

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 FEBRUARY 12, 2020

A regular meeting of the North Maine Fire Protection District Board of Trustees was held on Wednesday, February 12, 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.

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,; Robina Amato, Lauterbach & Amen, LLP; Phil Fastrum, Union President

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

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

January 8, 2020 Closed Session Meeting: The Board reviewed the January 8, 2020 closed session meeting minutes. A motion was made by Trustee Rutzen and seconded by Trustee Neal to approve the January 8, 2020 closed session meeting minutes as written and to release them to the public. Motion carried unanimously by voice vote.

PUBLIC COMMENT: There were no public comments.

TREASURER'S REPORT: *January 31, 2020 Treasurer's Report:* The Board reviewed the Treasurer's Report for the period ending January 31, 2020. The District's beginning balance as of January 31, 2020 was \$3,265,609.35. The District received deposits during the month of January in the amount of \$75,033.30. The District's expenses for the month of January totaled \$299,765.12. The January in-and-out transfers were \$316,675.43. The net balance change for the month of January was (\$224,731.82). The District's total ending balance as of January 31, 2020 was \$3,040,877.53. 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 Motolynski reviewed a new OMA/FOIA Bill that will require all units of local government with a population of 25,000 or more to maintain a website and for all documents on the website to be retained for 10 years. Attorney Motolynski also informed the Board that under Illinois State Law, the Fire Protection District is not allowed to hold any type of raffles. MABAS is currently opposing this law and further discussion will be held at the next regular meeting.

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

- As of January 31, 2020, the Department ran 282 calls versus 305 calls in January, 2019.
- *RED Center:* The District has a credit with the RED Center of 10,430.
- *NIPSTA:* There was no updates provided.
- *MABAS:* Spring drills will begin at the end of March into the beginning of April and Chief McKay will meet with the Lutheran General Chiefs on February 28, 2020.
- The FEMA Firefighters' Assistance Grant has been opened as of February 3, 2020 through March 13, 2020. Chief McKay will be pursuing a grant for the purchase of cardiac monitors.
- The annual PSAT agreement with Cook County has been received by the North Maine FPD and filed.
- Chief McKay filled out and submitted the annual exempt affidavit for taxes to the Cook County Assessor.
- The North Maine FPD received an IMRF audit and there were no findings, no further action is needed.

OLD BUSINESS: *Discussion/Possible Approval to Update District Drug and Alcohol Policy:* The proposed amendment was reviewed with the Board after the last regular meeting with an amendment to have marijuana use verboten 24 hours before any shift and to raise the presumptive positive reading on alcohol testing from .01 to .02. A motion was made by Trustee Neal and seconded by Trustee Hamilton to adopt the updated District Drug and Alcohol Policy as amended. Motion carried unanimously by voice vote.

NEW BUSINESS: *Discussion/Possible Approval of Engagement Letter for 2019 Financial Audit:* The Board reviewed the Karrison LLC engagement letter for the 2019 Financial Audit. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the engagement letter as presented. Motion carried unanimously by voice vote.

Discussion/Possible Approval to Purchase two (2) replacement cardiac monitors: Chief McKay reviewed the three obtained quotes that were presented at the previous meeting and recommended purchasing two Zoll cardiac monitors for \$67,131 with 0% financing over four years. Attorney Motolynski apprised the Board the purchase does not violate the bidding policy. A motion was made by Trustee Neal and seconded by Trustee Hamilton to purchase the cardiac monitors as discussed. Motion carried by roll call vote.

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

Discussion/Possible Approval for the purchase & installation of automated dispatch system: As members of Red Center the District is required to begin use of an automated dispatch system. RED Center received competitive bids from 4 installation companies. US Digital Design has been chosen to install the system for \$26,001.15. and noted the District has this fiscal year to have it installed and operational. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the purchase of the automated system as discussed. Motion carried by roll call vote.

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

Approval of February 12, 2020 Check Register and Disbursement Summary: The Board reviewed the Check Register and Disbursement Summary dated February 12, 2020 for the month of January 2020:

North Maine FPD Disbursements February 12, 2020		
Checks:	Check #'s: 5319-5365	\$95,317.49
Total Checks:		<u>\$95,317.49</u>
Payroll:	January 10, 2020	\$95,441.63
	January 24, 2020	\$109,507.14
	2019 YE 1099 Forms	\$350.50
Total Payrolls:		<u>\$205,299.27</u>
Total Disbursements:		<u>\$300,616.76</u>

A motion was made by Trustee Neal seconded by Trustee Hamilton to approve total disbursements for the month of January in the amount of \$300,616.76 as presented. Motion carried by roll call vote.

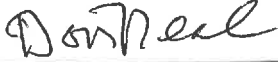
AYES: Trustees Neal, Hamilton and Rutzen
 NAYS: None
 ABSENT: None

Chief McKay informed the Board that two members currently out on injury will need corrected 2019 W2 forms to properly reflect the members' withholding. Chief McKay will work to have the corrected W2 forms provided to the members.

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 7:30 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Wednesday, March 11, 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



Dagmar Rutzen, Treasurer

Timothy Hamilton, Board Secretary



Date Approved by Board

*Minutes prepared by Robina Amato, Professional Administrative Support Services,
Lauterbach & Amen, LLP*