

**NOTICE OF SPECIAL MEETING**

**NOTICE IS HEREBY GIVEN that a Special Meeting of Local Government  
Efficiency Act Committee will be held  
Wednesday the 13<sup>th</sup> of September, 2023 at 6:30 p.m.  
at North Maine Fire Station #1, 9301 Potter Road, Des Plaines, IL**

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

**DATE: September 11, 2023**

**NORTH MAINE FIRE PROTECTION DISTRICT LOCAL GOVERNMENT EFFICIENCY COMMITTEE**  
**AGENDA**

**For the Special Meeting on the 13<sup>th</sup> day of August 2023**

- I. Call to Order**
- II. Roll Call**
  - Pledge of Allegiance
- III. Approval of Minutes of Prior Meeting(s)**
- IV. Public Comments**
- V. Attorney's Report**
- VI. Old Business**
- VII. New Business**
  - Discussion/Possible Approval of Committee Positions
  - Discussion/Approval of Local Efficiency Act Report.
- VIII. 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.
- IX. Adjournment**

## **Decennial Committees on Local Government Efficiency Act Committee Meeting Guidance**

**Q: How many meetings must the Committee hold?**

A: The Committee needs to hold at least 3 meetings within 18 months of its formation.

**Q: Do agendas for Committee meetings need to be posted in accordance with the Open Meetings Act?**

A: Yes. Just as with meetings of the District Board of Trustees, agendas for Efficiency Act Committee meetings must be posted 48 hours in advance. We have created a model Committee agenda, which is enclosed and may be tweaked as necessary.

**Q: Can the Board of Trustees and the Efficiency Act Committee hold joint meetings?**

A: Yes. Joint meetings of the Committee and the Board of Trustees are permissible, but only if both the Committee and the Board of Trustees post *separate* agendas. 50 ILCS 70/20.

**Q: Who serves as the chairperson of the Committee?**

A: The President of the District's Board of Trustees, or his or her designee, serves as the Chairperson of the Committee. 50 ILCS 70/10(b).

**Q: What happens if a Committee member quits?**

A: If a member of the Committee resigns, the President of the Board of Trustees will appoint a replacement with the advice and consent of the rest of the Board. 50 ILCS 10(b), (d).

**Q: Can members of the Committee receive compensation for their service?**

A: No, since the Act provides that Committee members "shall serve without compensation." 50 ILCS 5/10(b). However, members can be reimbursed for reasonable expenses incurred in performing their duties. *Id.*

**Q: Must all Committee members attend its meetings?**

A: No. The ordinary Open Meetings Act rules apply, which means that the Committee can hold a public meeting so long as there is a quorum. For example, 6-person Committee (often found where the Board of Trustees has 3 members), at least 4 members must attend. Similarly, in an 8-person Committee

**Q: What does the Committee need to examine at its meetings?**

A: The Act states that the Committee should analyze the following non-exhaustive list of topics: "the governmental unit's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State." 50 ILCS 70/15.

**Q: How should the Committee's analysis be documented?**

A: After evaluating the above topics, the Committee should "summarize its work and findings within a written report, which shall include recommendations in respect to increased accountability and efficiency, and shall provide the report to the administrative office of each county board in which the governmental unit is located no later than 18 months after the formation of the committee." 50 ILCS 70/25.

**Q: What should go into the report to the County?**

A: The Act does not require the Committee's report to contain any specific substance. Nor does the Act prescribe how long the report should be. Nevertheless, we recommend the report should at least touch on the subjects noted above.

**Q: Do you have a template report?**

A: Yes, our firm has prepared a template report, which I have enclosed. We hope that this template will help structure your Committee's activities. However, the Committee should feel free to modify this template as appropriate.

**Q: Must the Committee provide an opportunity for public comment at its meetings?**

A: Yes, as the Act states that "[e]ach meeting of the committee shall be public, and the committee shall provide an opportunity for any person to be heard at the public hearings for at least 3 minutes." 50 ILCS 70/20.

**Q: If a member of the public attends, what should the Committee do?**

A: The Act provides that the Committee must "conduct a survey of residents who attended asking for input on the matters discussed at the meeting." 50 ILCS 70/20. This survey may be "conducted via email to all residents who attended the meeting and provided a valid email address." *Id.* Because electronic surveys will be most convenient and cost effective, we would encourage the Committee require public attendees to register and with their email addresses. 50 ILCS 70/20.

**Q: What if the Committee receives a FOIA request?**

A: Efficiency Act Committees are "public bodies" for purposes of the Freedom of Information Act ("FOIA"). Therefore, if the Committee receives a FOIA request, it will be important to answer them on time. This may be difficult given the sporadic nature of the Committee's meetings. As a result, we recommend that the Committee discusses a plan for handling FOIA requests.

**Q: What happens when the Committee submits its report to the County?**

A: By law, the Committee dissolves until it is reestablished in 10 years.

**NORTH MAINE FIRE PROTECTION DISTRICT  
REPORT FOR COMPLIANCE WITH DECENNIAL COMMITTEE ON  
LOCAL GOVERNMENT EFFICIENCY ACT**

**I. Introduction**

Provide a brief narrative introducing the District to include: the fiscal year, date incorporated, services provided, population and other demographic data, governing body (i.e., number of trustees, elected or appointed), and any other relevant information.

**The North Maine Fire Protection District (NMFPD) was founded in December of 1969. We are located 7 miles north of Chicago’s O’Hare International Airport and approximately 16 miles from the heart of downtown Chicago. We are an unincorporated fire district, surrounded by four home-rule municipalities. We are also the largest and most densely populated section of Cook County, IL without a municipal government. We operate on a calendar year fiscal budget, and our main source of revenue is from property taxes. We are home to approximately 33,000 culturally diverse residents. The District is a “bedroom community,” with a housing stock consisting mainly of multifamily residences. 97.5% of the fire district is classified as either type 2 or 3 residential zoning (apartments having greater than 2 units). Of the District’s 10,582 housing units, 5,079 (52%) are renter occupied.**

**The NMFPD is a contemporary full all hazard service provider of emergency services, including fire suppression and emergency medical service. Our units respond from a single fire station covering a 4 square mile area. In 2022, our personnel responded to a total of 3,794 emergency calls. The 2022 response breakdown is 2,661 medical calls (70%) and 1,133 (30%) other fire/rescue responses. In 2022, the NMFPD responded to 42 building fires and a total of 73 (NIFIRS-Series 100) fire incidents.**

**Our staffing consists of 22 sworn full-time firefighters/paramedics and three part-time fire inspectors. We have a three-member Board of elected Trustees & a three-member Board of Fire Commissioners appointed by the Trustees. All department members are Firefighter 2 level certified or higher. The department staffs an ALS ambulance, a BLS fire engine, and a battalion vehicle each day. The NMFPD provides automatic response to bordering jurisdictions on a “closest unit” priority response model. Non-emergency functions include a comprehensive fire prevention program consisting of fire and life safety code enforcement, public fire safety education, and fire investigation.**

**The NMFPD and sixteen other local fire departments make up the Division 3 Mutual Aid Box Alarm System (MABAS). MABAS exists to provide emergency response assistance to each other during large scale fire, emergency medical, hazardous material, and natural or terror related disasters. This membership expands our response area, and allows us to offer technical rescue, underwater rescue, and hazardous materials response & mitigation to our residents. The geographical area of Division 3 spans over 127 square miles and houses approximately 509,000 residents. There are approximately 900 professional firefighters that are members of Division 3. We are also members of the Chicago Suburban Response Plan.**

**II. General Information**

**A. Location**

The District provides services for the following villages, townships, and cities.

VILLAGES, TOWNSHIPS, & CITIES	
Name	Estimated Population
Unincorporated Maine Township	30,000

The District is located within the following counties: **Cook**

The following additional Units of Local Government overlap the District’s service area:  
*[provide list of other ULGs, like park districts, library districts, school districts]* **N/A**

**B. District Demographics**

Does the District serve any commercial or industrial areas? If so, please provide a brief description of the character of the commercial/industrial properties the District serves: **The Fire District has one light commercial/industrial park consisting of 33 individual units. There are 3 strip malls with a total of 20 individual units.**

Does the District serve any multi-unit residential buildings, assisted living centers, group homes, etc? If so, please provide a brief description of the amount, type, and if available, rough population estimates: **The Fire District has one assisted living center (150 residents), a youth group home (12 residents) and a three-story medical facility, which provides long-term housing and medical care to mentally handicapped wards of the state (100 residents).** A majority of our 30k residents reside in multifamily residences.

**C. Fire Stations**

Name of Station	Location
1.Station 1	9301 Potter Rd, Des Plaines, IL 60016

**D. Employees:**

Full Time	Part Time	Volunteer/Paid on Call
22	2	0

**E. Fire & EMS Apparatus**

Type	Quantity	Age
Fire Engine	1	1992
Fire Engine	1	2014
ALS Ambulance	1	2009
ALS Ambulance	1	2016
Battalion Car	1	2017

**F. Services & Programs**

SERVICES	
Existing	Potential Future Services
Fire	ALS Fire Engine
EMS	
Rescue	
Prevention/Inspection	

PROGRAMS	
Existing	Potential Future Programs
Public Education	
7G	

**G. Financials**

BUDGET	
Fiscal Year	Annual Budget Amount
FY 2019	4,025,450
FY 2020	3,899,404
FY 2021	4,006,750
FY 2022	4,124,696
FY 2023	4,539,705

END OF YEAR FINANCIAL REPORT		
Fiscal Year	Revenues	Expenditures
FY 2019	5,425,482	5,388,117
FY 2020	5,936,855	6,738,829
FY 2021	5,925,063	5,639,266

FY 2022	<b>Awaiting Financial Audit</b>	
FY 2023	<b>N/A</b>	

Briefly discuss the five-year trends for the Annual Budgets and the End of Year Financial Reports. Then compare the projected budget with the actual revenues and expenditures. Use this review to assess the financial efficiency and health of the District.

**H. Equalized Assessed Value (EAV)**

<b>Levy Year</b>	<b>EAV</b>
Levy Year 2019	358,270,746
Levy Year 2020	359,876,013
Levy Year 2021	335,508,681
Levy Year 2022	<b>Have Not Received Calculated Rates (08/15/23)</b>
Levy Year 2023	<b>N/A</b>

**I. Insurance Services Office (ISO) Rating**

The District's current ISO rating is 3.

**III. Committee Information**

<b>COMMITTEE MEMBERS</b>	
<b>Title</b>	<b>Name</b>
Chief	<b>Robert McKay</b>
Board Chair	<b>Donald Neal</b>
Board Trustee	<b>Dagmar Rutzen</b>
Board Trustee	<b>Barry Juister</b>
Fire District Resident	<b>Abraham Lee</b>
Fire District Resident	<b>Robert Phillips</b>

<b>COMMITTEE MEETING DATES</b>		
<b>Meeting</b>	<b>Date</b>	<b>Location</b>
First Meeting	09/13/2023	9301 Potter Rd
Second Meeting		9301 Potter Rd
Third Meeting		9301 Potter Rd
Additional Meetings		

**IV. Awards & Recognitions**

<b>Award/Recognitions</b>	<b>Description</b>	<b>Date Issued</b>
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2019 FEMA AFG Grant	Cardiac Monitors \$56,363.64	07/31/2020
2021 FEMA AFG Grant	Power Cot/Lift \$40,909	02/28/2023
2022 FEMA AFG Grant	SCBA \$69,078	08/07/2023

**V. Intergovernmental Agreements (IGAs) & Interrelationships**

The District has automatic aid agreements with 4 other jurisdictions and is located in Mutual Aid Box Alarm System (MABAS) Division 3. For an exhaustive list of all IGAs and interrelationships see **Exhibit A**.

**VI. Review of Governing Statutes, Fire District Policies, Rules, Procedures, Training Materials, Reports, and other Documents**

**A. Governing Statutes (External Review)**

GOVERNING STATUTES		✓
Fire Protection District Act (70 ILCS/705)		✓
Illinois Open Meetings (OMA) Act (5 ILCS 120)		✓
Illinois Freedom of Information Act (5 ILCS 140)		✓
State Officials and Employees Ethics Act (5 ILCS 430/1-1) and other State Ethics Laws		✓

**B. Policies, Ordinances, Rules, & Bylaws (Internal Review)**

EXISTING POLICIES, ORDINANCES, RULES, & BYLAWS		
Title	Date Enacted	Conclusion
Public Comment Policy	04/10/2013	3 minutes per speaker
Does the District have a Sexual Harassment Policy? (775 ILCS 5/2-109)	01/10/2018	<i>RESOLUTION NO. 2018-R-1 Appendix D: 2021 NMFPD Rules &amp; Regulations</i>
IDOL Mandated Policies	01/01/2021	<i>2021 NMFPD Rules &amp; Regulations</i>
Drug and Alcohol Policies	01/01/2021	<i>2021 NMFPD Rules &amp; Regulations</i>
Employee Handbook/Policy Manual	01/01/2021	<i>2021 NMFPD Rules &amp; Regulations</i>
Board of Trustees Manual	01/01/2021	<i>2021 NMFPD Rules &amp; Regulations</i>

Does the District have an OMA Officer? (5 ILCS 120/1.05(a)) If so, identify the individual:  
**Robert McKay, Fire Chief**

Does the District have a FOIA Officer? (5 ILCS 140/3.5(a)) If so, identify the individual:

**Robert McKay, Fire Chief**

If applicable, identify the District’s designated auditing official under the Public Officer Prohibited Activities Act (50 ILCS 105/4.1): **Robert McKay, Fire Chief**

If applicable, list and briefly describe any policies, ordinances, rules, or bylaws the District is implementing or hoping to implement in the future. N/A

**C. Procedures**

<b>PROCEDURES</b>	
<b>Type</b>	<b>Conclusion</b>
FOIA Forms and Procedures (5 ILCS 140/1 <i>et. seq.</i> )	<i>Appendix A: 2021 NMFPD Rules &amp; Regulations</i>
Perform Semiannual Review of Closed Session Minutes (5 ILCS 120/2.06)	<i>2021 NMFPD Rules &amp; Regulations</i>
Trustees Filed Statement of Economic Interest Policy (5 ILCS 420/4A-101)	<i>2021 NMFPD Rules &amp; Regulations</i>
Retention, Destruction, and Review of other Documents	<i>2021 NMFPD Rules &amp; Regulations</i>
Post/File OSHA 300A Report (if required)	Documentation, Submission and Posting by Fire Chief
Grant Management and Reporting	Robert McKay, Fire Chief
NFIRS Compliance	David Drdla, District Chief

**D. Training**

<b>TRAINING</b>		
<b>Title</b>	<b>Satisfactory?</b>	<b>Unsatisfactory?</b>
Board Member OMA Training (5 ILCS 120/1.05(b))	✓	
FOIA Officer Training (5 ILCS 140/3.5(b))	✓	
Sexual Harassment Prevention Training (775 ILCS 5/2-109(c))	✓	

**E. Reports**

<b>CALL REPORTS</b>		
<b>Title</b>	<b>Findings</b>	<b>Conclusion</b>
Call Volume Reports (3-year trend)	Overall Call Volume has Steadily Increased Over the Past 3 Years	Call Volume has Increased by 22.5% Over the Past 3 Years. Mainly Due to Closest Unit Dispatch Response
Call Type Reports (3-year trend)	Fire: 39.6% Increase EMS: 14% Increase	62.4% of Call Volume is EMS Related. The Remaining 37.6% are Fire Related Calls
Dispatch Reports (3-year trend)	YE 2020 – 2,527 Dispatches YE 2021 – 2,854 Dispatches YE 2022 – 3,021 Dispatches	19.5% Increase over 3 years

<b>FINANCIAL REPORTS</b>		
<b>Title</b>	<b>Findings</b>	<b>Conclusion</b>
Treasurer Statement of Receipts & Disbursements	Performed Annually	Approved by Trustees and Submitted to the Cook County Clerk
Annual Audit	Third-Party Financial Auditor	Approved by Trustees and Submitted to the Cook County Clerk
<i>Other Financial Documents</i>	Performed Monthly/Yearly	Reviewed & Approved by Board of Trustees

#### **F. Documents**

<b>DOCUMENTS</b>		
<b>Title</b>	<b>Findings</b>	<b>Conclusion</b>
Schedule of all FPD Board Meetings (5 ILCS 120/2.03)	Second Wednesday of each Month	Scheduled Dates Available on District Website
Checklist of Scheduled Annual Tasks	2023 Fire Chief's Responsibilities	Performed by Fire Chief and Submitted to Board of Trustees

#### **G. Transparency**

Does the District have a website? If not, why? If so, complete the table below. For a comprehensive list of items found on the District's website see <https://www.northmainefpd.org/>

WEBSITE		
Type	Findings	Conclusion
General Review of Website Information	Contains Basic District Information	Updated Monthly

## VII. Recommendations for Increased Accountability and Efficiency

### A. Strengths & Efficiencies

Briefly list and describe the District’s strengths and efficiencies the Committee identified and provide a plan of action for continued improvement.

Briefly list and describe the District’s growth areas the Committee identified and provide a plan of action for to improve accountability and efficiency.

### B. Growth Areas

Item	Recommendation for Improvement
<i>Example of Inefficiencies (e.g., improve transparency on website)</i>	

### C. Greatest Needs

Briefly list and describe the District’s greatest needs for improving accountability and efficiency (e.g., funding, equipment, personnel, etc.). **Greatly impacting the NMFPD is the fact that expenses continually outpace revenue. Since 2018 we have had 2 full-time employees receive duty disability pensions. These unexpected spikes in payroll costs have impacted our operating budget. Health insurance premiums, increased call volume, unfunded governmental mandates, skyrocketing equipment costs, and liability exposures have all significantly impacted our budget.**

### D. Conclusion

Provide the Committee’s final thoughts and a conclusion on how to increase accountability and efficiency within the District based on the information and analysis conducted in this report.

**The following additional documents are attached to this report:**

✓	NAME OF DOCUMENT
	Agenda and Minutes from First Committee Meeting
	Agenda and Minutes from Second Committee Meeting
	Agenda and Minutes from Third Committee Meeting
	Fire Protection District Map
	Intergovernmental Agreements (IGAs) List
	Summary of Items on District Website (if applicable)