

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 AUGUST 14, 2019

A regular meeting of the Board of Trustees of the North Maine Fire Protection District was held on Wednesday, August 14, 2019 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.

ROLL CALL:

PRESENT: President Don Neal, Secretary Timothy Hamilton and Treasurer Dagmar Rutzen
ABSENT: None
ALSO PRESENT: District Chief Robert McKay, District Chief Michael Bronk, Fire Marshall Arnold Witzke and Lieutenant David Hall, North Maine Fire Protection District; Jeffrey and Penny Handy, FSS Technologies; Attorneys John Motylinski and Ryan Morton, Ottosen Britz Kelly Cooper Gilbert & DiNolfo, Ltd; Allie Rysell, Lauterbach & Amen, LLP

APPROVAL OF MEETING MINUTES: *July 10 2019 Regular Meeting:* The Board reviewed the July 10, 2019 regular meeting minutes. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the July 10, 2019 regular meeting minutes as written. Motion carried unanimously by voice vote.

PUBLIC COMMENT: There was no public comment.

TREASURER'S REPORT: *July 31, 2019:* The Board reviewed the Treasurer's Report dated July 31, 2019. The District's beginning balance as of July 1, 2019 was \$3,480,271. The District received deposits during the month of July in the amount of \$638,560.36. The District's expenses for the month of July totaled \$299,255.71. The July in-and-out transfers were \$289,292.04. The net balance change for the month of July was \$339,304.65. The District's total ending balance as of July 31, 2019 was \$3,819,576.57. 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, Hamilton and Rutzen
NAYS: None
ABSENT: None

ATTORNEY'S REPORT: Attorney Motylinski provided legislative updates including recent court cases and decisions. He briefly discussed the District's proposed ordinance governing and regulating the direct connection of fire alarm and detection systems. All questions were answered by Attorney Motylinski.

OLD BUSINESS: *Alarm Monitoring Service Contract Approval for Renewal with FSS Alarm Services at June 12, 2019 Board Meeting:* The Board noted that the District's contract with FSS Technologies is expiring at the end of the month. Chief McKay presented the renewal contract prepared by FSS Technologies to the Board and noted that the contract was reviewed by Attorney Motylinski in advance of the meeting. All questions were answered by Chief McKay and Attorney Motylinski. A motion was made by Trustee Rutzen and seconded by Trustee Neal to approve the contract renewal with FSS Alarm Services and to direct President Neal and Secretary Hamilton to execute the contract. Motion carried unanimously by voice vote.

Mr. and Mrs. Handy left at 7:07 p.m.

Discussion Relating to Possible Part-Time Employment of a Communications Specialist: Lieutenant Hall addressed the Board to discuss the parameters to employ independent contractor Jim Bakutis as a part-time communications expert for the District. Mr. Bakutis provides service work for the North Maine Fire Protection District upon request, which entails programming the District's portable radios and installation services. Lieutenant Hall reviewed the primary duties, ad-hoc status and proposed compensation. All questions were answered by Lieutenant Hall and Chief McKay. Further discussion will be held at next month's meeting.

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

- *RED Center:* As of July 31, 2019, the District has a credit with the RED Center of \$14,373. The Monthly Run Report indicates that the District received 243 calls in June of 2019 versus 275 calls in June of 2018 and 288 calls in July of 2019 versus 275 in July of 2018. Year-to-date, the District has received 1,832 calls versus 1,856 in 2018.
- *NIPSTA:* The meeting for the Board of Directors was canceled.
- *MABAS:*
 - The Spring Drills start at the end of September 2019.
 - Lutheran General Hospital's paramedic ride time begins in April 2020.
- *Review of Assigned Tasks:*
 - A contribution request letter from the North Maine FPD Firefighters' Pension Fund was reviewed with the Board. The Pension Fund is requesting a contribution from the District for the year ended December 31, 2020 of \$1,865,115, as recommended by Foster & Foster.
 - Chief McKay is finalizing the Annual Budget Report. The preliminary report will be sent to the Board for review prior to next month's meeting.
 - The following personnel were recognized by Chief McKay for outstanding service:
 - Fire Inspector Dan Zerfass for his assistance with the box alarm cards and for securing a \$50 gift card to be utilized for food for the District's open house.
 - Lieutenant Nicholas Rusz for his support on the Illinois Department of Public Health EMS Assistance Grant, which was recently submitted on July 24, 2019.
 - District Chief Michael Bronk and Firefighter/Paramedic Zachary Missen for their assistance with planning the District's 50th Anniversary Celebration/Open House.
 - District Chief Michael Bronk for negotiating a three-year renewal contract for disposal costs, with no increase from the prior contract.
 - Firefighter/Paramedic Angelo Savino for taking the initiative to refurbish the fire hose cart.
 - The audit is being finalized and will be submitted by the August 28, 2019 deadline. The final report may be available for Board review at next month's meeting.
 - The District's Chevrolet Tahoe sold by sealed bid for \$2,602.67.
 - An agreement for ambulance billing between the North Maine, Niles, Des Plaines, Park Ridge, Skokie, Morton Grove and Glenview Fire Departments was discussed with the Board.

The proposed agreement will provide a flat rate fee for non-residents of \$1,500. A copy of the agreement will be sent to Attorney Motylinski for his review prior to the next meeting. Further discussion will be held at next month’s meeting.

NEW BUSINESS: *Discussion/Possible Approval of Ordinance 2019-O-4: An Ordinance Governing and Regulating the Direct Connection of Fire Alarm and Detection Systems for Properties Protected by the North Maine Fire Protection District:* Chief McKay reviewed Ordinance 2019-O-4 with the Board. The Ordinance was amended to reflect updated language consistent with new case laws and to tie with the District’s new fire alarm monitoring contract. All questions were answered by Attorney Motylinski and Chief McKay. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve Ordinance 2019-O-4 as presented. Motion carried unanimously by voice vote.

Approval of August 14, 2019 Check Register and Disbursement Summary: The Board reviewed the Check Register and Disbursement Summary dated August 14, 2019 for the month of July 2019:

North Maine FPD Disbursements August 14, 2019		
Total Checks:	Voided Check #'s: 5048 & 5105 for PSA Services	\$74,387.53
	Reissued Check #: 5120 for PSA Services (\$400)	
	Check #'s: 5060-5120	\$104,176.94
Payroll:	July 12, 2019	\$105,181.42
	July 26, 2019	\$100,395.89
Total Payrolls:		<u>\$205,557.31</u>
Total Disbursements:		<u>\$309,754.25</u>

A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve total disbursements for the month of July 2019 in the amount of \$309,754.25 as presented. Motion carried by roll call vote.

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

CLOSED SESSION: A motion was made by Trustee Rutzen and seconded by Trustee Neal to enter into closed session at 7:25 p.m. for the purposes of discussing matters related to collective bargaining and the appointment, promotion, employment, compensation, discipline, performance or dismissal of specific employees. Motion carried by roll call vote.

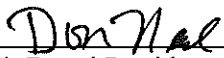
AYES: Trustees Neal, Hamilton and Rutzen
 NAYS: None
 ABSENT: None

A motion was made by Trustee Neal and seconded by Trustee Hamilton to resume open session at 8:00 p.m. Motion carried by roll call vote.

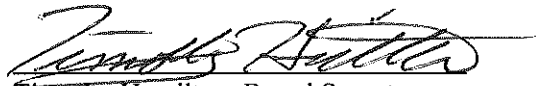
AYES: Trustees Neal, Hamilton and Rutzen
NAYS: None
ABSENT: None

ADJOURNMENT: A motion was made by Trustee Neal and seconded by Trustee Hamilton to adjourn the meeting at 8:00 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Wednesday, September 11, 2019 at 7:00 p.m. at the North Maine Fire Station located at 9301 Potter Road, Des Plaines, Illinois 60016.



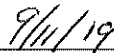
Don Neal, Board President



Timothy Hamilton, Board Secretary



Dagmar Rutzen, Treasurer



Date Approved by Board

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