

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

A regular meeting of the North Maine Fire Protection District Board of Trustees was held on Tuesday, April 8, 2020 via teleconference in accordance with in accordance with Section 5 of Governor Pritzker's current Executive Order 2020-18 which expires April 30, 2020 (COVID-19 Executive Order No. 16), 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:** Fire Chief Robert McKay, North Maine Fire Protection; District Attorney John Motylinski, Ottosen DiNolfo; Sam Meyer, Lauterbach & Amen, LLP

**APPROVAL OF MEETING MINUTES:** *March 11, 2020 Regular Meeting:* The Board reviewed the March 11, 2020 regular meeting minutes. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the March 11, 2020 regular meeting minutes as written. Motion carried unanimously by voice vote.

**PUBLIC COMMENT:** There was no public comment.

**TREASURER'S REPORT:** *March 31, 2020 Treasurer's Report:* The Board reviewed the Treasurer's Report for the period ending March 31, 2020. The District's beginning balance as of March 1, 2020 was \$3,069,830.77. The District received deposits during the month of March in the amount of \$1,519,142.39. The District's expenses for the month of March totaled \$339,760.35. The March in-and-out transfers were \$324,279.00. The net balance change for the month of March was \$1,179,382.04. The District's total ending balance as of March 31, 2020 was \$4,249,212.81. 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 informed the Board that Governor Pritzker has lifted a portion of the Open Meetings Act now allowing Boards to meet via teleconference. Attorney Motylinski also informed the Board of the current legislative impact of COVID-19 including additional sick time for any employees diagnosed with the virus as well as additional FMLA leave for anyone with a dependent who has been exposed.

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

- As of March 31, 2020, the Department ran 251 calls bringing the year-to-date total to 800 calls versus the March 2019 year-to-date total 783 calls.

- *RED Center:* A Search and Response plan (FURG) has been formed to reduce the amount of responding resources for routine calls. Chief McKay informed the Board that if the District receives an abundance of incoming calls they will be dispatched in order of severity.
- *NIPSTA:* Classes have been cancelled.
- *MABAS:* Spring drills have been cancelled but MABAS will conduct weekly conference calls with neighboring departments to provide updates on infected and quarantined personnel as well as staffing and equipment needs.
- *Lutheran General:* Updates include shortages of gowns and masks as well as changes in patient treatment due to surge of patients. Chief McKay informed the Board that there is a shelter at Lutheran General for treatment of COVID-19, however testing for the virus is conducted at Glenbrook Hospital.
- *Review of Assigned Tasks:*
  - FEMA grant has been submitted and 2 cardiac monitors have been received by the department.
  - Chief McKay informed the Board that he is working with the auditor to complete District's 2019 audit.
  - Chief McKay noted that he will be responding to FOIA requests submitted by James Sackley's attorney regarding his disability hearing.

**OLD BUSINESS:** There was no old business to discuss.

**NEW BUSINESS:** *Discussion/Approval of the Updated NMFDP & HFS Intergovernmental Agreement:* Chief McKay presented the agreement with the North Maine Fire Protection District and the Illinois Department of Healthcare and Family Services to the Board in efforts to recover a portion of Medicaid expenses. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the intergovernmental agreement with HFS. Motion carried by roll call vote.

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

*Approval of April 8, 2020 Check Register and Disbursement Summary:* The Board reviewed the Check Register and Disbursement Summary dated April 8, 2020 for the month of March 2020:

North Maine FPD Disbursements April 8, 2020		
Checks:	Check #'s: 5400-5431	\$98,430.89
Total Checks:		\$98,430.89
Payroll:	March 3, 2020	\$99,695.57
	PEDA Reim.	\$22,080.86
	March 20, 2020	\$101,031.46
Total Payrolls:		\$219,444.61
Total Disbursements:		<b>\$317,875.50</b>

A motion was made by Trustee Neal seconded by Trustee Hamilton to approve total disbursements for the month of March in the amount of \$317,875.50 as presented. Motion carried by roll call vote.

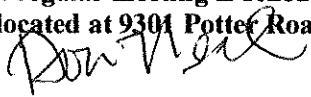
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AYES: Trustees Neal, Hamilton and Rutzen  
NAYS: None  
ABSENT: None

**CLOSED SESSION:** There was no need for closed session.

**ADJOURNMENT:** A motion was made by Trustee Neal and seconded by Trustee Rutzen to adjourn the meeting at 7:15 p.m. Motion carried unanimously by voice vote.

**The next regular meeting is scheduled for Wednesday, May 13, 2020 at 7:00 p.m. at the North Maine Fire Station located at 9301 Pottet Road, Des Plaines, Illinois 60016.**

  
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Don Neal, Board President

*VIA TELECONFERENCE*  
\_\_\_\_\_  
Timothy Hamilton, Board Secretary

  
\_\_\_\_\_  
Dagmar Rutzen, Treasurer

*5/13/20*  
\_\_\_\_\_  
Date Approved by Board

*Minutes prepared by Sam Meyer, Professional Administrative Support Services,  
Lauterbach & Amen, LLP*