

# North Maine Fire Protection District

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



## FIRE CHIEF

Robert Greiner

## 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 AUGUST 13, 2025

A regular meeting of the North Maine Fire Protection District Board of Trustees was held on Wednesday, August 13, 2025 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:** Chief Greiner called the meeting to order at 7:20 p.m.

#### ROLL CALL:

**PRESENT:** President Don Neal, Treasurer Dagmar Rutzen and Trustee Barry Juister

**ABSENT:** None

**ALSO PRESENT:** Fire Chief Robert Greiner and Firefighter Albert Collins, North Maine FPD; Attorney John Motylinski, Ottosen DiNolfo; Dhara Patel, Lauterbach & Amen (L&A); James Howard, Governmental Accounting, Inc.

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

**APPROVAL OF MEETING MINUTES:** *July 9, 2025 Regular Meeting Open Session Minutes:* The Board reviewed the July 9, 2025 regular meeting open session minutes. A motion was made by Trustee Juister and seconded by Trustee Neal to approve the July 9, 2025 regular meeting open session minutes. Motion carried unanimously by voice vote.

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

**TREASURER'S REPORT:** *July 31, 2025 Treasurer's Report:* The Board reviewed the Treasurer's Report for the period ending July 31, 2025. As of July 31, 2025 the District's beginning balance was \$8,209,287.96. The District received deposits during the month of July in the amount of \$117,448.92. The July expenses totaled (\$423,911.39). The July in-and-out transfers were \$204,064.28. The July net balance change was (\$306,462.47). As of July 31, 2025 the District's

ending balance was \$7,902,825.49. A motion was made by Trustee Neal and seconded by Trustee Juister to accept the Treasurer's Report as presented. Motion carried unanimously by voice vote.

**ATTORNEY'S REPORT:** Attorney Motylinski updated the Board on legislation applicable to the Fire Protection District as well as the Pension Fund.

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

- *MABAS:* The new ambulance is in circulation.
- *RED Center:* The Department ran 281 calls for July 2025.
- *NIPSTA:* No updates.
- *Review of Assigned Tasks:*
  - 2 members have been registered for peer fitness training
  - Designated credit cards for each District Chief
  - Authorized user updated to Chief Greiner for FEMA Grants Portal
  - ACH payment set up for approved recurring payments
  - New Payroll software Strong Pay to be implemented
  - Reserve engine replacement needed

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

**NEW BUSINESS:**

*August 13, 2025 Check Register and Disbursement Summary (Approval):*

|                                                  |                               |                     |
|--------------------------------------------------|-------------------------------|---------------------|
| North Maine FPD Disbursements<br>August 13, 2025 |                               |                     |
| Checks:                                          | Check #'s 7945-7955/7957-7995 | \$165,594.34        |
|                                                  | Void Check # 7956             |                     |
|                                                  |                               | <b>\$165,594.34</b> |
| <b>Total Checks:</b>                             |                               |                     |
|                                                  | July 3, 2025                  | \$109,171.67        |
| Payrolls:                                        | July 18, 2025                 | \$118,913.30        |
| <b>Total Payrolls:</b>                           |                               | <b>\$228,084.97</b> |
| <b>Total Disbursements:</b>                      |                               | <b>\$393,679.31</b> |

A motion was made by Trustee Juister and seconded by Trustee Neal to approve the total disbursements for the month of July 2025 in the amount of \$393,679.31 as presented. Motion carried unanimously by voice vote.

*Govt. Accounting presentation/discussion on budget status and report updates:* The Board reviewed the financial report for the seven-month period ending July 31, 2025 prepared by Governmental Accounting, INC. As of July 31, 2025, the beginning fund balance was \$6,777,305 and ending fund balance was \$7,367,723.

*Discussion/Possible Approval of voiding uncashed checks from 2021 until today:* The Board discussed the uncashed checks dated between March 14, 2016 through March 25, 2024. A motion was made by Trustee Rutzen and seconded by Trustee Juister to void the uncashed checks in the amount of \$4,922.30. Motion carried unanimously by voice vote.

*Discussion/Possible Approval of 'Strong pay' new payroll system integration with existing scheduling software:* The Board discussed the new payroll system Strong Pay which will be integrated into the existing scheduling software. A motion was made by Trustee Rutzen and seconded by Trustee Neal to approve Strong Pay. Motion carried unanimously by voice vote.

*Discussion/Possible Approval of IMRF Authorized Agent Approval Form & submission:* The Board discussed the IMRF authorized agent approval form. A motion was made by Trustee Neal and seconded by Trustee Rutzen to designate Trustee Juister as the authorized agent for IMRF. Motion carried unanimously by voice vote.

*Discussion/Possible Approval of Current GEMT Invoice & Payment Method (ACH or Check):* The Board discussed the GEMT invoice and payment method. A motion was made by Trustee Rutzen and seconded by Trustee Juister to approve the GEMT invoice in the amount of \$315,606.55 and payment method ACH. Motion carried unanimously by voice vote.

*Discussion/Possible Approval of proposed Foreign Fire Tax Purchases from 8/4/25 meeting:* The Board discussed foreign fire tax purchases from August 4, 2025 meeting. A motion was made by Trustee Rutzen and seconded by Trustee Neal to approve the Foreign Fire Tax Purchases from August 4, 2025 as presented. The motion carried unanimously by voice vote.

*Discussion/Possible Approval to train and Certify an additional member as Fire Investigator:* The Board discussed training an additional member as a fire investigator. A motion was made by Trustee Neal and seconded by Trustee Rutzen to approve an additional member for a three-week training session for fire investigator. The motion passed unanimously by voice vote.

*Discussion/Possible Approval of approval for Image Trend Roster Integration Vector/TC:* The Board discussed image trend roster integration vector contract in the amount of \$3,500. The Board noted that this item will be tabled until the next meeting.

*Discussion/Possible Approval of Petty Cash Setup with a new lockbox:* The Board discussed petty cash setup in the amount of \$200 and noted that no action is needed at this time.

*Discussion/Possible Approval of potential disaster resource deployment pre-authorization:* The Board discussed potential disaster deployment pre-authorization and noted no one is available at this time.

**CLOSED SESSION:** A motion was made by Trustee Rutzen and seconded by Trustee Juister to enter into closed session at 8:35 p.m. to discuss Personnel and Collective bargaining under 5 ILCS 120/2 (c)(1) of the Open Meetings Act. Motion carried by roll call vote.

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

*Trustee Neal left the meeting at 8:44 p.m.*

A motion was made by Trustee Rutzen and seconded by Trustee Juister to adjourn closed session and re-enter the regular meeting at 9:14 p.m. Motion carried unanimously by voice vote.

*Discussion/Possible Approval of side Letter of Agreement with Local 2224:* The Board discussed side Letter of Agreement of Local 2224. A motion was made by Trustee Rutzen and seconded by Trustee Juister to approve Letter of Agreement with Local 2224. Motion carried unanimously by voice vote.

**ADJOURNMENT:** A motion was made by Trustee Rutzen and seconded by Trustee Juister to adjourn the meeting at 9:15 p.m. Motion carried unanimously by voice vote.

The next regular meeting is scheduled for Wednesday, September 10, 2025 at 7:00 p.m. in the North Maine Fire Station #1 located at 9301 Potter Road, Des Plaines, Illinois 60016.

  
Trustee Signature

  
Date Approved by Board

*Minutes prepared by Dhara Patel, Professional Administrative Services, Lauterbach & Amen*