

**MINUTES OF THE REGULAR 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 12th day of September, 2016 at 7:37 P.M. at 7447 W. Lawrence Avenue, Harwood Heights, Illinois, 60706.

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 Jarosz; absent, Trustee Strempek; yes,

 Trustee Lympelopulos; yes, Trustee Romano; yes,

 Trustee Kolaski; yes, Chief Stenson; yes.

The pledge was said at the start of the meeting.

Motion by Trustee Lympelopulos and seconded by Trustee Kolaski to appoint Trustee Strempek as acting Secretary.

AYES: 5 NAY: 0

MOTION CARRIED

COMMUNICATION WITH AUDIENCE (Public Participation)

A motion was made by Trustee Martell and seconded by Trustee Kolaski 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: 5 NAY: 0

MOTION CARRIED

Motion by Trustee Romano and seconded by Trustee Strempek to approve the payment of all current disbursements in the amount of \$399,259.10.

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

 Trustee Jarosz; absent, Trustee Strempek; yes,

Trustee Lympelopulos; yes, Trustee Kolaski; yes,
Trustee Romano; yes.

AYES: 5 NAY: 0

MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Martell to approve the minutes of the Regular Session meeting held on August 8th, 2016.

Roll Call: Trustee Skyba; absent, Trustee Martell; yes,
Trustee Jarosz; absent, Trustee Strempek; yes,
Trustee Lympelopulos; yes, Trustee Romano; yes,
Trustee Kolaski; yes.

AYES: 5 NAY: 0

MOTION CARRIED

TREASURER'S REPORT

Schedule of Assets
(Arising from Cash Transactions)
August 31st, 2016

Assets

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

Plaza Bank checking #4303503 (0.046%)	7,720.09
Plaza Bank money market #4303498 (0.295%)	1,682,841.13
Plaza Bank ambulance billing money market #4304492 (0.295%)	587,040.56
Plaza Bank-Medical #1003102	<u>440.74</u>
Total checking and money market accounts	<u>\$2,278,042.52</u>

Certificates of deposit (interest rate and maturity):

Byline Bank (1.00%, 03/02/17)	632,684.73
Belmont Bank and Trust (1.00% 08/23/16)	554,267.98
Belmont Bank (1.00% 08/05/18)	127,599.36
Byline Bank (1.00% 03/17/17)	429,509.66
Belmont Bank (1.00% 08/21/16)	529,904.01
Belmont Bank (1.00% 07/19/18)	<u>374,390.65</u>

Total certificates of deposit 2,548,356.39

Total checking, money market and certificates of deposit \$ 4,826,398.91

Motion by Trustee Martell seconded by Trustee Lympelopulos to approve the Treasurer's report as presented from the Financial Statement for August 2016.

Trustee Romano stated that a CD expired on August 23rd, 2016 we broke it up and \$350,000 will be in a short term CD (90 day) at .40% and the other \$204,000 will be going into a CD at a different bank, when we find the best rate. The \$204,000 CD will not be collateralized but will have FDIC insurance. Trustee Romano states it looks like we have a substantial amount of money with the cash on hand, but it is not free money, it is spoken for when tax money is not coming in it covers the accrued liabilities we have.

Roll Call: Trustee Skyba; absent, Trustee Jarosz; absent,
Trustee Lympelopulos; yes, Trustee Kolaski; yes
Trustee Martell; yes, Trustee Strempek; yes,
Trustee Romani; yes.

AYES: 5 NAY: 0

MOTION CARRIED

Chiefs Report:

The 75th anniversary was a huge success, thanks to everybody for helping, supporting and contributing to the celebration. I have had many people express their thanks for being included. I have passed around the budget for the 75th; we are very close to paying for the whole thing with donations. We are about \$2,000 over what we took in and we still might get more donations.

The roof is scheduled to start within the next couple of weeks. I have reached out to them for a schedule but I am still waiting. We have the Open House on October 8th and hopefully this won't interfere with the construction.

For the Open House on October 8th we are doing the same as usual but giving away 75th anniversary tee shirts. We will need to order 500 tee shirts along with the 100 we have left over from the party. We will be doing flu shots donated by Mary Field, popcorn, goody bags, hot dogs from Luke's, Taffy Apples hopefully from Byline Bank, Domino's pizza, and demonstrations. Hope all can make it and wear your 75th anniversary shirts.

Trustee Skyba arrived at 7:46pm

The audit should be close to completion. I talked with Justin on Friday and sent him the pension actuary he was waiting for. I will notify the finance committee when I receive the draft.

I talked with Gary Kosnoff our insurance broker. They just received our renewal and out of his 19 departments we are the only one with a decrease (1.5%). We will be meeting with him on September 22nd on the renewal. I told him we would like to go to a more traditional policy with a smaller deductible. He said if we change the policy at all we would need to go with an ACA policy. He will have some options of ACA policies at the meeting so we can compare. He has offered to come to a board meeting and discuss this with the board.

I have given everybody a copy of the pension actuary. This report is based off of the latest numbers as of June 30th, 2016. There is a big increase mainly due to the change in the mortality rate and the performance of the fund last year. There is an investment performance from 2007-2016 in the actuary report. There were some year's that were blank in the Sharpe report so we went back in the audits and filled in FYE 2014 and 2015, this is just for our review.

We have reached out to ADP, Paylocity and two others for payroll quotes and we reached out to 4 accountants for RFPs. The finance committee will meet with Lauterbach and Amen on Thursday to see if we can iron out any differences.

I would like to pass out a letter to the board on my notice of retirement effective January 31, 2017. Trustee Martell read Chief Stenson's letter of notice of retirement and thanked him for the many great years of service. Discussion.

Motion by Trustee Martell and seconded by Trustee Skyba to accept the Chiefs report for August 2016.

AYES: 6 NAY: 0

MOTION CARRIED

President Report: There have been a lot of meetings. The department did a great job with the 75th anniversary celebration. Trustee Martell is saddened but happy for the Chief announcing his retirement and that we will have to meet to decide what we are doing. Trustee Skyba commented that the services for the 9-11 ceremonies and how touching it was. Discussion.

Committee Reports:

Finance Committee: Trustee Romano stated they met on Tuesday and reviewed the budget and the adjustment that was made to the pension fund using the current projections. We used to get it one year in arrears but we now get a more current actuary. With people living longer there is an associated cost with that, so with the new mortality rate it has increased substantially. We need to focus on being fiscally responsible and look at how we can save money, for example the Paramedic contract and how we were able to save money. We will need to continue looking at all contracts. Trustee Martell asked if

funding the pension fund takes money away for the operating fund of the district. Trustee Romano replied that it absolutely does. Discussion on interest rates and the assumptions that the actuary uses for pension funds which cannot be met. Trustee Romano feels they are doing a good job but we need to buckle down.

We reviewed retiree health insurance costs and need to look at that in the future.

Trustee Romano stated the financial report can be misleading because this is not free money. When property tax stop coming in we still have roughly \$450,000 monthly expenses. We also must keep monies available to pay for vacation pay, sick pay, personnel related expenses, if equipment goes down, etc. That money is designated for something and we will be talking to Lauterbach and Amen regarding what happened last year and hope it doesn't happen again. This year we can't get our reports for the audit at the last minute and go down to the wire. We did have an RFP for accounting and Lauterbach and Amen did come in the lowest. The finance Committee does not want to be doing their work and they will tell them what is expected. They want it documented what the reserve in our financial statement is earmarked for. We don't want people to believe that we have a reserve and it is not set aside for anything. Things are not dire but we really need to watch with these pension projections. Trustee Martell stated that as a rule we would like to have over a million dollar in reserves for expenses which would cover about 2 ½ months, in personal standpoint it is suggested to have 3-6 months in reserve and we do not have that. Discussion on the budget. Trustee Martell stated this is the first year of a planned deficit budget. We need to start thinking outside the box.

Building and Equipment Committee- Trustee Lymperopulos stated that the roof project is proceeding.

Information Technology Committee – Trustee Strempek stated there is nothing to report.

Policy Committee- Trustee Skyba asked if everyone received their Rules and Regulations.

Strategic Planning Committee- Trustee Martell stated they will be starting very soon.

Human Capital Committee- Trustee Skyba stated there is nothing to report.

Community Relations Committee- Trustee Martell stated that Trustee Jarosz did a great job with the 75th anniversary. Chief stated that he worked very hard and donated a lot of stuff. Discussion on the gold/silver helmet and plaque that was given to the fire department from a Polish firefighter that came to visit. Commander Koszczuk was able to speak with him and show him around. This was his way of showing his appreciation.

Pension Fund- Trustee Romano stated there is a meeting next month which was delayed. They met in the middle of August and discussed the performance of the funds. The investments did not perform that great.

Old Business:

None.

New Business:

Motion by Trustee Strempek and seconded by Trustee Skyba to adopt and approve Ordinance #16-2, the Norwood Park Fire Protection District Budget and Appropriation for fiscal year 2016-2017.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Jarosz; absent, Trustee Strempek; yes,
Trustee Lympelopulos; yes, Trustee Romano; yes,
Trustee Kolaski; yes.

AYES: 6 NAY: 0

MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Romano to adopt and approve Ordinance #16-3, an Ordinance charging fees for services rendered to nonresident homes and businesses by the Norwood Park Fire Protection District.

Chief stated that they changed the law for when the equipment responds to an incident, the attorney reviewed the Ordinance and realized it was outdated, so we have an updated Ordinance on the agenda. Discussion.

Roll Call: Trustee Skyba; yes, Trustee Romano; yes,
Trustee Kolaski; yes, Trustee Lympelopulos; yes,
Trustee Strempek; yes, Trustee Martell; yes,
Trustee Jarosz; absent.

AYES: 6 NAY: 0

MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Lympelopulos to initiate the enforcement of employee health insurance contributions from pensioner Tim Dawidiuk retroactive to 09-01-16.

Chief explained the process which we are following per our attorney. The District's attorney has not heard from Dawidiuk's attorney all month.

Roll Call: Trustee Skyba; yes, Trustee Lympelopulos; yes,
Trustee Kolaski; yes, Trustee Romano; yes,
Trustee Strempek; yes, Trustee Martell; yes,
Trustee Jarosz; absent.

AYES: 6 NAY: 0

MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Kolaski to approve a (3) three year contract with Target Solutions for Online Training at the following costs:

Year one: \$4,856.70 (including a \$1,500 onetime set-up fee)

Year two: \$3,430.90

Year three: \$3,506.85

Total three-year cost of \$11,794.45

Trustee Martell stated this is the proposal that Deputy Chief Johnson brought to the board last meeting.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Kolaski; yes, Trustee Romano; yes,
Trustee Strempek; yes, Trustee Lympelopulos; yes,
Trustee Jarosz; absent.

AYES: 6 NAY: 0

MOTION CARRIED

Motion by Trustee Lympelopulos and seconded by Trustee Kolaski to approve the destruction of Closed Session audio tapes from September 2014 up to and including February 2015.

Discussion on this process and what this means.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Strempek; yes, Trustee Kolaski; yes,
Trustee Romano; yes, Trustee Lympelopulos; yes,
Trustee Jarosz; absent.

AYES: 6 NAY: 0

MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Romano to go into Closed Session to discuss minutes of closed sessions for purposes of approval or review for public disclosure (5 ILCS 120/2(c)(21)), The appointment, employment, compensation, discipline, performance, or dismissal of specific employee (5 ILCS 120/2(c)(1) and Litigation (5 ILCS 120/2(c)(11)).

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Strempek; yes, Trustee Kolaski; yes,
Trustee Romano; yes, Trustee Lympelopulos; yes,
Trustee Jarosz; absent.

AYES: 6 NAY: 0

MOTION CARRIED

Went into Closed Session at 8:28pm.

Returned from Closed Session at 9:23pm. No votes taken.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Jarosz; absent, Trustee Strempek; yes,
Trustee Lympelopulos; yes, Trustee Romano; yes,
Trustee Kolaski; yes, Chief Stenson; yes.

Motion by Trustee Skyba and seconded by Trustee Kolaski to keep Closed Session minutes from June 2005 up to July 2016 closed.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Strempek; yes, Trustee Kolaski; yes,
Trustee Romano; yes, Trustee Lympelopulos; yes,
Trustee Jarosz; absent.

AYES: 6 NAY: 0

MOTION CARRIED

Trustee Kolaski wanted to state that Palos Hills had a memorial for 9-11, he would like to give Deputy Chief Johnson thanks on the way that he displayed and had it designed to commemorate the steel.

Motion was made by Trustee Skyba and seconded by Trustee Lympelopulos to adjourn the meeting.

AYES: 6 NAY: 0

MOTION CARRIED

Meeting adjourned at 9:27 P.M.

Andrew Skyba
Secretary

Robert Martell
President