

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
BARRY JUISTER

MINUTES OF A REGULAR MEETING OF THE NORTH MAINE FIRE PROTECTION DISTRICT BOARD OF TRUSTEES COOK COUNTY, ILLINOIS FEBRUARY 8, 2023

A regular meeting of the North Maine Fire Protection District Board of Trustees was held on Wednesday, February 8, 2023 at 7:00 p.m. in the North Maine Fire Station 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, North Maine FPD; District Attorney John Motylinski, Ottosen DiNolfo; Jessica Foust, Lauterbach & Amen, LLP (L&A); Adam Lindsten, Resource Insurance Advisors (*left the meeting at 7:18 p.m.*)

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

APPROVAL OF MEETING MINUTES: *January 11, 2023 Regular Meeting Open Session Minutes:* The Board reviewed the January 11, 2023 regular meeting minutes. A motion was made by Trustee Rutzen and seconded by Trustee Neal to approve the January 11, 2023 regular meeting minutes as written. Motion carried unanimously by voice vote.

January 11, 2023 Regular Meeting Closed Session Minutes: The Board reviewed the January 11, 2023 regular closed session meeting minutes. A motion was made by Trustee Rutzen and seconded by Trustee Neal to approve the January 11, 2023 regular closed session meeting minutes as written and to make open to the public. Motion carried unanimously by voice vote.

PUBLIC COMMENT: *Adam Lindsten of Resource Insurance Advisors:* Mr. Lindsten reviewed the Insurance Coverage Policy provided by Resource Insurance Advisors. A motion was made by Trustee Juister and seconded by Trustee Rutzen to accept the proposal provided by Resource Insurance Advisors in the amount of \$42,790 and the additional TRIA coverage in the amount of \$1,373 for the fiscal year ending December 31, 2023. Motion carried by roll call vote.

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

Mr. Lindsten left the meeting at 7:18 p.m.

TREASURER’S REPORT: *January 31, 2023 Treasurer’s Report:* The Board reviewed the Treasurer’s Report for the period ending January 31, 2023. The District’s beginning balance as of January 1, 2023 was \$3,922,428.56. The District received deposits during the month of January in the amount of \$1,124,805.37. The District’s expenses for the month of January totaled (\$342,626.49). The January in-and-out transfers were \$427,087.49. The net balance change for the month of January was \$782,178.88. The District’s total ending balance as of January 31, 2023 was \$4,704,607.44. 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 Neal, Juister and Rutzen
NAYS: None
ABSENT: None

ATTORNEY’S REPORT: Attorney Motylinski 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 321 calls for January 2023 compared to 369 calls in January 2022. The credit with Red Center is in the amount of \$10,792.
- *NIPSTA:* No update
- *MABAS:* No update
- *Lutheran General:* No update
- *Review of Assigned Tasks:*
 - GEMT invoice for first and second quarter is due March 31, 2023
 - 2021 Financial Audit is still in process
 - Workers Comp Salary Audit is complete
 - Noel Fire is still under investigation
 - FEMA dues are being submitted this month
 - A new website for the North Maine Fire Protection District is in process

OLD BUSINESS: *Discussion/Possible Approval of 2021 Financial Audit:* The Board discussed the 2021 Financial Audit. Further discussion will be held at the next regular meeting.

Discussion/Possible Approval of the FY 2021 Treasurer’s Annual Statement of Receipts and Disbursements for the North Maine Fire Protection District: The Board discussed the FY 2021 Treasurer’s Annual Statement of Receipts and Disbursements for the North Maine Fire Protection District. Further discussion will be held at the next regular meeting.

NEW BUSINESS: *Discussion/Possible Approval of 2023 Liability and Cyber Insurance Renewal:* The Board discussed the 2023 Liability and Cyber Insurance Renewal. Further discussion will be held at the next regular meeting.

Discussion/Possible Approval of the Request for Proposal of Financial Audit Services: The Board reviewed the proposal for Financial Audit Services provided by Lauterbach & Amen, LLP. A motion was made by Trustee Rutzen and seconded by Trustee Neal to engage L&A in the annual amounts as follows: \$10,000

for the fiscal year ending 2022; \$10,300 for the year ending 2023; \$10,600 for the fiscal year ending 2024.
 Motion carried unanimously by voice vote.

February 8, 2023 Check Register and Disbursement Summary (Approval):

North Maine FPD Disbursements February 8, 2023		
Checks:	Check #'s: 6744-6788	\$119,169.68
Total Checks:		<u>\$119,169.68</u>
Payroll:	January 6, 2023	\$105,328.74
	January 20, 2023	<u>\$109,155.17</u>
Total Payrolls:		\$214,483.911
Total Disbursements:		<u>\$333,653.59</u>

A motion was made by Trustee Juister and seconded by Trustee Neal to approve total disbursements for the month of January in the amount of \$333,653.59 as presented. Motion carried by roll call vote.

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

Semiannual Review/Possible Release of Closed Session Minutes: The Board reviewed the closed session meeting minutes and will not release them at this time due to pending matters.

Discussion/Possible Approval of 2022 IPRF Grant Purchases: The Board discussed the 2022 IPRF Grant Purchases. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve the 2022 IPRF Grant Purchases as presented. Motion carried by roll call vote.

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

Discussion/Possible Approval to Direct the Board of Commissioners to hire one (1) Candidate from the Current Eligibility Roster: The Board discussed updating the current Eligibility Roster. A motion was made by Trustee Juister and seconded by Trustee Rutzen to direct Chief McKay to update the current Eligibility Roster for the North Maine Fire Protection District. Motion carried unanimously by voice vote.

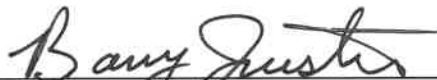
CLOSED SESSION: There was no need to enter into closed session.

ADJOURNMENT: A motion was made by Trustee Neal and seconded by Trustee Rutzen to adjourn the meeting at 7:49 p.m. Motion carried unanimously by voice vote.

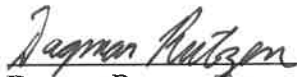
The next regular meeting is scheduled for Wednesday, March 8, 2023 at 7:00 p.m. in the North Maine Fire Station located at 9301 Potter Road, Des Plaines, Illinois 60016.



Don Neal, Board President



Barry Juister, Board Secretary



Dagmar Rutzen, Treasurer

March 8, 2023

Date Approved by Board

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