection District Board of Trustees.

RECOGNITION OF THE RETIREMENT OF CHAPLAIN CHARLES REID: District Chief Michael Bronk presented Chaplain Charles Reid the Book of Letters as is tradition at the North Maine Fire Protection District, as well as a shadow box made by FF David Hall. Fire Chief McKay presented Chaplain Reid with a fire helmet. The Board of Trustees presented a Retirement plaque and a proclamation from the Board of Trustees thanking Chaplain Reid for his service throughout the years.

RECOGNITION OF 20 YRS. SERVICE OF FIRE MARSHAL ARNOLD WITZKE: District Chief Robert Palffy spoke of Fire Marshal Witzke's expertise with fire investigations, his work as a mentor and his many accomplishments. Fire Marshal Witzke was presented with a plaque commemorating his 20 years of service. A proclamation was also presented by the Board of Trustees.

The Board took a brief recess at 6:51 pm reconvening at 7:13 pm.

APPROVAL OF MEETING MINUTES: *May 10, 2017 Regular Meeting:* The Board reviewed the minutes from the May 10, 2017 regular meeting. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the May 10, 2017 regular meeting minutes as written. Motion carried unanimously by roll call vote.

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

June 7, 2017 Special Meeting: The Board reviewed the minutes from the June 7, 2017 special meeting. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the June 7, 2017 special meeting minutes as written. Motion carried unanimously by roll call vote.

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

TREASURER'S REPORT: The Board reviewed the Treasurers' Report dated May 31, 2017. The District's beginning balance as of May 1, 2017 was \$3,961,360.49. The District received deposits during the month of May in the amount of \$74,720.60. The District's expenses for the month of May totaled \$282,312.41. The May transfers in and out were \$294,281.19. The net change for the month of May was (\$207,591.81). The District's total ending balance as of May 31, 2017 was \$3,764,110.68. 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 the prevailing wage Resolution with the Board, indicating this will be completed every June. A representative at Cook County stated that the North Maine Fire Protection District should be up to date on its tax distributions. Chief McKay and Mr. Miller will review the records at the completion of tonight's meeting.

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

RED Center – There is a credit balance with RED Center for the period May 2016 through April 2017 in the amount of \$4,011. This will be added to the equity account resulting in a balance of \$14,353.

Review of Assigned Tasks – Status of 2016 Annual Audit: The Board was informed that the audit is not complete yet due to health issues of the auditor. The District will need to file an extension by 6/30/17 with the Illinois Comptroller. Mr. Miller will contact the auditor to file the extension.

- The SOG's are currently being updated
- Chief McKay has completed the Designated Infection Control Officer Training Course

Discussion of Ambulance Stretcher Issues – Chief McKay informed the Board that the clearance for stretchers on the new ambulance is higher than the previous ambulance. This has resulted in broken bolts on the stretcher, which is a safety hazard. A representative from Stryker has offered a power load/power cot demo stretcher at a price of \$29,290 plus installation (approx. \$2,000). A new power load/power cot would be a cost of \$52,000. The Board directed Chief McKay to pursue this matter with the Stryker representative and provide an update at the next regular meeting.

Fire Marshal Witzke joined the meeting at 7:25pm.

Overhead Door Repair Costs – The Board discussed the cost of repairing or replacing the overhead doors. DC Bronk discussed the bids that were solicited and indicated *Door Systems* has previously completed work for the District, meets the prevailing wage requirements, and are very responsive. The Board directed the Chief to pursue replacing the operators and openers of doors 2 & 3. This matter will be re-visited at the next regular meeting.

Replacement of Outdoor Grill – The Board discussed the purchase of a new outdoor grill, as the current grill is approximately 15 years old and is rusting out. The prevailing rights of the union contract indicates the grill is to be replaced as needed. A motion was made by Trustee Neal and seconded by Trustee Hamilton to authorize the purchase of a replacement grill in an amount not to exceed \$799 from ABT Electronics. Motion carried by roll call vote.

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

Training Compensation for Employee – Zach Missen was not paid for training while attending the Fire Apparatus Engineer (FAE) course at NIPSTA on June 17, 18, 25 and 25, 2014. His compensation will be \$1,064.64.

PUBLIC COMMENTS: Fire Marshal Arnold Witzke submitted a letter of resignation as Fire Marshal of the North Maine Fire Protection District, effective June 30, 2017. Fire Marshal

Witzke will be retiring through IMRF. FM Witzke offered his service to the District on a part time basis not to extend beyond the end of 2017.

FF Riggio stated he and FF Altschul would be happy to take on the Open House event with FM Witzke's help in organizing the event. However, FF Riggio indicated there would need to be some compensation for their time spent not on duty working on the event. The Board directed FF Riggio to proceed with setting up a committee for the September Open House.

OLD BUSINESS: *Discussion/Possible Approval of Social Media Policy:* Mr. Miller indicated the union attorney should be contacting him shortly, according to correspondence he has received.

Discussion and Possible Approval of Ordinance Regarding Elevator False Alarms: This will be reviewed at the next regular meeting.

NEW BUSINESS: A motion was made by Trustee Neal and seconded by Trustee Hamilton to reappoint Robert "Bud" Phillips to the Board of Fire Commissioners of the North Maine Fire Protection District. Motion carried by roll call vote.

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

Review/Possible Approval of IT Services Request for Proposal: A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the engagement of Buehler Consulting for IT services. Motion carried by roll call vote.

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

Discussion/Possible Approval of 2016 OPEB Actuarial Estimate: A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the 2016 OPEB Actuarial Estimate. Motion carried by roll call vote.

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

Discussion/Possible Approval of Exempt Employee 2017 Salary Increases and Benefits Ordinance: The Board discussed Ordinance No. 2017-01 concerning benefits for non-union employees of the North Maine Fire Protection District. A motion was made by Trustee Neal and seconded by Trustee Rutzen to adopt Ordinance No. 2017-01 as presented. Motion carried by roll call vote.

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

The Board discussed Ordinance No. 2017-02 concerning insurance and salary increases for non-union employees of the North Maine Fire Protection District. A motion was made by Trustee Rutzen and seconded by Trustee Neal to adopt Ordinance No. 2017-02 as presented. Motion carried by roll call vote.

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

Discussion/Possible Approval of NIPSTA Membership Resolution: The Board discussed the NIPSTA membership, Resolution No. 2017-R1, approving attendance by a representative of the North Maine Fire Protection District. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the NIPSTA membership Resolution No. 2017-R1 as presented. Motion carried by roll call vote.

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

Discussion/Possible Approval of 2017 Prevailing Wage Resolution: Mr. Miller distributed the Prevailing Wage Resolution to the Board for review. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the Prevailing Wage Resolution 2017 – 1 prepared by Ottosen Britz. Motion carried by roll call vote.

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

June 14, 2017 Check Register and Disbursement Summary (Approval): The Board reviewed the June 14, 2017 check register and bills for payment:

Total Checks	Check #'s 3994-4032	\$73,053.66
May 5, 2017 payroll		\$87,347.68
May 19, 2017 payroll		\$89,823.47
Total Payrolls		\$177,171.15
Total Disbursements:		\$250,224.81

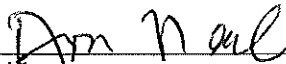
A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the total disbursements for the month of May in the amount of \$258,474.81. Motion carried by roll call vote.

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

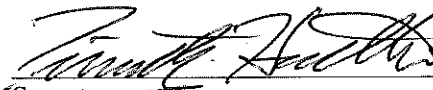
CLOSED SESSION: A motion was made by Trustee Rutzen and seconded by Trustee Hamilton to enter into closed session at 8:37 pm to discuss matters related to salary schedules of one or more classes of employees, and the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District. Motion carried by unanimous voice vote.

A motion was made by Trustee Neal and seconded by Trustee Rutzen to reconvene open session at 9:12 pm. Motion carried by unanimous voice vote.

ADJOURNMENT: A motion was made by Trustee Rutzen and seconded by Trustee Neal to adjourn the meeting at 9:20 pm. Motion carried unanimously by voice vote.



President



Secretary



Treasurer

~ The next regular meeting is scheduled for July 12, 2017 at 7:00 pm~

Minutes prepared by Colleen Dillon, Lauterbach & Amen, LLP

**MINUTES OF A CLOSED MEETING OF THE BOARD OF TRUSTEES
NORTH MAINE FIRE PROTECTION DISTRICT
COOK COUNTY, ILLINOIS
JUNE 14, 2017**

The Board entered into closed session at 8:41 pm to discuss salary schedules of one or more classes of employees; and the appointment, employment, compensation, discipline, performance or dismissal of specific employees.

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

ABSENT: None

ALSO PRESENT: Attorney Joseph Miller and Attorney John Motylinski, Ottosen Britz; Fire Chief Robert McKay; District Chief Michael Bronk and District Chief Robert Palffy; Colleen Dillon, Lauterbach & Amen

District Chief Bronk and District Chief Palffy spoke to Board regarding Fire Marshal Witzke's contribution to the District over the last 20 years and his level of expertise. They recommended to the Board that Fire Marshal Witzke be considered for a part-time position with the District due to his knowledge and experience.

District Chief Michael Bronk and District Chief Robert Palffy left the closed meeting at 8:44 pm.

The Board discussed the following:


- The resignation of Fire Marshal Arnold Witzke and a potential part-time employment option.
- The need for an additional Trustee to be appointed to the North Maine FPD Firefighters' Pension Fund Board of Trustees.

Fire Marshal Witzke joined the closed meeting at 9:06 pm.

Fire Marshal Witzke discussed with the Board his resignation from the Fire District.

No Board action was taken in closed session.

The Board returned to open session at 9:12 pm.



Don Neal, President



Timothy Hamilton, Secretary