

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 9th of March, 2022 at 7:00 p.m. at North Maine Fire Station #1, 9301 Potter Road, Des Plaines, IL

Join Zoom Meeting Option:

<https://lauterbachamen.zoom.us/j/83956513742?pwd=UWUJNzFVUHBkTEZVNjlrUHFNK1lvZz09>

Meeting ID: 839 5651 3742

Passcode: 126146

One tap mobile

+13126266799,,83956513742# US (Chicago)

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

**DATE:
March 7, 2022**

NORTH MAINE FIRE PROTECTION DISTRICT TRUSTEES MEETING AGENDA

For the Regular Meeting on the 9th day of March 2022

- I. Call to Order**
- II. Roll Call**
 - Pledge of Allegiance
- III. Approval of Minutes of Prior Meeting(s)**
 - February 9, 2022 Regular Meeting *Open Session Minutes*
- IV. Public Comments**
- V. Treasurer's Report**
 - February 28, 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 of 2022 Cyber Insurance Policy
 - March 9, 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 FEBRUARY 9, 2022

A regular meeting of the North Maine Fire Protection District Board of Trustees was held on Wednesday, February 9, 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.

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

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

ROLL CALL:

PRESENT: President Don Neal, Secretary Timothy Hamilton and Treasurer Dagmar Rutzen

ABSENT: None

ALSO PRESENT: Fire Chief Robert McKay, North Maine FPD; District Attorney John Motylinski, Ottesen DiNolfo; Sam Meyer & Jess Foust, Lauterbach & Amen, LLP

APPROVAL OF MEETING MINUTES: *January 12, 2022 Regular Meeting Open Session and Closed Session Minutes:* The Board reviewed the January 12, 2022 regular meeting minutes for open and closed session. A motion was made by Trustee Rutzen seconded by Trustee Hamilton to approve the January 12, 2022 regular and closed session meeting minutes as written. Motion carried by roll call vote.

AYES: Trustees Neal, Rutzen and Hamilton

NAYS: None

ABSENT: None

PUBLIC COMMENT: There was no public comment.

TREASURER'S REPORT: *January 31, 2022 Treasurer's Report:* The Board reviewed the Treasurer's Report for the period ending January 31, 2022. The District's beginning balance as of January 1, 2022 was \$4,114,966.42. The District received deposits during the month of January in the amount of \$78,735.29. The District's expenses for the month of January totaled (\$460,106.60). The January in-and-out transfers were \$392,409.83. The net balance change for the month of January was (\$381,371.31). The District's total ending balance as of January 31, 2022 was \$3,733,595.11. A motion was made by Trustee Hamilton and seconded by Trustee Rutzen to accept the Treasurer's Report as presented. Motion carried by roll call vote.

AYES: Trustees Neal, Rutzen and Hamilton

NAYS: None

ABSENT: None

ATTORNEY’S REPORT: Attorney Motylinski informed the Board that Daniel Riggio has accepted the PSEBA terms that was presented. Attorney Motylinski also noted that no ruling has been made on the litigation regarding pension consolidation. Updates will be provided as they become available.

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

- *RED Center:* Department ran 369 calls for January 2022, and a zoom meeting is scheduled with the Board of Directors February 16th regarding radios
- *NIPSTA:* No update
- *MABAS:* No update
- *Lutheran General:* No update
- *Review of Assigned Tasks:*
 - Real estate exemption was submitted to the County
 - Telephone project still in process and noted the cost to continue with copper lines increased from \$276 to \$643
 - Workers comp audit has been completed
 - Cyber insurance renewal is in process
 - Candidate testing is in process with an application deadline of February 25, 2022

OLD BUSINESS: *Discussion/Possible Approval of Ordinance 2022-O-1 Covering Salaries & Insurance Benefits of the North Maine Fire Protection District:* The Board discussed the ordinance 2022-O-2. Chief McKay informed the Board that union employees received a 2% increase. The Board discussed increasing the starting pay for a fire inspector from \$25.00 to \$27.00 an hour. The Board also discussed increasing all District Chief ‘s salary and noted they need to maintain a pay gap between Lieutenants and District Chiefs. The Board discussed increasing each tier of District Chiefs by a flat dollar amount of \$3,000.00. The Board noted that the Fire Chief will also be awarded a flat dollar amount of \$3,000.00. A motion was made by Trustee Rutzen and seconded by Trustee Hamilton to approve the amended ordinance regarding 2022 salaries as discussed. Motion carried by roll call vote.

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

NEW BUSINESS: *Discussion/Possible Approve of Engagement Letter for the 2021 Financial Audit:* The Board reviewed the 2021 financial audit proposal prepared by Karrison LLC. A motion was made by Trustee Hamilton and seconded by Trustee Rutzen to engage Karrison LLC for the North Maine Fire Protection District in an amount not to exceed \$7,300.00. Motion carried by roll call vote.

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

Discussion/Possible Approve of Foreign Fire Tax Purchases: Chief McKay informed the Board that the Department has a foreign fire tax balance of \$12,063.25. The Department has requested the following: Stair climber machine in an amount not to exceed \$3,000.00; Weight safety collars in the amount not to exceed \$45.00; Battery operated tool kit in an amount not to exceed \$500; TV in an amount not to exceed \$450.00; Cookware in an amount not to exceed \$750.00 and requested it to be split with the District 50/50 per the contract; Fire Hose for training in amount not to exceed \$525.00; Knife contract which delivers sharp knives monthly to the Fire Station in the amount of \$540.00; Hose testing machine in an amount not to exceed \$4,000.00 and Meat smoker

in an amount not to exceed \$1,000.00. A motion was made by Trustee Rutzen and seconded by Trustee Hamilton to approve the purchases in an amount not to exceed \$10,850.00. Motion carried by roll call vote.

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

February 9, 2022 Check Register and Disbursement Summary (Approval):

North Maine FPD Disbursements February 9, 2022		
Checks:	Check #'s: 6269-6304	\$152,865.40
	GEMT Medicaid ACH Transfer	\$102,401.76
Total Checks:		<u>255,266.16</u>
Payroll:	January 7, 2022	\$99,542.88
	January 21, 2022	\$109,242.51
Total Payrolls:		<u>\$208,785.39</u>
Total Disbursements:		<u>\$464,051.55</u>

A motion was made by Trustee Hamilton and seconded by Trustee Rutzen to approve total disbursements for the month of January in the amount of \$464,051.55 as presented. Motion carried by roll call vote.

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

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

ADJOURNMENT: A motion was made by Trustee Hamilton 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 9, 2022 at 7:00 p.m. in the North Maine Fire Station located at 9301 Potter Road, Des Plaines, Illinois 60016.

- ABSENT -
 Don Neal, Board President

Dagmar Rutzen
 Dagmar Rutzen, Treasurer

Timothy Hamilton PRES. PROT. EM
 Timothy Hamilton, Board Secretary

3/9/22
 Date Approved by Board

**North Maine FPD
Treasurer's Report**

February 28, 2022

Schwab	\$	2,769,574.85
Schwab (Deposit Acct)	\$	856,939.62
Hinsdale Bank and Trust	\$	-
US Bank Checking	\$	114,216.66
US Bank Employee Benefits	\$	18,559.30
February 28, 2022	\$	3,759,290.43

February 1, 2022 \$ **3,733,595.11**

<i>Feb Deposits</i>	\$	525,979.10
<i>Feb Expenses</i>	\$	(500,283.78)
<i>Feb Funds Transfers OUT</i>	\$	(383,901.14)
<i>Feb Funds Transfers IN</i>	\$	383,901.14

February 28, 2022 \$ **3,759,290.43**

February 28, 2022 \$ **25,695.32**

**North Maine FPD
Treasurer's Report
February 28, 2022**

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Amount	Balance
1100 · USBANK							3,733,595.11
1109 · Schwab							2,789,768.30
2/28/2022	02...		2022 Feb Schwab Interest	6,267.55		6,267.55	2,796,035.85
2/28/2022	02...		2022 Feb Schwab Interest Rei...		0.24	-0.24	2,796,035.61
2/28/2022	02...		2022 Feb Unrealized Loss		26,460.76	-26,460.76	2,769,574.85
Total 1109 · Schwab				6,267.55	26,461.00	-20,193.45	2,769,574.85
1111 · Schwab Deposit Account							719,903.06
2/4/2022			2022 Feb 4th Cook County Ta...	612.76		612.76	720,515.82
2/7/2022			2022 Feb 7th CC Tax Deposit	1,286.88		1,286.88	721,802.70
2/8/2022			2022 Feb 8th CC Tax Deposit	3,469.38		3,469.38	725,272.08
2/11/2022			2022 Feb Funds Transfer to C...		305,000.00	-305,000.00	420,272.08
2/14/2022			2022 Feb 14th CC Tax Deposit	31,825.14		31,825.14	452,097.22
2/15/2022			2022 Feb15th CC Tax Deposit	8,610.68		8,610.68	460,707.90
2/17/2022			2022 Feb17th CC Tax Deposit	8,987.52		8,987.52	469,695.42
2/18/2022			2022 Feb 18th CC Tax Deposit	1,065.94		1,065.94	470,761.36
2/23/2022			2022 Feb 23rd CC Tax Deposit	172,806.57		172,806.57	643,567.93
2/25/2022			2022 Feb 25th CC Tax Deposit	6,074.19		6,074.19	649,642.12
2/28/2022			2022 Feb 28th CC Tax Deposit	207,292.32		207,292.32	856,934.44
2/28/2022	02...		2022 Feb Interest Reinvested	5.18		5.18	856,939.62
Total 1111 · Schwab Deposit Account				442,036.56	305,000.00	137,036.56	856,939.62
1125 · Hinsdale Bank and Trust							1,624.67
2/28/2022			2022 Feb PBS Deposit	67,776.47		67,776.47	69,401.14
2/28/2022			2022 Feb Funds Transfer to C...		69,401.14	-69,401.14	0.00
Total 1125 · Hinsdale Bank and Trust				67,776.47	69,401.14	-1,624.67	0.00
1126 · US Bank Checking							204,074.10
2/11/2022			2022 Feb Funds Transfer to C...	305,000.00		305,000.00	509,074.10
2/11/2022			2022 Funds Transfer to Benefits		9,500.00	-9,500.00	499,574.10
2/28/2022			2022 Feb 28th Deposit	7,015.66		7,015.66	506,589.76
2/28/2022			2022 Feb Funds Transfer to C...	69,401.14		69,401.14	575,990.90
2/28/2022			2022 Feb Retiree Ins Deposit	594.55		594.55	576,585.45
2/8/2022	IM...	IMRF	IMRF Jan'22F 2690333519CA...		195.75	-195.75	576,389.70
2/9/2022	6269	A.C. Buehler	2022 1/11-2/6 IT Support & S...		2,703.75	-2,703.75	573,685.95
2/9/2022	6270	Advocate Occupational Health	#815382,#815383 & #815602 ...		2,391.70	-2,391.70	571,294.25
2/9/2022	6271	Air One Equipment, Inc.	#177101 Air Pack #'s 5, 8, 11 ...		268.79	-268.79	571,025.46
2/9/2022	6272	Aqua Illinois, Inc.	Acct#: 002200696 1393774 -...		281.13	-281.13	570,744.33
2/9/2022	6273	AT&T 317951457 (Internet)	2022 Feb Backup Internet		136.11	-136.11	570,608.22
2/9/2022	6274	AT&T Mobility	Acct #: 287299431781 - 2022 ...		399.53	-399.53	570,208.69
2/9/2022	6275	Blue Cross Blue Shield of Illi...	849700		42,181.19	-42,181.19	528,027.50
2/9/2022	6276	Bumper to Bumper	#408-1279177 -- Hydraulic Oil		55.14	-55.14	527,972.36
2/9/2022	6277	Business Card	5474150001793602		830.42	-830.42	527,141.94
2/9/2022	6278	Call One	2022 Jan Phone		896.86	-896.86	526,245.08
2/9/2022	6279	Commonwealth Edison Co	3716801001		1,020.42	-1,020.42	525,224.66
2/9/2022	6280	CR Flowers	#2073 - 2022 Township Board...		76.00	-76.00	525,148.66
2/9/2022	6281	Dan Riggio	2021 Health Ins. Reim		21,585.45	-21,585.45	503,563.21
2/9/2022	6282	Digicom Installations, Inc.	#1207 - Hose Tower Speaker ...		485.00	-485.00	503,078.21
2/9/2022	6283	Employee Benefits Corporation	2022 Feb Benefits Card Fee		136.50	-136.50	502,941.71
2/9/2022	6284	GIS Benefits	2022 Feb Met Law		43.50	-43.50	502,898.21
2/9/2022	6285	Golf Mill Ford	#852279 - Oil Change Ford ...		59.95	-59.95	502,838.26
2/9/2022	6286	Home Depot Credit Services	6035322501025740		181.60	-181.60	502,656.66
2/9/2022	6287	Illinois American Water Co.	09-0056909-6		29.52	-29.52	502,627.14
2/9/2022	6288	Illinois Public Risk Fund	#74976 -2022 March Workers'...		14,178.00	-14,178.00	488,449.14
2/9/2022	6289	Illinois Tollway	2021 Qtr 4 Tolls		238.55	-238.55	488,210.59
2/9/2022	6290	Konica Minolta	#450-0040513-000 (2022 Fe...		170.75	-170.75	488,039.84
2/9/2022	6291	Mabas Division III	2022 MABAS 3 Dues		5,000.00	-5,000.00	483,039.84
2/9/2022	6292	Met Life Vision	2022 Feb Vision		334.49	-334.49	482,705.35
2/9/2022	6293	Michael Fox	2021 Dec Pro-rated Health Ins...		241.91	-241.91	482,463.44
2/9/2022	6294	Nicor Gas	25-87-75-000 6		1,249.59	-1,249.59	481,213.85
2/9/2022	6295	North Shore Computer Servi...	#1152201 - Trustee Rutzen ...		150.00	-150.00	481,063.85
2/9/2022	6296	Ottosen, Dinolfo, Hasenbalg ...			2,911.86	-2,911.86	478,151.99
2/9/2022	6297	Petty Cash	2020 Qtr 3&4 - FY 2021 Petty ...		264.69	-264.69	477,887.30
2/9/2022	6298	Praxair/Gas Tech	FH718		559.68	-559.68	477,327.62
2/9/2022	6299	Principal Dental	Acct#1133159-10001 - 2022 F...		3,520.68	-3,520.68	473,806.94
2/9/2022	6300	Promos 911, inc.	#9908 - Public Education Sup...		458.73	-458.73	473,348.21
2/9/2022	6301	Regional Emergency Dispatc...	2022 Feb Dispatch Services		37,030.00	-37,030.00	436,318.21
2/9/2022	6302	Standard Insurance Compan...	Policy Number: 167152-0012 /...		545.98	-545.98	435,772.23
2/9/2022	6303	WEX Bank	(#0496-00-484993-1) 2022 J...		1,718.70	-1,718.70	434,053.53

**North Maine FPD
Treasurer's Report
February 28, 2022**

Accrual Basis

Date	Num	Name	Memo	Debit	Credit	Amount	Balance
2/9/2022	6304	WIRFS Industries Inc.			10,528.23	-10,528.23	423,525.30
2/4/2022	02...		12873 EE AFLAC Contrib 202...		888.40	-888.40	422,636.90
2/4/2022	02...		12874 EE Wage Garnish 202...		752.31	-752.31	421,884.59
2/4/2022	02...		12875 EE Wage Garnish 202...		1,437.23	-1,437.23	420,447.36
2/4/2022	02...		12876 EE Wage Garnish 202...		363.80	-363.80	420,083.56
2/4/2022	02...		12877 EE Health Ins Reim 20...		2,138.17	-2,138.17	417,945.39
2/4/2022	02...		12880 EE ICMA Contrib 2022 ...		6,085.04	-6,085.04	411,860.35
2/4/2022	02...		Remaining Balance 2022 Feb ...		86,175.69	-86,175.69	325,684.66
2/4/2022	02...		Pension 2022 Feb 4th Payroll		8,554.50	-8,554.50	317,130.16
2/18/2022	02...		12907 AFLAC EE Contrib 20...		888.40	-888.40	316,241.76
2/18/2022	02...		12908 EE Wage Garnish 202...		1,437.27	-1,437.27	314,804.49
2/18/2022	02...		12909 EE Wage Garnish 202...		363.80	-363.80	314,440.69
2/18/2022	02...		12910 EE Health Ins Contrib ...		2,138.17	-2,138.17	312,302.52
2/18/2022	02...		12913 EE ICMA Contrib 2022...		6,410.94	-6,410.94	305,891.58
2/18/2022	02...		Remaining Balance 2022 Feb ...		81,383.75	-81,383.75	224,507.83
2/18/2022	02...		Pension 2022 Feb 18th Payroll		8,711.71	-8,711.71	215,796.12
2/28/2022	02...		2022 Feb US Bank Fees		89.95	-89.95	215,706.17
2/4/2022	03...		12939 AFLAC EE Contrib 202...		888.40	-888.40	214,817.77
2/4/2022	03...		12940 EE Wage Garnish 202...		1,437.23	-1,437.23	213,380.54
2/4/2022	03...		12941 EE Wage Garnish 202...		363.80	-363.80	213,016.74
2/4/2022	03...		12942 EE Health Ins Contrib 2...		2,138.17	-2,138.17	210,878.57
2/4/2022	03...		12945 EE ICMA Contrib 2022 ...		6,108.77	-6,108.77	204,769.80
2/4/2022	03...		Remaining Balance 2022 Mar...		81,927.49	-81,927.49	122,842.31
2/4/2022	03...		Pension Contrib 2022 March 4...		8,625.65	-8,625.65	114,216.66
Total 1126 · US Bank Checking				382,011.35	471,868.79	-89,857.44	114,216.66
1127 · US Bank Employee Benefits							18,224.98
2/11/2022			2022 Funds Transfer to Benefits	9,500.00		9,500.00	27,724.98
2/28/2022			2022 Feb EBC Deposit	2,288.31		2,288.31	30,013.29
2/28/2022	EB...	Employee Benefits Corporation	2021 Aug EBC Benny Card D...		11,453.99	-11,453.99	18,559.30
Total 1127 · US Bank Employee Benefits				11,788.31	11,453.99	334.32	18,559.30
Total 1100 · USBANK				909,880.24	884,184.92	25,695.32	3,759,290.43
TOTAL				909,880.24	884,184.92	25,695.32	3,759,290.43

**North Maine FPD
Disbursements
March 9, 2022**

CHECKS

Check #'s 6305-6341

\$121,836.70

TOTAL CHECKS

\$121,836.70

PAYROLLS

February 4, 2022
February 18, 2022

\$101,334.04

\$101,489.51

TOTAL PAYROLLS

\$202,823.55

TOTAL DISBURSEMENTS

\$324,660.25

9:07 AM

03/09/22

Cash Basis

**North Maine FPD
DISBURSEMENTS
March 9, 2022**

	<u>Mar 9, 22</u>
A.C. Buehler	-1,330.00
Advocate Occupational Health	-4,583.90
Air One Equipment, Inc.	-265.00
Albert Collins	-175.00
Aqua Illinois, Inc.	-256.09
Bio-Tron, Inc.	-300.00
Blue Cross Blue Shield of Illinois	-44,731.83
Business Card	-3,435.01
Call One	-933.11
Comcast Cable # 8771 10 131 0418864	-75.95
ComCast Internet # 8771 10 131 0126822	-98.45
Commonwealth Edison Co	-1,172.52
Cozzini Bros	-40.00
Daily Herald	-599.00
Dat-Tel	-720.00
Door Systems	-176.07
Employee Benefits Corporation	-115.50
Flood Brothers Disposal	-135.86
GIS Benefits	-43.50
Go To Communications	-371.19
Grainger	-33.50
Home Depot Credit Services	-41.74
Illinois American Water Co.	-50.24
Illinois Public Risk Fund	-19,987.00
Konica Minolta	-170.75
Lauterbach and Amen, LLP	-345.00
LogMeln Communications, Inc.	-213.99
McNeil & Company	-10,863.00
Met Life Vision	-365.79
Nicor Gas	-1,485.70
Norb & Sons Electric	-150.00
Praxair/Gas Tech	-180.26
Principal Dental	-3,520.68
Regional Emergency Dispatch Center	-21,949.00
Standard Insurance Company Life	-545.98
Thomas Usher	-175.00
WEX Bank	-2,201.09
TOTAL	<u>-121,836.70</u>