

# 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 NORTH MAINE FIRE PROTECTION DISTRICT BOARD OF TRUSTEES COOK COUNTY, ILLINOIS JANUARY 8, 2020

A regular meeting of the North Maine Fire Protection District Board of Trustees was held on Wednesday, January 8, 2020 at 7:00 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 7:00 p.m.

**PLEDGE OF ALLEGIANCE:** The Board stood and recited the Pledge of Allegiance.

### ROLL CALL:

**PRESENT:** President Don Neal, Secretary Timothy Hamilton and Treasurer Dagmar Rutzen  
**ABSENT:** None  
**ALSO PRESENT:** Fire Chief Robert McKay, Active Members Michael Bronk, Nick Rusz, Thomas Hoefft, Albert Collins, David Drdla and Phil Faustrum, North Maine FPD; Attorney John Motylinski, Ottosen; Sam Meyer, Lauterbach & Amen, LLP; Adam Lindsten, Resource Insurance Advisors

**APPROVAL OF MEETING MINUTES:** *December 11, 2019 Regular Meeting:* The Board reviewed the December 11, 2019 regular meeting minutes. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the December 11, 2019 regular meeting minutes as written. Motion carried unanimously by voice vote.

*December 11, 2019 Closed Session Meeting:* The Board reviewed the December 11, 2019 closed session meeting minutes. A motion was made by Trustee Rutzen and seconded by Trustee Neal to approve and release the December 11, 2019 closed session meeting minutes as written. Motion carried unanimously by voice vote.

**PUBLIC COMMENT:** *Resource Insurance Advisors 2020 ESIP liability insurance renewal:* Adam Lindsten reviewed the 2020 liability insurance renewal policy with the Board. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the 2020 liability insurance renewal provided by Resource Insurance Advisors in the amount of \$30,586. Motion carried unanimously by voice vote.

Adam Lindsten also reviewed the Board's cyber liability insurance policy through Beazley Insurance Company, Inc. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the

cyber liability insurance provided by Beazley Insurance, Inc in the amount of \$1,750. Motion carried unanimously by voice vote.

**TREASURER'S REPORT:** *December 31, 2019 Treasurer's Report:* The Board reviewed the Treasurer's Report for the period ending December 31, 2019. The District's beginning balance as of December 1, 2019 was \$3,593,058.27. The District received deposits during the month of December in the amount of \$41,457.38. The District's expenses for the month of December totaled \$368,906.30. The December in-and-out transfers were \$296,113.88. The net balance change for the month of December was (\$327,448.92). The District's total ending balance as of December 31, 2019 was \$3,265,609.35. A motion was made by Trustee Neal and seconded by Trustee Hamilton to accept the Treasurer's Report as presented. Motion carried unanimously by voice vote.

**ATTORNEY'S REPORT:** Attorney Motylinski informed the Board on new legislation that requires the Board to update their sexual harassment policy. Updates will be provided as they become available.

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

- *Red Center:* As of December 2019, the department ran 281 calls, bringing total calls of the year to 3156 versus total calls in 2018 of 3,281.
- *NIPSTA:* There were no updates at this time.
- *MABAS:* There were no updates at this time.
- Chief McKay informed the Board that the Statements of Economic Interest list of filers has been submitted with the County prior to the February 1<sup>st</sup> deadline.
- *Review of Assigned Tasks:* Lieutenant Rusz addressed the Board regarding the purchase of new cardiac monitors. Lieutenant Rusz informed the Board the current Zoll e-series cardiac monitors being used by the District will no longer be FDA approved as of February 3, 2021 and recommended three options for purchase: Phillips Tempus Pro, ZOLL x-series and Stryker Physio Lifepak 15. Lieutenant Rusz also informed the Board the ZOLL x-series is the only monitor previously mentioned that has consumables provided by Lutheran General Hospital which would save the District approximately \$60,000 annually. All questions were answered by Lieutenant Rusz. Further discussion will be held at the next regular meeting.
- Chief McKay provided the Board with documentation stating the liability of time off for the period of January 1, 2019 through January 21, 2020 showing an increase in the liability of \$21,000 from the previous year.
- Chief McKay also confirmed all Trustees have been registered for the 2020 conference in Oakbrook Hills.
- Chief McKay stated that the proposal for automatic dispatch for Red Center has come back in the amount of \$26,000. Further discussion will be held at the next regular meeting.

**NEW BUSINESS:** *Discussion/Possible Approval to Direct the Board of Commissioners to Hire One (1) FF/PM from the Current Eligibility Roster:* The Board discussed the current opening for an FF/PM for the North Maine FPD. A motion was made by Trustee Neal and seconded by Trustee Hamilton to direct the Board of Commissioners to hire one FF/PM from the current eligibility roster. Motion carried unanimously by voice vote.

*Discussion/Possible Approval of Ordinance NO. 2020-O-1: Covering Composition, Benefits, and Regulations of the North Maine Fire Protection District:* Chief McKay provided the Board with draft copies of Ordinance NO. 2020-O-1, noted changes include:

- Creation of a Communications Specialist position with a starting hourly salary of \$25.00.
- Call back time
- Veterans day to be included in the list of holidays
- Minor updates to language and dates.

A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve Ordinance NO 2020-O-1. Motion carried unanimously by voice vote.

*Discussion/Possible Approval of Ordinance NO. 2020-O-2 Covering Salaries & Insurance Benefits of the North Maine Fire Protection District:* District Chiefs of the North Maine FPD addressed the Board proposing 4 changes to their contract:

- Salary
- Overtime pay,
- Sick time
- Holiday pay.

Further discussion regarding Ordinance NO. 2020-O-2 will take place in closed session.

*Discussion/Possible Approval to Update District Drug and Alcohol Policy:* This item was tabled until the next regular meeting.

*Approval of January 8, 2020 Check Register and Disbursement Summary:* The Board reviewed the Check Register and Disbursement Summary dated December 11, 2019 for the month of November 2019:

North Maine FPD Disbursements January 8, 2020		
Checks:	Check #'s: 5286-5318	\$83,003.30
Total Checks:		<u>\$83,003.30</u>
Payroll:	Sick Pay – Dec. 6, 2019	\$44,544.28
	December 13, 2019	\$104,839.11
	December 27, 2019	\$102,473.75
Total Payrolls:		<u>\$308,049.87</u>
Total Disbursements:		<u><b>\$391,053.17</b></u>

A motion was made by Trustee Neal seconded by Trustee Rutzen to approve total disbursements for the month of December 2019 in the amount of \$391,053.17 as presented. Motion carried unanimously by voice vote.

**CLOSED SESSION:** A motion was made by Trustee Neal and seconded by Trustee Rutzen to enter into closed session at 7:46 p.m. to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body under 5 ILCS 120/2 (c)(1) and proposed Ordinance 2020-O-2.

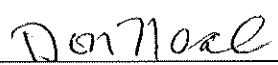
AYES: Trustees Neal, Hamilton and Rutzen  
NAYS: None  
ABSENT: None

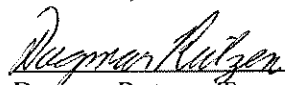
The Board reconvened open session at 8:50 p.m.

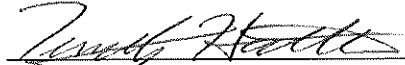
*Discussion/Possible Approval of Ordinance NO. 2020-O-2 Covering Salaries & Insurance Benefits of the North Maine Fire Protection District (Continued):* The Board reviewed the amended ordinance NO. 2020-O-2. A motion was made by Trustee Neal and seconded by Trustee Hamilton to pass ordinance NO. 2020-O-2 as amended. Motion carried unanimously by voice vote.

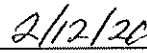
**ADJOURNMENT:** A motion was made by Trustee Neal and seconded by Trustee Rutzen to adjourn the meeting at 8:51 p.m. Motion carried unanimously by voice vote.

**The next regular meeting is scheduled for Wednesday, February 12, 2020 at 7:00 p.m. at the North Maine Fire Station located at 9301 Potter Road, Des Plaines, Illinois 60016.**

  
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Don Neal, Board President

  
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Dagmar Rutzen, Treasurer

  
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Timothy Hamilton, Board Secretary

  
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Date Approved by Board