

**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 December, 2016 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; yes, Trustee Martell; yes,

 Trustee Jarosz; yes, Trustee Strempek; yes,

 Trustee Lympelopulos; yes, Trustee Romano; yes,

 Trustee Kolaski; yes, Chief Stenson; yes.

PLEDGE

The pledge was said at the start of the meeting

COMMUNICATION WITH THE AUDIENCE (Public Participation)

A motion was made by Trustee Skyba 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: 7 Nay:0 MOTION CARRIED

Award for 20 years of dedicated service was given to Chaplain Father Fred Tomzik

Recess at 7:40 and Return at 7:55

Motion by Trustee Skyba and seconded by Trustee Jarosz to approve payment of all current disbursements in the amount of \$560,701.92.

Treasurer Romano explained that the expenses were high due to a \$140,000 payment for the roof, otherwise it was a normal month.

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

AYES: 7 Nay: 0 MOTION CARRIED

Motion by Trustee Strempek and seconded by Trustee Kolaski to approve the minutes of the Rescheduled Regular meeting held on November 7th, 2016.

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

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Romano to approve the minutes of the Special meeting held on November 28th, 2016.

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

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Jarosz and seconded by Trustee Lympelopulos to approve the minutes of the Closed Session held on November 7th, 2016.

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

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Strempek and seconded by Trustee Martell to approve the minutes of the Closed Session held on November 28th, 2016.

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

AYES: 7 NAY: 0 MOTION CARRIED

TREASURER'S REPORT

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

Assets

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

Plaza Bank checking #4303503 (0.046%)	7,653.99
Plaza Bank money market #4303498 (0.295%)	267,126.90
Plaza Bank ambulance billing money market #4304492 (0.295%)	705,661.34
Plaza Bank-Medical #1003102	<u>429.74</u>
Total checking and money market accounts	<u>\$980,870.97</u>

Certificates of deposit (interest rate and maturity):

Byline Bank (1.00%, 03/02/17)	634,271.47
Belmont Bank and Trust (.40% 11/21/16)	350,365.35
Belmont Bank (1.00% 08/05/18)	127,919.69
Byline Bank (1.00% 03/17/17)	430,586.85
Belmont Bank (1.29%, 09/26/17)	204,267.98
Belmont Bank (1.00% 08/21/16)	531,234.32
Belmont Bank (1.00% 07/19/18)	<u>375,330.54</u>
Total certificates of deposit	<u>2,653,976.20</u>

Total checking, money market and certificates of deposit \$ 3,634,847.17

Motion by Trustee Skyba and seconded by Trustee Kolaski to approve the Treasurer’s report as presented from the Financial Statement for November 2016.

Chief Stenson explained that the ambulance revenue was low due to Medicare paper work but should pick up next month.

Trustee Martell talked about a cd that is coming due that will be deposited in the general fund for bills. He also talked about a cash flow statement.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Jarosz; yes, Trustee Strempek; yes,
Trustee Lyemperopulos; yes, Trustee Romano; yes,
Trustee Kolaski; yes

AYES: 7 NAY: 0 MOTION CARRIED

Chief's Report:

On the agenda is a motion to have our air packs and masks flow tested. We have had this equipment in the past and shared it with 5 other towns. The equipment does not work anymore and it is no longer cost effective. The equipment to replace is \$12,000 and we would need to have our guys recertified at \$1000 each. Some towns have dropped out of the group and the other towns are now sending their equipment out to be tested. The cost is around \$1,400 and that is the motion on the agenda. We would still share the fit testing equipment with the group, it is much newer and in good working condition.

The Christmas party was another success, we had over 100 people attend. The kids are getting bigger and eating a lot more. Santa did a great job and delivered presents for all the kids. Thanks to the board for supporting the party.

We are currently doing annual maintenance on all of our apparatus. The backup Engine is complete and our Truck went in today. Front line Engine will go in early January. The Aerial and ground ladders have all been tested.

We thought the whole roof was completed and our consultant wrote the contractor a letter with a huge punch list. He advised us not to make the final payment until the list is completed. The roofers were out here the next day completing the punch list, I will wait to hear from the consultant before we finish payment.

There is a motion on the agenda for the Liability insurance renewal. The figure on the motion is incorrect it should be \$34,376. This is because we had to change the guaranteed replacement value on our apparatus and raise the commercial crime limit to \$250,000 on a recommendation from our broker.

Motion by Trustee Skyba and seconded by Trustee Kolaski to accept the Chief's Report for November 2016 as presented.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Jarosz; yes, Trustee Strempek; yes,
Trustee Lymperopulos; yes, Trustee Romano; yes,
Trustee Kolaski; yes

AYES: 7 NAY: 0 MOTION CARRIED

President's Report: Trustee Martell wished all members a Merry Christmas and a Happy New Year. He also talked about changing our meeting date to accommodate our attorney. Discussion, it was decided that we would try and have representation the 3rd Monday of the month in March, June, September and December if they are available.

Committee Reports:

Finance Committee- Trustee Romano discussed the audit that went well with minor adjustments to the MD&A. The levy was completed and the pension portion increased significantly due to the most up to date numbers from our actuary and the increase in the mortality rate. Trustee Kolaski would like to thank the board members on the finance committee and asked if they could hold a class to share some of their knowledge.

Building and Equipment Committee- Nothing to report.

Information Technology Committee- Nothing at this time.

Policy Committee- Will discuss when the motion comes up for education for new employees.

Strategic Planning Committee- Will resume when the new Chief is appointed.

Human Capital Committee- Nothing at this time.

Community Relations Committee-Nothing at this time.

Pension Fund- The pension board had a meeting in October and Trustee Martell and Romano were not able to attend. Discussion on ongoing litigation, the next meeting is in January,

Old Business: Motion by Trustee Skyba and seconded by Trustee Kolaski to request the Commissioners to review an addition to the Board of Commissioner's Rules and Regulation regarding new hires to have a minimum education requirement of 60 hours of college credit or an Associate's Degree in a related field.

Discussion on the motion.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Jarosz; no, Trustee Strempek; yes,
Trustee Lympelopulos; no, Trustee Romano; yes,
Trustee Kolaski; yes

AYES: 5 NAY: 2

MOTION CARRIED

New Business:

Motion by Trustee Skyba and seconded by Trustee Strempek to pass and approve Ordinance #16-4, the Norwood Park Fire Protection District 2016 Tax Levy.

Discussion on the levy.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Jarosz; yes, Trustee Strempek; yes,

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

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Jarosz and seconded by Trustee Martell to pass and approve Ordinance #16-5, an Ordinance giving Cook County Clerk direction related to the 2016 Tax Levy.

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

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Romano to accept the audit for the 2016 fiscal year as presented by Knutte & Associates.

Trustee Martell explained that there was a \$31,000 deficit in the fund balance and a \$222,000 in depreciation. There was an increase in property tax due to new construction and our expenses were less because we eliminated the inspector's position.

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

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Strempek to approve the payout of elective sick time buyback to the following:

Stanley Grygiel 334 hours \$11,980.58
Ronald Schneider 144 hours \$4,246.20
Total elective sick time buyback \$16,226.78

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

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Jarosz to approve Air One Equipment to perform computer flow test on 22 air-packs and 30 masks at a total cost of \$1,494.00.

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

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Strempek and seconded by Trustee Romano to approve Paylocity to provide semi-monthly payroll services, quarterly and annual payroll tax returns including W2's to the Norwood Park Fire Protection District effective April 1, 2017 at a cost of \$370.00 per month plus fees. Trustee Romano and Martell explained the reasoning for the change.

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

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Romano and seconded by Trustee Jarosz to approve the Liability insurance renewal with Selective insurance group (property and casualty, auto and umbrella) and Travelers (commercial crime), effective January 1, 2017 through January 1, 2018 for an annual cost of \$34,376 prepared by Corkill insurance agency.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Jarosz; yes, Trustee Strempek; yes,
Trustee Lyemperopulos; yes, Trustee Romano; yes,
Trustee Kolaski; yes

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Romano and seconded by Trustee Strempek to approve the renewal for Workers Compensation through Illinois Public Risk Fund, effective January 1, 2017 through January 1, 2018, at an estimated cost of \$187,779 prepared by Corkill insurance agency.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Jarosz; yes, Trustee Strempek; yes,
Trustee Lyemperopulos; yes, Trustee Romano; yes,
Trustee Kolaski; yes

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Lyemperopulos to approve the Ambulance Billing Services bid packet to go out for bid among the pool of local companies

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Jarosz; yes, Trustee Strempek; yes,
Trustee Lyemperopulos; yes, Trustee Romano; yes,
Trustee Kolaski; yes

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Martell to designate Chief Kevin Stenson as the representative to sign the Unofficial Ballot, Official Ballot, Lottery Results (if needed) and any other papers required by the Cook County Clerk for the April 4, 2017 election in lieu of Trustee Secretary Andrew Skyba.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Jarosz; yes, Trustee Strempek; yes,
Trustee Lymeropulos; yes, Trustee Romano; yes,
Trustee Kolaski; yes

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Lymeropulos to go into Closed Session to discuss 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 Jarosz; yes, Trustee Strempek; yes,
Trustee Lymeropulos; yes, Trustee Romano; yes,
Trustee Kolaski; yes

AYES: 7 NAY: 0 MOTION CARRIED

Went into Closed Session 9:21.

Returned from Closed Session at 10:32

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Jarosz; yes, Trustee Strempek; yes,
Trustee Lymeropulos; yes, Trustee Romano; yes,
Trustee Kolaski; yes

AYES: 7 NAY: 0 MOTION CARRIED

Motion to adjourn the meeting.

Motion by Trustee Lymperopulos, 2nd by Trustee Romano
VOICE VOTE

AYES: 7 NAY:_0 MOTION CARRIED

Meeting adjourned at 1033 P.M.

Andrew Skyba
Secretary

Robert Martell
President