

**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 9<sup>th</sup> day of January, 2017 at 7:31 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.

Moment of silence in memory of past Mayor of Norridge Ron Oppedisano.

**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

Opening of Ambulance Billing Service Bids.

Andres Medical Billing- 4.95%  
Medical Reimbursement Services- 5% for the 1<sup>st</sup> year or 3 year at 5%, 6%, 6%  
Paramedic Services of Illinois- 3% for the 1<sup>st</sup> year or 3 year 3%, 3%, 3%  
Paramedic Billing Services- 4.9% for the 1<sup>st</sup> year or 3 year 4.9%, 4.9%, 4.9%

Trustee Martell stated that we normally table things; we have been using PSI for many years. Trustee Romano states that he recommends PSI for 3 years at 3% each year.

Motion by Trustee Romano and seconded by Trustee Strempek to award the Ambulance Billing Services to PSI at a cost of 3% for 3 years.

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

Mr. Robbins states that we have a great partnership and look forward to continuing it. Trustee Martell states that we were at 5% and now will be at 3%.

Motion by Trustee Skyba and seconded by Trustee Lympelopulos to approve payment of all current disbursements in the amount of \$438,841.53.

Trustee Romano states that the expenses were about average with the past few months.

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 Kolaski and seconded by Trustee Skyba to approve the minutes of the Regular meeting held on December 12<sup>th</sup>, 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 Kolaski and seconded by Trustee Martell to approve the minutes of the Closed Session meeting held on December 12<sup>th</sup>, 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)  
December 31<sup>st</sup>, 2016

Assets

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

Byline Bank checking #4303503 (0.046%)	7,974.11
Byline Bank money market #4303498 (0.295%)	161,079.57
Byline Bank ambulance billing money market #4304492 (0.295%)	487,984.87
Byline Bank-Medical #1003102	410.74
Byline Bank- FSA #9990034868	99.00
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)	635,844.90
Belmont Bank and Trust (.40% 11/21/16)	350,494.94
Belmont Bank (1.00% 08/05/18)	127,919.69
Byline Bank (1.00% 03/17/17)	431,655.00
Belmont Bank (1.29%, 09/26/17)	204,921.88
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>2,657,401.27</u>
 Total checking, money market and certificates of deposit	 <u>\$ 3,314,949.56</u>

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

Trustee Romano states that the short term CD will be deposited into the general fund. There was a healthy increase in ambulance billing. There is also another CD coming due in March. Trustee Martell stated that we will receive 55% of tax money in March.

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:**

The records destruction was supposed to be done in January but the paperwork is delayed. They received our request on November 22<sup>nd</sup> and they said it would be 8 weeks. We are entering our 8<sup>th</sup> week and they are not sure if the approval will be done soon. I wanted to finish this project before I left but that might not happen. Dan and Cyndi are well aware of what needs to be done and it will be completed as soon as we get permission.

On the agenda is a purchase for a large digital scanner requested by the Fire Prevention Bureau. This will allow us to get rid of more paper. We have a couple hundred sets of blue prints that we can get rid of once we scan them. Each scanner is very similar and the one we have on the agenda has a 2 year warranty. Leigh and Dan did the research and all prices were very similar so they chose the lowest one.

December 17<sup>th</sup>, we held a car seat check in our station with the State Police. It went well and they would like to have more events with us in the future. I think it’s great, we are one of the only departments in the area that performs the installations and checks and residents are very thankful.

We held a lottery for the upcoming election due to having 3 candidates for two spots. All three candidates were here and witnessed the lottery. The end result has Frank Avino in the first spot, Andy

Skyba in the second spot and Joanne Rybak in the third spot. Candidate Rybak's petitions have been challenged and we are waiting on the outcome from the electoral board.

We have been doing some cleaning and organization to the personnel files. We purchased new HR jackets and Deputy Chief updated all the personnel files.

During the holidays the waitresses at Blossom restaurant were having a dinner and supplying gifts to a needy family. Our men heard about it and we ended up finding another needy family and we supplied a dinner for them. Deputy Chief Johnson bought gifts for all 6 in the family. Some of the men donated money and the Association donated \$500 to support the event. The family was very thankful.

We had talked about moving some of our board meeting dates to accommodate our Attorney. On the agenda, we propose to have meetings on the second Monday of the month in January, March, April, June, July, Sept, Oct, and December. We would then hold meetings on the third Monday of the month in February, May, August and November. This is on the agenda for a vote.

The NIAFPD conference information is available; please let me know if you plan to attend. Discussion. All Trustees (except Trustee Strempek) will attend on Saturday.

I would like to thank the board for all the support they gave me in my 11 plus years as Chief. I believe we all strived to make this the best department in the area. This is a tough economic climate and we have always done the best for Norwood Park. It will be sad to leave and I will miss this place but I will always cherish each and every day of the last 31 years.

Trustee Martell stated that he is going to miss Kevin and this selection process has been difficult for his replacement, he thanks him for his years of service.

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

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

**President's Report:** Trustee Martell wants to wish everyone a Happy New Year and to thank Kevin for his 11 plus years. There is a lot going on in the next couple weeks. There is a special meeting on Wednesday. Testing was Friday at Eisenhower Library, one candidate dropped out right before it, there

were 8 in the process, and they are putting together books with all the information for Wednesday. The goal is to figure out who we want to interview. We will allow enough time to digest the information we receive.

**Committee Reports:**

Finance Committee- Trustee Romano states there is nothing to report at this time.

Building and Equipment Committee- Trustee Lymperopulos stated that there is a punch list from the roof; he asked Chief Stenson if they have been working on it. STI stated not to pay anything until everything is settled. Discussion.

Information Technology Committee-Trustee Strempek stated that there is a meeting tomorrow on the Consolidated Dispatch; it was brought up about Norwood Park. It sounds like they will take over Norwood Park dispatch for the next couple months and then possibly for the next year so they can figure out a cost based on calls. Discussion.

Policy Committee- Trustee Skyba stated he wants to thank Chief Stenson for everything. Chief states that they will have to meet with the Commissioners still to change their Rules and Regulations.

Strategic Planning Committee- Trustee Martell stated it will resume when the new Chief is appointed.

Human Capital Committee- Trustee Skyba stated there is nothing at this time. Trustee Martell stated that they need to develop our people.

Community Relations Committee-Trustee Jarosz stated that there is nothing at this time.

Pension Fund- Trustee Romano stated the next meeting is January 30<sup>th</sup>.

**Old Business:** none

**New Business:**

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

Stanley Grygiel 144 hours \$5,827.68

Larry Curran 144 hours \$4,713.12

Dan Davila 48 hours \$1,623.12

Stanley Koy 48 hours \$1,796.16

Matthew Mattio 87.33 hours \$2,918.32

Total mandatory sick time buyback \$16,878.40.

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 Martell to approve the payout of sick time, vacation time and personal days to retiring Chief Kevin Stenson; \$35,854.44 paid out on the February 1, 2017 payroll and \$30,000.00 banked for medical insurance premiums per the contract.

Total Vacation/Personal time	\$27,192.92
Total Sick Time	<u>\$38,661.52</u>
<b>Total Payout for all days</b>	<b>\$65,854.44</b>

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 the purchase of a WideTek 36CL Wide Format Scanner at a cost of \$4,989.00, including delivery and installation, from Gordon Reich.

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 Norwood Park Fire Protection District Board meeting dates for 2017 as follows:

January, March, April, June, July, September, October and December-the second Monday of the month. February, May, August and November- the third Monday of the month.

All meetings will be at 7:30pm and the third Monday of the month meetings will have Attorney Flaherty present.

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 Kolaski 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 Lympelopulos; yes, Trustee Romano; yes,

Trustee Kolaski; yes

AYES: 7 NAY: 0

MOTION CARRIED

Went into Closed Session 8:25.

Returned from Closed Session at 8:58, no decision made, no votes taken.

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 Kolaski to adjourn the meeting.

VOICE VOTE

AYES: 7 NAY: 0 MOTION CARRIED

Meeting adjourned at 8:59 P.M.

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Andrew Skyba  
Secretary

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Robert Martell  
President