

**MINUTES OF THE REGULARLY SCHEDULED MEETING
OF THE BOARD OF TRUSTEES
NORWOOD PARK FIRE PROTECTION DISTRICT**

The Board of Trustees of the Norwood Park Fire Protection District, Cook County, Illinois convened at the regular meeting place of said Board on the 11th day of October 2018 at 7:30 P.M. at 7447 W. Lawrence Ave., Harwood Heights, Illinois.

The meeting was called to order and upon roll call the following named members answered present:

Roll Call: Trustee Skyba; absent, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; absent,
Trustee Avino; yes, Trustee Cichon; yes,
Trustee Rybak; yes, Fire Chief/Administrator Vavra; yes,
Attorney Flaherty; yes.

Motion by Trustee Avino and seconded by Trustee Cichon to appoint Trustee Rybak as Acting Secretary for this meeting.

Roll Call: Trustee Skyba; absent, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; absent,
Trustee Avino; yes, Trustee Cichon; yes
Trustee Rybak; yes.

AYES: 5 NAY: 0 ABSENT: 2 MOTION CARRIED

Motion by Trustee Romano and seconded by Trustee Rybak to permit Trustee Skyba to attend the meeting electronically.

Roll Call: Trustee Skyba; absent, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; absent,
Trustee Avino; yes, Trustee Cichon; yes
Trustee Rybak; yes.

AYES: 6 NAY: 0 ABSENT: 1 MOTION CARRIED

Trustee Skyba joined the meeting via phone at 7:33pm

The pledge was said at the start of the meeting.

COMMUNICATION WITH THE AUDIENCE (Public Participation)

A motion was made by Trustee Cichon and seconded by Trustee Romano to suspend the rules to permit visitors to be recognized. The Board retains the right to refuse to recognize any individual if they feel their comments are not relevant or to "put them off", if they exceed their time allotment. After all have had an opportunity to address the Board, the President moves the rules be reinstated, and the Board will proceed with meeting.

AYES: 6 NAY: 0 ABSENT: 1 MOTION CARRIED

Commander Stanley Grygiel spoke about the mandatory retirement age being 63 and asked for the board to consider it being changed to 65.

Deputy Chief David Blondell clarified the confusion there seems to be with the Fire Prevention Bureau. He explained that the Bureau is dedicated to data entry to move forward with Brycer and that the program needs to be set up before inspections can be performed. Deputy Chief assured the board that all inspectable occupancies have been surveyed. If there are any questions or concerns to please contact the Deputy Chief directly.

William Hinks from Local Union 281 presented the Fire District, on behalf of the Illinois Fire Sprinkler Coalition, with a certificate for preserving progressive residential fire sprinkler codes for single family homes.

Swearing in of Commissioner Nick Fabian

Recess at 7:51pm

Return from Recess at 8:04pm

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; absent,
Trustee Avino; yes, Trustee Cichon; yes,
Trustee Rybak; yes, Fire Chief/Administrator Vavra; yes,
Attorney Flaherty; yes.

Motion by Trustee Martell and seconded by Trustee Avino to approve the Regularly Scheduled Meeting Minutes held on September 10th, 2018.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; absent,
Trustee Avino; yes, Trustee Cichon; yes
Trustee Rybak; yes.

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Rybak and seconded by Trustee Romano to approve the Special Meeting Minutes held on September 16th, 2018.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; absent,
Trustee Avino; yes, Trustee Cichon; yes
Trustee Rybak; yes.

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Romano and seconded by Trustee Martell to approve and keep closed the minutes of the Closed Session meeting held on September 10th, 2018.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; absent,
Trustee Avino; yes, Trustee Cichon; yes
Trustee Rybak; yes.

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Martell to approve and keep closed the minutes of the Closed Session meeting held on September 16th, 2018.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; absent,
Trustee Avino; yes, Trustee Cichon; yes
Trustee Rybak; yes.

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Romano and seconded by Trustee Avino to approve payment of all current disbursements in the amount of \$380,446.35.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; absent,
Trustee Avino; yes, Trustee Cichon; yes
Trustee Rybak; yes.

AYES: 6 NAY: 0 MOTION CARRIED

TREASURER'S REPORT

Schedule of Assets
(Arising from Cash Transactions)
September 30th, 2018

Assets

Checking and money market accounts (interest rate- APY):

Byline Bank checking #4303503 (0.046%)	95,891.19
Byline Bank money market #4303498	740,246.06
Byline Bank ambulance billing money market #4304492 (0.295%)	766,905.45
Byline Bank-Medical #1003102	5,570.22
Byline Bank- FSA #9990034868	<u>2,867.60</u>
Total checking and money market accounts	<u>\$1,611,480.52</u>

Certificates of deposit (interest rate and maturity):

Belmont Bank (3.00%, 02/10/21)	649,424.84
Belmont Bank (2.30% 08/05/19)	130,163.41

Belmont Bank (2.35% 06/23/19)	442,623.56
Belmont Bank (3.00% 01/21/21)	540,552.17
Belmont Bank (2.30% 07/19/19)	<u>381,913.81</u>
Total certificates of deposit	<u>\$2,144,667.79</u>
Total checking, money market and certificates of deposit	<u>\$3,756,158.31</u>

Motion by Trustee Rybak and seconded by Trustee Cichon to approve the Treasurer's report as presented from the Financial Statement for September 2018.

Trustee Romano states that we did not receive any property tax money and ambulance revenue was lower than usual this month. Happy to see expenses were below \$400,000 this month.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; absent,
Trustee Avino; yes, Trustee Cichon; yes,
Trustee Rybak; yes.

AYES: 6 NAY: 0 MOTION CARRIED

Chiefs' Report:

Chief Vavra stated that his report was given to all trustees.

He has a couple of things to discuss in Closed Session.

Call volume is up 7% from last year.

We are moving forward with capital projects.

The floor will be completed in November and radios will be in shortly.

Chief explained First Net prioritized system by AT&T. Firefighters receive priority. There is also mobile hotspots. Discussion.

We had 2 PSI paramedics leave to go work in Memphis, Tennessee. We wish them well.

Motion by Trustee Martell seconded by Trustee Avino to approve the Chief's report for September 2018.

AYES: 7 NAY: 0 MOTION CARRIED

President's Report: Trustee Martell has nothing to report.

Committee Reports:

Finance & Information Technology Committee- Trustee Romano stated we met last week. We discussed the Levy, Audit, the finance of capital projects. The actuarial assumption increased.

Building and Equipment Committee- Trustee Cichon stated they will be opening the bids today.

Policy Committee- Trustee Kolaski stated they are working on job descriptions.

Strategic Planning Committee- Trustee Martell stated he needs to see when Trustee Romano and Trustee Skyba will be available to meet.

Human Capital Committee- Trustee Rybak stated they are moving forward with MIH. Meeting with Dr. Hassard and PSI and working on grants. We hope for a March start date.

Community Relations Committee-Trustee Avino stated the newsletter is out. The safety signs are in and we are going to holdoff until spring to put them out. Discussion.

Fire Commissioner & Pension Board Governance & Oversight Committee- Trustee Skyba stated they had a meeting and discussed the promotional exam. Trustee Skyba and Commissioner Fabian will be attending the conference in November. The Commissioner's Rules and Regulations need to be added to the District's Policy Book.

Attorney Report- Attorney Flaherty stated he had nothing, but some items in Closed Session.

Old Business:

Opening of sealed bid for Building Tuckpointing:

Berglund	\$120,000
Olson	\$74,600

Trustee Skyba's phone disconnected at 8:32pm

Motion by Trustee Cichon and seconded by Trustee Avino to table action on the bids for a determination by staff and/or consultant as to the compliance with specifications.

Roll Call: Trustee Skyba; absent, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; absent,
Trustee Avino; yes, Trustee Cichon; yes,
Trustee Rybak; yes.

AYES: 5 NAY: 0

MOTION CARRIED

Opening of sealed bid s for Furnace/AC replacement:

Continental Construction	\$29,000 HVAC \$84,000 Tuckpointing
Mayaire	\$25,200 & \$700 allowance for roof
Amber Mechanical	\$52,800

Motion by Trustee Rybak and seconded by Trustee Cichon to table action on the bids for a determination by staff and/or consultant as to the compliance with specifications.

Roll Call: Trustee Skyba; absent, Trustee Martell; yes,

Trustee Romano; yes, Trustee Kolaski; absent,
Trustee Avino; yes, Trustee Cichon; yes,
Trustee Rybak; yes.

AYES: 5 NAY: 0

MOTION CARRIED

New Business

Motion by Trustee Martell and seconded by Trustee Romano to approve the contract with Administrative Consulting Specialists, for a period of one year from the date of execution, for grant writing services at a cost of \$10,000.

Trustee Rybak asked if we received \$10,000 worth of grants, the Chief stated we did.
Trustee Avino asked for a list of all grants received.

Roll Call: Trustee Skyba; absent, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; absent,
Trustee Avino; yes, Trustee Cichon; yes,
Trustee Rybak; yes.

AYES: 5 NAY: 0

MOTION CARRIED

Motion by Trustee Romano and seconded by Trustee Avino to approve AT&T FirstNet unlimited Smartphone Plan and unlimited Data Connect Plan at monthly cost of \$610.31, included is of 11 phones and 8 Netgear Nighthawk hotspots.

Chief explained that there would be 10 surface pros and all vehicle phones will be switching to AT&T as well.

Roll Call: Trustee Skyba; absent, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; absent,
Trustee Avino; yes, Trustee Cichon; yes,
Trustee Rybak; yes.

AYES: 5 NAY: 0

MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Romano to approve the 2013-2015 PTAB Settlement with Harlem-Irving Target in the amount of \$14,874.00.
This was discussed in the Finance Committee.

Roll Call: Trustee Skyba; absent, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; absent,
Trustee Avino; yes, Trustee Cichon; yes,
Trustee Rybak; yes.

AYES: 5 NAY: 0

MOTION CARRIED

Motion by Trustee Rybak and seconded by Trustee Cichon to approve the purchase of 17 lengths of fire hose from Tactical Fire Equipment at a cost of \$4,153.39.

This makes all equipment complete as well as a full compliment in reserves. The old surplus will go to IFCA.

Roll Call: Trustee Skyba; absent, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; absent,
Trustee Avino; yes, Trustee Cichon; yes,
Trustee Rybak; yes.

AYES: 5 NAY: 0 MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Skyba to ratify the payment to Alert-All in the amount of \$1,152.00 for open house goodie bags.

Roll Call: Trustee Skyba; absent, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; absent,
Trustee Avino; yes, Trustee Cichon; yes,
Trustee Rybak; yes.

AYES: 5 NAY: 0 MOTION CARRIED

Motion by Trustee Cichon and seconded by Trustee Romano to ratify the payment to A-1 Professional Automotive in the amount of \$1,046.06 for new brakes, rotors and oil change to ambulance 107.

Roll Call: Trustee Skyba; absent, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; absent,
Trustee Avino; yes, Trustee Cichon; yes,
Trustee Rybak; yes.

AYES: 5 NAY: 0 MOTION CARRIED

Motion by Trustee Cichon and seconded by Trustee Romano to ratify the payment to Chicago Tribune in the amount of \$1,634.76 for the publication of the bid advertisement and tentative budget notice.

Roll Call: Trustee Skyba; absent, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; absent,
Trustee Avino; yes, Trustee Cichon; yes,
Trustee Rybak; yes.

AYES: 5 NAY: 0 MOTION CARRIED

Motion by Trustee Cichon and seconded by Trustee Rybak to ratify the payment to Diversified Inspections in the amount of \$1,412.70 for ladder testing.

Roll Call: Trustee Skyba; absent, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; absent,
Trustee Avino; yes, Trustee Cichon; yes,
Trustee Rybak; yes.

AYES: 5 NAY: 0 MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Romano to ratify the payment to Truck Alignment Specialists in the amount of \$1,300.57 for 2 tires and front-end alignment on ambulance 107.

Roll Call: Trustee Skyba; absent, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; absent,
Trustee Avino; yes, Trustee Cichon; yes,
Trustee Rybak; yes.

AYES: 5 NAY: 0 MOTION CARRIED

Motion by Trustee Rybak and seconded by Trustee Romano to go into Closed Session Pursuant to Section (2)(c)(1) of the Open Meetings Act (to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body; and/or section (2)(c)(11) of the Act (pending, probable or imminent litigation); and Section (2)(c)(3) Discipline, Performance or Removal of Occupant of Public Office.

Trustee Martell stated this is the first time this has ever happened.

Roll Call: Trustee Skyba; absent, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; absent,
Trustee Avino; yes, Trustee Cichon; yes,
Trustee Rybak; yes.

AYES: 5 NAY: 0 MOTION CARRIED

Went in Closed Session at 8:53 PM

Trustee Kolaski arrive in Closed Session at 9:58pm

Returned from Closed Session at 10:24 PM, no decision made, no votes taken.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; yes,
Trustee Avino; yes, Trustee Cichon; yes,
Trustee Rybak; yes, Fire Chief/Administrator Vavra; yes,
Attorney Flaherty; yes.

Motion by Trustee Avino and seconded by Trustee Martell to appoint Nick Fabian as Fire Commissioner of the Norwood Park Fire Protection District for the term ending May 31, 2020.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; yes,
Trustee Avino; yes, Trustee Cichon; yes,
Trustee Rybak; yes.

AYES: 7 NAY: 0 MOTION CARRIED

Motion to pass and approve Ordinance #18-4, an Ordinance amending Trustee Compensation for the Norwood Park Fire Protection District Board of Trustees.

No action taken at this time.

Motion to pass and approve Ordinance #18-5, an Ordinance amending Compensation for the Norwood Park Fire Protection District Board of Fire Commissioners.

Motion by Trustee Avino and seconded by Trustee Romano to approve Resolution #18-6, Censuring Trustee Skyba.

Trustee Avino states that they will make sure the proper authorities are notified. Trustee Skyba would like to have the Resolution read since he cannot see it. Trustee Martell read the Resolution.

Roll Call: Trustee Skyba; abstain, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; yes,
Trustee Avino; yes, Trustee Cichon; yes,
Trustee Rybak; yes.

AYES: 6 NAY: 0 ABSTAIN: 1 MOTION CARRIED

Motion by Trustee Rybak and seconded by Trustee Cichon to adjourn the meeting.

AYES: 7 NAY: 0 MOTION CARRIED

Meeting adjourned at 10:33 P.M.

Andrew Skyba
Secretary

Robert Martell
President