

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 MAY 13, 2020

A regular meeting of the North Maine Fire Protection District Board of Trustees was held on Wednesday, May 13, 2020 at 7:00 p.m. via teleconference in accordance with Section 6 of Governor Pritzker's Executive Order 2020-33 (COVID-19 Executive Order No. 31), pursuant to notice.

CALL TO ORDER: President Neal called the meeting to order at 7:03 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; Sam Meyer, Lauterbach & Amen, LLP

APPROVAL OF MEETING MINUTES: *April 8, 2020 Regular Meeting:* The Board reviewed the April 8, 2020 regular meeting minutes. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the April 8, 2020 regular meeting minutes as written. Motion carried unanimously by voice vote.

PUBLIC COMMENT: There was no public comment.

TREASURER'S REPORT: *April 30, 2020 Treasurer's Report:* The Board reviewed the Treasurer's Report for the period ending April 30, 2020. The District's beginning balance as of April 1, 2020 was \$4,249,212.81. The District received deposits during the month of April in the amount of \$102,357.20. The District's expenses for the month of April totaled (\$320,422.92). The April in-and-out transfers were \$426,196.47. The net balance change for the month of April was (\$218,065.72). The District's total ending balance as of April 31, 2020 was \$4,031,147.09. 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 the Illinois House of Representatives is scheduled to reconvene May 20, 2020 and is expected to discuss the Governor's executive orders and plans in place regarding COVID-19.

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

- **RED Center:** As of April 30, 2020, the Department ran 256 calls bringing versus 224 in April, 2019. The District has a credit with the RED Center of \$2,431.

- *NIPSTA*: Academy currently has 10 students enrolled in program.
- *MABAS*: Drills are cancelled for the foreseeable future. A reimbursement check will be issued to the District for the prepayment of spring drills. Chief McKay noted that they are still continuing their weekly conference calls.
- *Lutheran General*: Updates include shortages of gowns and masks and an increase of patients in the ICU. Chief McKay noted that they are still continuing their weekly conference calls.
- Chief McKay stated he distributed a news article regarding the Golfview Development Center located within the North Maine FPD's jurisdiction at 9555 Golf Rd. Chief McKay informed the Board that the North Maine FPD has serviced this facility regularly while it currently has 111 cases and 5 deaths due to COVID-19.
- *Review of Assigned Tasks*:
 - Lieutenant Ruzs completed and submitted the IDPH small equipment grant and was able to secure new iPads with keyboards, other accessories and a cash deposit totaling a value of \$3,500 from IDPH.
 - Chief McKay informed the Board that he researched the FEMA grant for the COVID-19 reimbursement and noted that the District is not qualified to apply.
 - The District was reimbursed from the office of the state Fire Marshall in the amount of \$3,822.37 for 2019 training through the fire academy.
 - Chief McKay updated the Board that their computer system is currently operational with the exception of the spam filter. Chief McKay noted that the server was compromised through a fraudulent email concerning COVID-19 updates. RSM Forensic quoted the District \$12,500 to resolve the issue and re-secure the server. The District noted the secretary insurance deductible is \$2,500 in which the rest would be covered under the District's insurance company.
 - Financial Audit is still in process.
 - All Trustees have completed their Statements of Economic Interest by the May 1, 2020 deadline.
 - Lieutenant Ruzs received a scholarship in the amount of \$500 for Illinois Fire Chief Association classes.

OLD BUSINESS: There was no old business to discuss.

NEW BUSINESS: *Discussion/Possible Approval of Engagement Letter with RSM Computer Forensics:* Chief McKay contacted the District's cyber liability insurance Beazley Insurance Company, Inc to resolve the breach in their server. Beazley Insurance Company, Inc recommended RSM Computer Forensics which quoted the District in the amount of \$12,500 to correct the issue. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the engagement letter with RSM Computer Forensics in the amount of \$12,500. Motion carried unanimously by voice vote.

Discussion/ Possible Approval of Engagement Letter with Polsinelli Law Group: The Board discussed the legal representation for the breach in the computer system and noted that no personal information was taken off the server. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the engagement letter with Polsinelli Law Group. Motion carried unanimously by voice vote.

Discussion/Possible Approval of James Sackley Accrued Time Payout: The Board discussed James Sackley's unused paid time off from the North Maine Fire Department. A motion was made by Trustee Neal and seconded by Trustee Rutzen to issue payment to James Sackley in the amount of \$8,824.06 for his unused paid time off as an active member on the department. Motion carried unanimously by voice vote.

Discussion/Possible Approval of James Sackley PSEBA Benefits: The Board noted that James Sackley was awarded the line-of-duty disability benefit from the North Maine FPD Firefighters' Pension Fund. Attorney

Motylnski discussed the requirements needed for James Sackley to be entitled to PSEBA benefits with the Board. A motion was made by Trustee Neal and seconded by Trustee Rutzen to award PSEBA benefits to James Sackley and his spouse entitling them to health insurance coverage until the age of 65 at cost to the District. Motion carried by roll call vote.

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

Discussion/Possible Approval of 2020 IDPH Small Equipment Grant Agreement: The Board discussed the IDPH Small Equipment Grant Agreement. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the agreement with IDPH. Motion carried unanimously by voice vote.

May 13, 2020 Check Register and Disbursement Summary (Approval): The Board reviewed the Check Register and Disbursement Summary dated May 13, 2020 for the month of April 2020:

North Maine FPD Disbursements May 13, 2020		
Checks:	Check #'s: 5432-5471	\$100,719.39
Total Checks:		<u>\$100,719.39</u>
Payroll:	April 3, 2020	\$97,711.42
	April 17, 2020	<u>\$99,311.33</u>
Total Payrolls:		\$197,022.75
Total Disbursements:		<u>\$297,742.14</u>

A motion was made by Trustee Neal seconded by Trustee Hamilton to approve total disbursements for the month of April in the amount of \$297,742.14 as presented. Motion carried by roll call vote.

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 7:25 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Wednesday, June 10, 2020 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

6/10/20

 Date Approved by Board

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