

North Maine Fire Protection District

9301 N. POTTER ROAD • DES PLAINES, ILLINOIS 60016 • PHONE: 847.297.5020 • FAX: 847.297.2853



FIRE CHIEF
Robert B. McKay

BOARD OF TRUSTEES
Donald Neal
Dagmar Rutzen
Barry Juister



MINUTES OF A REGULAR MEETING OF THE NORTH MAINE FIRE PROTECTION DISTRICT BOARD OF TRUSTEES COOK COUNTY, ILLINOIS DECEMBER 13, 2023

A regular meeting of the North Maine Fire Protection District Board of Trustees was held on Wednesday, December 13, 2023 at 7:00 p.m. in the North Maine Fire Station #1 located at 9301 N. Potter Road, Des Plaines, Illinois 60016, pursuant to notice.

CALL TO ORDER: The meeting was called to order at 7:00 p.m.

ROLL CALL:

PRESENT: President Don Neal, Trustee Barry Juister and Treasurer Dagmar Rutzen
ABSENT: None
ALSO PRESENT: Fire Chief Robert McKay (*via teleconference*), North Maine FPD; Attorney Megan Lamb, Ottosen DiNolfo; Jessica Foust, Monika Adamski and Kathy Sarapuk, Lauterbach & Amen, LLP (L&A); Adam Lindsten, Resource Insurance Advisors, Inc.

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

APPROVAL OF MEETING MINUTES: *November 8, 2023 Regular Meeting Open Session Minutes:* The Board reviewed the November 8, 2023 regular meeting minutes. A motion was made by Trustee Rutzen and seconded by Trustee Neal to approve the November 8, 2023 regular meeting minutes as written. Motion carried unanimously by voice vote.

PUBLIC COMMENT: *Resource Insurance Advisors, Workers Compensation:* The Board reviewed the 2024 Workers Compensation Renewal provided by Resource Insurance Advisors, Inc. A motion was made by Trustee Rutzen and seconded by Trustee Neal to approve the 2024 Workers Compensation Renewal provided by Resource Insurance Advisors, Inc for a total amount of \$143,165. Motion carried by roll call vote.

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

Mr. Lindsten left the meeting at 7:06 p.m.

Lauterbach & Amen, 2022 Financial Audit: Ms. Adamski presented the 2022 Financial Audit prepared by Lauterbach & Amen LLP and answered all questions. A motion was made by Trustee Juister and seconded by Trustee Rutzen to approve the 2022 Financial Audit as prepared. Motion carried by roll call vote.

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

Ms. Adamski and Ms. Sarapuk left the meeting at 7:19 p.m.

TREASURER’S REPORT: *November 30, 2023 Treasurer’s Report:* The Board reviewed the Treasurer’s Report for the period ending November 30, 2023. As of November 1, 2023 the District’s beginning balance was \$4,466,089.51. The District received deposits during the month of November in the amount of \$631,533.15. The November expenses totaled (\$380,328.83). The November in-and-out transfers were \$240,196.34. The November net balance change was \$251,204.32. As of November 30, 2023 the District’s ending balance was \$4,717,293.83. A motion was made by Trustee Neal and seconded by Trustee Juister to accept the Treasurer’s Report as presented. Motion carried by roll call vote.

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

ATTORNEY’S REPORT: Attorney Lamb updated the Board on legislation pertaining to the Fire Protection District as well as the Pension Fund.

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

- *RED Center:* The Department ran 252 calls for November 2023 compared to 269 calls in November 2022. The year to-date calls for 2023 is 3,201 calls compared to 3,450 calls in 2022. The credit with Red Center is in the amount of \$17,672.
- *NIPSTA:* Budget meeting is scheduled for December 27, 2023
- *MABAS:* 2024 operating budget complete with no increases to membership in 2024
- *Lutheran General:* 3 paramedic students are currently enrolled
- *Review of Assigned Tasks:*
 - Candidate testing process and Lieutenant Exam process is to be updated.

OLD BUSINESS: *Discussion/Possible Approval of 2022 Financial Audit:* The Board noted the 2022 Financial Audit has been approved under public comment and no further action is required.

Discussion/Possible Approval to Update 2024 EMS Billing Rates: The Board tabled this until the next regular meeting.

NEW BUSINESS: *Discussion/ Possible Approval of the 2024 Workers Compensation Insurance Renewal:* The Board noted the 2024 Workers Compensation Insurance Renewal has been approved under public comment and no further action is required.

Discussion/Possible Approval of the FY 2022 Treasurer’s Annual Statement of Receipts and Disbursements for the North Maine Fire Protection District: The Board tabled this item until the next regular meeting.

CLOSED SESSION: A motion was made by Trustee Rutzen and seconded by Trustee Neal to enter into closed session at 7:35 p.m. to discuss matters related to employee compensation and benefits under 5 ILCS 120/2 (c)(1) of the Open Meetings Act. Motion carried unanimously by voice vote.

A motion was made by Trustee Rutzen and seconded by Trustee Neal to adjourn closed session and re-enter the regular meeting at 8:11 p.m. Motion carried unanimously by voice vote.

Discussion/Possible Approval of Ordinance 2023-O-5 Covering Salaries & Insurance Benefits of the North Maine Fire Protection District: The Board reviewed Ordinance 2023-O-5 covering salaries and insurance benefits. A motion was made by Trustee Rutzen and seconded by Trustee Neal to approve Ordinance 2023-O-5 with the amendments as follows: All District Chiefs hired prior to January 1, 2024 shall receive tier III benefits and the salary scale shall apply to all District Chiefs hired on or after January 1, 2024; Base pay for District Chiefs will be \$132,800 for tier I, \$136,528 for tier II and \$139,330 for tier III beginning January 1, 2024; Base pay for Fire Chief will be \$157,500 as of January 1, 2024; and part time Fire Inspector Peterson will receive \$30 per hour beginning January 1, 2024. Motion carried by roll call vote.

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

Discussion/Possible Approval of Ordinance 2023-O-6 Covering Compensation, Benefits and Regulations of the North Maine Fire Protection District: The Board reviewed Ordinance 2023-O-6 covering compensation, benefits and regulations. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve Ordinance 2023-O-6 as presented. Motion carried unanimously by voice vote.

Discussion/Possible Approval to Purchase Cardiac Monitor for ALS Fire Engine: The Board discussed purchasing a cardiac monitor for the ALS Fire Engine. A motion was made by Trustee Rutzen and seconded by Trustee Neal to approve the purchase of a cardiac monitor for a Zoll ALS Fire Engine in an amount not to exceed \$25,000. Motion carried by roll call vote.

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

Discussion/Possible Approval of Lt. Redmond Accrued Time-Off Payout: The Board discussed Lieutenant Redmond receiving a payout for his accrued time-off. A motion was made by Trustee Rutzen and seconded by Trustee Neal to approve the accrued time-off payout request submitted by Lieutenant Redmond in the total amount of \$19,377.64. Motion carried by roll call vote.

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

December 13, 2023 Check Register and Disbursement Summary (Approval):

North Maine FPD Disbursements December 13, 2023		
Checks:	Check #'s: 7134-7180	\$150,694.53
Total Checks:		\$150,694.53
Payrolls:	November 10, 2023	\$106,632.59
	November 24, 2023	\$117,260.59
	December 1, 2023 (Sick Pay)	\$32,185.68
Total Payrolls:		\$256,078.86
Total Disbursements:		\$406,773.39

A motion was made by Trustee Neal and seconded by Trustee Juister to approve total disbursements for the month of November 2023 in the amount of \$406,773.39 as presented. Motion carried by roll call vote.

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

ADJOURNMENT: A motion was made by Trustee Rutzen and seconded by Trustee Neal to adjourn the meeting at 8:38 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Wednesday, January 10, 2024 at 7:00 p.m. in the North Maine Fire Station #1 located at 9301 Potter Road, Des Plaines, Illinois 60016.


Trustee Signature

01/10/2024
Date Approved by Board

Minutes prepared by Jessica Foust, Professional Administrative Services, Lauterbach & Amen, LLP