

# 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

## NOTICE OF REGULAR MEETING

**NOTICE IS HEREBY GIVEN that a Regular Meeting of the Board of Trustees of the North Maine Fire Protection District will be held Wednesday, the 8<sup>th</sup> of June, 2022 at 5:30 p.m. at North Maine Fire Station #1, 9301 Potter Road, Des Plaines, IL**

**Board of Trustees  
North Maine Fire Protection District**

**DATE:  
June 6, 2022**

## **NORTH MAINE FIRE PROTECTION DISTRICT TRUSTEES MEETING AGENDA**

**For the Regular Meeting on the 8<sup>th</sup> day of June 2022**

### **Recognition of District Chief Michael Bronk's Retirement (5:00-5:30 pm)**

- Cake and Coffee Served

#### **I. Call to Order**

#### **II. Roll Call**

- Pledge of Allegiance

#### **III. Approval of Minutes of Prior Meeting(s)**

- May 11, 2022 Regular Meeting *Open Session Minutes*

#### **IV. Public Comments**

#### **V. Treasurer's Report**

- May 31, 2022

#### **VI. Attorney's Report**

#### **VII. Fire Chief and Trustee Reports**

- MABAS, RED Center, NIPSTA
- Review of Assigned Tasks

#### **VIII. Old Business**

#### **IX. New Business**

- Discussion/Possible Approval to Appoint One (1) Resident to Fill the Upcoming Vacancy on the Board of Trustees
- June 8, 2022 Check Register and Disbursement Summary (Approval)

#### **X. Closed Session for the Purpose(s) of Discussing:**

- Matters related to collective bargaining.
- Salary schedules of one or more classes of employees
- The appointment, promotion, employment, compensation, discipline, performance or dismissal of specific employees.

#### **X. Adjournment**

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## MINUTES OF A REGULAR MEETING OF THE NORTH MAINE FIRE PROTECTION DISTRICT BOARD OF TRUSTEES COOK COUNTY, ILLINOIS MAY 11, 2022

A regular meeting of the North Maine Fire Protection District Board of Trustees was held on Wednesday, May 11, 2022 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 7:08 p.m.

### ROLL CALL:

**PRESENT:** President Don Neal and Secretary Timothy Hamilton  
**ABSENT:** Treasurer Dagmar Rutzen  
**ALSO PRESENT:** Fire Chief Robert McKay, North Maine FPD; Jessica Foust, Lauterbach & Amen, LLP

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

**APPROVAL OF MEETING MINUTES:** *April 13, 2022 Regular Meeting Open Session Minutes:* The Board reviewed the April 13, 2022 regular meeting minutes. A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve the April 13, 2022 regular meeting minutes as written. Motion carried unanimously by voice vote.

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

**TREASURER'S REPORT:** *April 30, 2022 Treasurer's Report:* The Board reviewed the Treasurer's Report for the period ending April 30, 2022. The District's beginning balance as of April 1, 2022 was \$4,833,402.01. The District received deposits during the month of April in the amount of \$279,765.37. The District's expenses for the month of April totaled (\$389,959.39). The April in-and-out transfers were \$458,749.13. The net balance change for the month of April was (\$110,194.02). The District's total ending balance as of April 30, 2022 was \$4,723,207.99. A motion was made by Trustee Neal and seconded by Trustee Hamilton to accept the Treasurer's Report as amended. Motion carried by roll call vote.

**AYES:** Trustees Neal and Hamilton  
**NAYS:** None  
**ABSENT:** Trustee Rutzen

**ATTORNEY'S REPORT:** There was no Attorney's report presented.

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

- *RED Center:* The Department ran 293 calls for April 2022 compared to 261 calls for April 2021. The year to-date calls for 2022 is 1,228 compared to 1,032 calls in 2021. The credit with Red Center is in the amount of \$1,782.
- *NIPSTA:* No update
- *MABAS:* No update
- *Lutheran General:* One new paramedic student to ride with our paramedics
- *Review of Assigned Tasks:*
  - Searching for a new hire to replace District Chief Bronk

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

**NEW BUSINESS:** *Discussion/Possible Approval to Direct Board of Commissioners to Promote one (1) member to Lieutenant and one (1) member to District Chief from the Current Eligibility Rosters:* The Board discussed promoting one member to Lieutenant and one member to District Chief following the retirement of District Chief Michael Bronk. A motion was made by Trustee Neal and seconded by Trustee Hamilton to promote one member to Lieutenant and one member to District Chief from the current eligibility roster, effective June 22, 2022. Motion carried unanimously by voice vote.

*Discussion/Possible Approval to Appoint/Reappointment One (1) Fire Commissioner to the Board:* The Board discussed the reappointment of Commissioner Juister. A motion was made by Trustee Neal and seconded by Trustee Hamilton to reappoint Berry Juister for a 3-year term as Fire Commissioner. Motion carried unanimously by voice vote.

*May 11, 2022 Check Register and Disbursement Summary (Approval):*

North Maine FPD Disbursements May 11, 2022		
Checks:	Check #'s: 6388-6433	\$106,764.92
Total Checks:		\$106,764.92
Payroll:	April 1, 2022	\$103,552.63
	April 15, 2022	\$104,114.04
	April 29, 2022	\$104,433.06
Total Payrolls:		\$312,099.73
Total Disbursements:		<b>\$418,864.65</b>

A motion was made by Trustee Neal and seconded by Trustee Hamilton to approve total disbursements for the month of April in the amount of \$418,864.65 as presented. 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 Hamilton to adjourn the meeting at 7:19 p.m. Motion carried unanimously by voice vote.

**The next regular meeting is scheduled for Wednesday, June 8, 2022 at 7:00 p.m. in 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

6/8/22

Date Approved by Board

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

**North Maine FPD  
Treasurer's Report**

**May 31, 2022**

Schwab	\$	2,669,900.69
Schwab (Deposit Acct)	\$	1,587,188.05
Hinsdale Bank and Trust	\$	11,759.82
US Bank Checking	\$	314,221.82
US Bank Employee Benefits	\$	12,753.28
<b>May 31, 2022</b>	<b>\$</b>	<b><u>4,595,823.66</u></b>

<b>May 1, 2022</b>	<b>\$</b>	<b>4,723,207.99</b>
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<i>May Deposits</i>	\$	213,859.30
<i>May Expenses</i>	\$	(341,243.63)
<i>May Funds Transfers OUT</i>	\$	(236,986.15)
<i>May Funds Transfers IN</i>	\$	236,986.15

<b>Net Balance Change</b>	<b>\$</b>	<b>(127,384.33)</b>
<b>May 31, 2022</b>	<b>\$</b>	<b><u>4,595,823.66</u></b>

**North Maine FPD  
Treasurer's Report  
May 31, 2022**

**Accrual Basis**

Date	Num	Name	Memo	Debit	Credit	Amount	Balance
<b>1100 · USBANK</b>							4,723,207.99
<b>1109 · Schwab</b>							2,681,946.66
5/31/2022	05...		2022 May Schwab Interest	4,439.49		4,439.49	2,686,386.15
5/31/2022	05...		2022 May Schwab Interest Re...		7.22	-7.22	2,686,378.93
5/31/2022	05...		2022 May Schwab Unrealized ...		16,478.24	-16,478.24	2,669,900.69
Total 1109 · Schwab				4,439.49	16,485.46	-12,045.97	2,669,900.69
<b>1111 · Schwab Deposit Account</b>							1,669,184.65
5/4/2022			2022 May Funds Transfer to C...		100,000.00	-100,000.00	1,569,184.65
5/11/2022			2022 May 11th CC Tax Deposit	25.92		25.92	1,569,210.57
5/13/2022			2022 May 13th CC Tax Deposit	5,180.51		5,180.51	1,574,391.08
5/19/2022			2022 May 19th CC Tax Deposit	12,629.18		12,629.18	1,587,020.26
5/31/2022	05...		2022 May Interest Reinvested	167.79		167.79	1,587,188.05
Total 1111 · Schwab Deposit Account				18,003.40	100,000.00	-81,996.60	1,587,188.05
<b>1125 · Hinsdale Bank and Trust</b>							0.00
5/31/2022			2022 May EMS Billing	137,745.97		137,745.97	137,745.97
5/31/2022			2022 May EMS Funds Transf...		125,986.15	-125,986.15	11,759.82
Total 1125 · Hinsdale Bank and Trust				137,745.97	125,986.15	11,759.82	11,759.82
<b>1126 · US Bank Checking</b>							357,791.70
5/4/2022			2022 May Funds Transfer to C...	100,000.00		100,000.00	457,791.70
5/4/2022			2022 May Funds Transfer to B...		11,000.00	-11,000.00	446,791.70
5/31/2022			2022 May 31st Deposit	52,473.23		52,473.23	499,264.93
5/31/2022			2022 May EMS Funds Transf...	125,986.15		125,986.15	625,251.08
5/25/2022			Treasury 310 Deposit	93.94		93.94	625,345.02
5/31/2022			2022 May Retiree Health Ins ...	594.55		594.55	625,939.57
5/10/2022	IM...	IMRF	2690333519CASH		195.75	-195.75	625,743.82
5/11/2022	6388	A.C. Buehler	2022 4/13-5/8 IT Support & Sy...		1,185.00	-1,185.00	624,558.82
5/11/2022	6389	Advocate Occupational Health			1,176.81	-1,176.81	623,382.01
5/11/2022	6390	Air One Equipment, Inc.			3,015.49	-3,015.49	620,366.52
5/11/2022	6391	Aqua Illinois, Inc.	Acct#: 002200696 1393774 -...		251.31	-251.31	620,115.21
5/11/2022	6392	AT&T Mobility	Acct #: 287299431781 - 2022 ...		398.74	-398.74	619,716.47
5/11/2022	6393	Blue Cross Blue Shield of Illi...	849700		42,818.85	-42,818.85	576,897.62
5/11/2022	6394	Bound Tree Medical	#84504791		106.57	-106.57	576,791.05
5/11/2022	6395	Business Card	5474150001793602		821.75	-821.75	575,969.30
5/11/2022	6396	Call One	VOID: 2022 April Phone	0.00		0.00	575,969.30
5/11/2022	6397	Commonwealth Edison Co	3716801001		899.43	-899.43	575,069.87
5/11/2022	6398	Cozzini Bros			40.00	-40.00	575,029.87
5/11/2022	6399	DJS SCUBA Locker, INC.	#60840 - SCUBA Training & C...		1,375.00	-1,375.00	573,654.87
5/11/2022	6400	Door Systems	01-0177379		447.46	-447.46	573,207.41
5/11/2022	6401	Employee Benefits Corporation	2022 April Benefits Card Fee		115.50	-115.50	573,091.91
5/11/2022	6402	Employee Resource System...	#ERS1780-IN - 2022 EAP (0...		1,020.00	-1,020.00	572,071.91
5/11/2022	6403	Flood Brothers Disposal			271.72	-271.72	571,800.19
5/11/2022	6404	GIS Benefits	2022 May Met Law		43.50	-43.50	571,756.69
5/11/2022	6405	Go To Communications			689.11	-689.11	571,067.58
5/11/2022	6406	Highland Park Ford	#149329 - PM, Rear Brakes, ...		5,351.13	-5,351.13	565,716.45
5/11/2022	6407	Home Depot Credit Services	6035322501025740		196.49	-196.49	565,519.96
5/11/2022	6408	Illinois American Water Co.	09-0056909-6		27.60	-27.60	565,492.36
5/11/2022	6409	Illinois Public Risk Fund	#74979 - 2022 June Workers' ...		14,178.00	-14,178.00	551,314.36
5/11/2022	6410	Illinois Tollway	2022 Qtr 1 Tolls		228.20	-228.20	551,086.16
5/11/2022	6411	Kno2	2022 ePCR Reporting Subscri...		720.00	-720.00	550,366.16
5/11/2022	6412	Konica Minolta	#450-0040513-000 / 2022 Ma...		170.75	-170.75	550,195.41
5/11/2022	6413	Lauterbach and Amen, LLP			690.00	-690.00	549,505.41
5/11/2022	6414	McNeil & Company	2022 Commercial Liability 2nd...		9,592.00	-9,592.00	539,913.41
5/11/2022	6415	Met Life Vision	2022 May Vision		356.35	-356.35	539,557.06
5/11/2022	6416	Nicholas Ruz	ISO Book Reimbursement		82.95	-82.95	539,474.11
5/11/2022	6417	Nicor Gas	25-87-75-000 6		842.03	-842.03	538,632.08
5/11/2022	6418	NIPSTA			2,250.00	-2,250.00	536,382.08
5/11/2022	6419	Ottosen, Dinolfo, Hasenbalg ...			1,329.00	-1,329.00	535,053.08
5/11/2022	6420	Paramedic Billing Services, I...	2022 March Ambulance Billing...		6,626.60	-6,626.60	528,426.48
5/11/2022	6421	Praxair/Gas Tech	FH718		176.87	-176.87	528,249.61
5/11/2022	6422	Principal Dental	Acct#1133159-10001 2022 M...		3,520.68	-3,520.68	524,728.93
5/11/2022	6423	Rydin	#390445 - Knox Box Decals (q...		347.90	-347.90	524,381.03
5/11/2022	6424	Standard Insurance Compan...	Policy Number: 167152-0012 /...		545.98	-545.98	523,835.05
5/11/2022	6425	Staples	601110005188354		87.54	-87.54	523,747.51
5/11/2022	6426	The Blue Line	#42664 - 2022 Candidate Pro...		447.00	-447.00	523,300.51
5/11/2022	6427	Tom Collins Plumbing	Hot Water Heater Return Pum...		1,075.00	-1,075.00	522,225.51
5/11/2022	6428	US Fire & Safety Equipment	#513151 - 2022 Annual Extng...		103.50	-103.50	522,122.01

**North Maine FPD  
Treasurer's Report  
May 31, 2022**

**Accrual Basis**

Date	Num	Name	Memo	Debit	Credit	Amount	Balance
5/11/2022	6429	WEX Bank	(#0496-00-484993-1) 2022 A...		2,327.05	-2,327.05	519,794.96
5/11/2022	6430	Zep Sales & Service	A40837	53.90		-53.90	519,741.06
5/11/2022	6431	Zoll Medical Corporation	Cardiac Monitor Cables		348.50	-348.50	519,392.56
5/11/2022	6432	Bumper to Bumper	#1287676 - Motor Oil		88.17	-88.17	519,304.39
5/11/2022	6433	Call One	2022 April Phone		325.49	-325.49	518,978.90
5/13/2022	05...		13107 EE AFLAC Contrib 202...		888.40	-888.40	518,090.50
5/13/2022	05...		13108 EE Wage Garnishment...		1,437.23	-1,437.23	516,653.27
5/13/2022	05...		13109 EE Wage Garnishment...		363.80	-363.80	516,289.47
5/13/2022	05...		13110 EE Health Ins Contrib 2...		2,138.17	-2,138.17	514,151.30
5/13/2022	05...		13113 EE ICMA Contrib 2022 ...		5,964.21	-5,964.21	508,187.09
5/13/2022	05...		Remaining Balance 2022 May...		91,285.19	-91,285.19	416,901.90
5/27/2022	05...		13141 EE AFLAC Contrib 202...		888.40	-888.40	416,013.50
5/27/2022	05...		13142 EE Wage Garnish 202...		1,437.23	-1,437.23	414,576.27
5/27/2022	05...		13143 EE Wage Garnish 202...		363.80	-363.80	414,212.47
5/27/2022	05...		13144 EE Health Ins Contrib 2...		2,235.83	-2,235.83	411,976.64
5/27/2022	05...		13147 EE ICMA Contrib 2022 ...		6,548.99	-6,548.99	405,427.65
5/27/2022	05...		Remaining Balance 2022 May...		91,115.88	-91,115.88	314,311.77
5/31/2022	05...		2022 May US Bank Fees		89.95	-89.95	314,221.82
Total 1126 · US Bank Checking				279,147.87	322,717.75	-43,569.88	314,221.82
<b>1127 · US Bank Employee Benefits</b>							14,284.98
5/4/2022			2022 May Funds Transfer to B...	11,000.00		11,000.00	25,284.98
5/6/2022			2022 April EBC Refund Deposit	508.72		508.72	25,793.70
5/31/2022	EB...	EBC (Employee Benefit Cards)	EBC May'22		13,040.42	-13,040.42	12,753.28
Total 1127 · US Bank Employee Benefits				11,508.72	13,040.42	-1,531.70	12,753.28
Total 1100 · USBANK				450,845.45	578,229.78	-127,384.33	4,595,823.66
<b>TOTAL</b>				<b>450,845.45</b>	<b>578,229.78</b>	<b>-127,384.33</b>	<b>4,595,823.66</b>



**North Maine FPD  
Disbursements  
June 8, 2022**

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<b>CHECKS #'s</b>		
	#6434-6473	\$145,281.96
<b>TOTAL CHECKS</b>		<b>\$145,281.96</b>
<b>PAYROLLS</b>		
	May 13 ,2022	\$102,077.00
	May 27 ,2022	\$102,590.13
<b>TOTAL PAYROLLS</b>		<b>\$204,667.13</b>
<b>TOTAL DISBURSEMENTS</b>		<b>\$349,949.09</b>

7:35 AM

06/08/22

Cash Basis

**North Maine FPD  
DISBURSEMENTS  
June 8, 2022**

	<u>Jun 8, 22</u>
A.C. Buehler	-1,155.00
Abraham J. Lee	-500.00
Air One Equipment, Inc.	-8,255.00
Aqua Illinois, Inc.	-257.43
AT&T Mobility	-398.74
Barry Juister	-500.00
Blue Cross Blue Shield of Illinois	-42,818.85
Bumper to Bumper	-55.56
Business Card	-1,450.54
CIT TRUCKS	-12,271.37
Comcast Cable # 8771 10 131 0418864	-82.32
ComCast Internet # 8771 10 131 0126822	-98.45
Commonwealth Edison Co	-889.71
Conrad Polygraph	-160.00
Cozzini Bros	-20.00
Dagmar Rutzen	-2,250.00
Don Neal	-2,250.00
Employee Benefits Corporation	-115.50
GIS Benefits	-43.50
Home Depot Credit Services	-493.66
Illinois American Water Co.	-27.68
Illinois Public Risk Fund	-14,178.00
Image Trend	-1,870.00
Konica Minolta	-170.75
Lauterbach and Amen, LLP	-345.00
Mabas Division III	-371.00
Met Life Vision	-390.31
Nicor Gas	-704.09
Pomp's Tire Service	-412.66
Praxair/Gas Tech	-434.42
Regional Emergency Dispatch Center	-43,898.00
Robert M. Phillips	-500.00
Sir Speedy	-374.46
Stanard & Associates, Inc.	-450.00
Standard Insurance Company Life	-1,557.22
Timothy Hamilton	-2,250.00
Todd Lustig	-200.00
Tom Collins Plumbing	-480.00
WEX Bank	-2,602.74
<b>TOTAL</b>	<b><u>-145,281.96</u></b>