

**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 June, 2017 at 7:33 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 Strempek; yes, Trustee Lyemperopulos; yes,

 Trustee Romano; yes, Trustee Kolaski; yes,

 Trustee *Vacant*, Fire Chief/Administrator Vavra; yes.

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 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 MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Strempek to approve the minutes of the Regular meeting held on May 15th, 2017.

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

 Trustee Strempek; yes, Trustee Lyemperopulos; yes,

 Trustee Romano; yes, Trustee Kolaski; yes

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Kolaski to approve and keep closed the minutes of the Closed Session meeting held on May 15th, 2017.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Lymperopulos and seconded by Trustee Romano to approve payment of all current disbursements in the amount of \$428,174.16.

Trustee Romano stated this was an average month for bills.

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

AYES: 6 NAY: 0 MOTION CARRIED

TREASURER'S REPORT

Schedule of Assets
(Arising from Cash Transactions)
May 31st, 2017

Assets

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

Byline Bank checking #4303503 (0.046%)	12,050.55
Byline Bank money market #4303498	861,544.15
Byline Bank ambulance billing money market #4304492 (0.295%)	576,382.23
Byline Bank-Medical #1003102	751.96
Byline Bank- FSA #9990034868	<u>3,160.71</u>
Total checking and money market accounts	<u>\$1,453,889.60</u>

Certificates of deposit (interest rate and maturity):

Belmont Bank (1.25%, 09/10/18)	637,404.90
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Belmont Bank (1.00% 08/05/18)	128,552.28
Belmont Bank (1.35% 06/23/18)	432,714.03
Belmont Bank (1.29%, 09/26/17)	205,570.67
Belmont Bank (1.00% 08/21/18)	533,861.37
Belmont Bank (1.00% 07/19/18)	<u>377,196.87</u>
Total certificates of deposit	<u>\$ 2,315,300.12</u>

Total checking, money market and certificates of deposit \$ 3,769,189.72

Motion by Trustee Skyba and seconded by Trustee Kolaski to approve the Treasurer’s report as presented from the Financial Statement for May 2017.

Trustee Romano stated that we have a CD due in September. Revenues are low before tax money being received. Ambulance billing was higher this month.

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

AYES: 6 NAY: 0 MOTION CARRIED

Trustee Martell explained the process of the old board approving old business prior to new board taking their seat.

Chiefs’ Report:

Chief Vavra included report in Trustee’s packet.

The dispatch proposals were received and will be opened tonight.

Looking into options for annual physicals for the firefighters, this will be paid for by grant money from IPRF.

Chief Vavra, Deputy Chief Johnson and Cyndi interviewed an intern. He is on the agenda for approval.

Chief Vavra and Deputy Chief Johnson will be attending a legislative breakfast tomorrow.

Firefighter David Sanchez was photographed for Illinois Fire Safety Alliance’s Fill the Boot.

We are coming to the end of celebrating our 75th Anniversary. Northlake Fire Protection District also is celebrating their 75th anniversary. We are preparing a resolution to become “brother fire districts”.

The equipment committee met and has on agenda proposal for the ambulance re-boxing.

Chief Vavra and Deputy Chief Johnson met with Triton College to start teaching an Associates program in the firehouse.

The call time of day is still following the trend of 70% of calls happen 7am- 7pm.

The ambulance and fire responses are down a little from the prior year.

Motion by Trustee Martell and seconded by Trustee Strempek to accept the Chiefs’ Report for May 2017 as presented.

AYES: 6 NAY: 0

MOTION CARRIED

President's Report: Trustee Martell stated that there was an article in Fire Call Magazine regarding public prohibited acts. There are certain standards for trustees and employees to be able to conduct business with the District. He proposes that if there is an exception allowed and we use a Trustee/Employee that we vote on it as a board of the whole.

For transparency, we will try to have meetings for everything during evening hours (for example the Commissioners’ meetings).

We are having the Commissioners add 60 semester hours to their handbook for entry level firefighters.

The intern is going to be working on a newsletter for the District.

On behalf of the Board, thank you Doug Strempek for your years of service, you will be missed. Congratulations to Frank Avino and Andy Skyba. Thank you Joanne Rybak for running, you did a good job.

Committee Reports:

Finance Committee- Trustee Romano stated they met a couple weeks ago regarding the upcoming fiscal year and tentative budget.

Building and Equipment Committee- Trustee Lymperopulos stated they will be looking into ambulance box refit. Chief Vavra to get proposals.

Information Technology Committee-Trustee Strempek stated the switch and firewall proposal is on the agenda. The cheapest price is no longer in stock. He will continue to assist with IT.

Policy Committee- Trustee Skyba stated they are addressing the 60 semester hours with the commissioners. He will be attending the upcoming conference in Peoria.

Strategic Planning Committee- Trustee Martell stated we will meet in July.

Human Capital Committee- Trustee Skyba stated there is nothing to report but believes the seminars will bring new ideas.

Community Relations Committee-Trustee Martell thanked Wayne Jarosz, he will be missed.

Pension Fund Committee- Trustee Romano stated the next meeting in in July.

Motion by Trustee Kolaski and seconded by Trustee Romano to adjourn sine die at 7:50PM

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

 Trustee Strempek; yes, Trustee Lymperopulos; yes,

 Trustee Romano; yes, Trustee Kolaski; yes

AYES: 6 NAY: 0 MOTION CARRIED

Swearing in of Frank Avino and Andrew Skyba.

Recognition of Douglass Strempek and Wayne Jarosz

Recess at 7:55PM

Return from Recess at 8:20PM

New Board Roll Call:

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

 Trustee Lymperopulos; yes, Trustee Romano; yes,

 Trustee Kolaski; yes, Trustee Avino; yes,

Trustee Vacant, Chief/Administrator Vavra; yes.

Old Business:

None

New Business:

Election of Officers:

Nominations for Secretary of the Board of Trustees:

Motion by Trustee Avino and seconded by Trustee Kolaski to elect Trustee Skyba as Secretary of the Norwood Park Fire Protection District Board of Trustees for a two year term.

Roll Call: Trustee Skyba; present, Trustee Martell; yes,
Trustee Lymeropoulos; yes, Trustee Romano; yes,
Trustee Kolaski; yes, Trustee Avino; yes.

AYES: 6 NAY: 0 MOTION CARRIED

Nominations for President of the Board of Trustees:

Motion by Trustee Kolaski and seconded by Trustee Skyba to elect Trustee Martell as President of the Norwood Park Fire Protection District Board of Trustees for a two year term.

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

AYES: 6 NAY: 0 MOTION CARRIED

Nominations for Treasurer of the Board of Trustees:

Motion by Trustee Skyba and seconded by Trustee Martell to elect Trustee Romano as Treasurer of the Norwood Park Fire Protection District Board of Trustees for a two year term.

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

Trustee Lympelopulos; yes, Trustee Romano; yes,

Trustee Kolaski; yes, Trustee Avino; yes.

AYES: 6 NAY: 0

MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Lympelopulos to adopt and approve Resolution #17-3, a Resolution confirming and declaring the election of District President Robert Martell, Secretary Andrew Skyba and Treasurer Leonard Romano for the two year term, commencing June 12, 2017.

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

Trustee Lympelopulos; yes, Trustee Romano; yes,

Trustee Kolaski; yes, Trustee Avino; yes.

AYES: 6 NAY: 0

MOTION CARRIED

Opening of the Public Safety Emergency Dispatch Services

Company	<u>Norcomm - Elmhurst</u>	<u>MCD- Harwood Hts.</u>	<u>RED Center-Northbrook</u>
Buy in	\$50,000	\$158,701 + 8.1% calls OR	N/A
1st year	\$85,000	\$91,800 (no buy in)	\$248,604
2nd year	\$86,700	\$93,636	6.38% annual costs
3rd year	\$88,434	\$95,509	N/A
<i>Optional 3 year extension</i>			
4th year	\$89,760		
5th year	\$91,104		
6th year	\$92,928		

Motion by Trustee Skyba and seconded by Trustee Kolaski to table action on the bids for a determination by staff and/or consultant as to the compliance of specifications.

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

Trustee Lympelopulos; yes, Trustee Romano; yes,

Trustee Kolaski; yes, Trustee Avino; yes.

AYES: 6 NAY: 0

MOTION CARRIED

Trustee Romano stated that it will be reviewed by staff and then sent to the Finance Committee.

Motion by Trustee Martell and seconded by Trustee Skyba to adopt and approve Ordinance #17-2, the Norwood Park Fire Protection District Tentative Budget and Appropriation for fiscal year 2017-2018.

Trustee Romano stated the Finance Committee met with the Chief and Deputy Chief to review. There is not much wiggle room. They increased the Pension Funding by \$300,000 and will continue to monitor. In order to cover the cost of the budget and increase in Pension Funding, we will be using approximately \$800,000 from our reserves.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Lympelopulos to approve Resolution #17-4, A Resolution for payments of Prevailing wages for the Norwood Park Fire Protection District, Cook County, Illinois.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Lympelopulos to approve the Request for Proposals for the remount of Ambulance's 106's Box.

Chief stated that Building and Equipment Committee met and reviewed the recommendation from the internal committee of Firemen/Paramedics. They agree that it is most practical to take box off and put on new chassis. Trustee Martell stated that we need to do a RFP which it will be over \$20,000. Proposals will be opened in July.

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

Trustee Lympelopulos; yes, Trustee Romano; yes,

Trustee Kolaski; yes, Trustee Avino; yes.

AYES: 6 NAY: 0

MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Lympelopulos to approve the purchase of a Switch and Firewall for a cost of \$5,066 from Sentinel Technologies.

Trustee Martell received 3 proposals; the lowest one is no longer available.

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

Trustee Lympelopulos; yes, Trustee Romano; yes,

Trustee Kolaski; yes, Trustee Avino; yes.

AYES: 6 NAY: 0

MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Romano to approve the transfer of the following:
Transfer \$3,000 from Corporate Sick Buyback to Corporate Association Dues & Subscriptions
Transfer \$2,000 from Ambulance Sick Buyback to Ambulance Association Dues and Subscriptions
Transfer \$5,000 from Corporate Building Additions & Improvements to Corporate Training and Meeting Expense
Transfer \$7,000 from Corporate Fire Truck Operating Expense to Corporate Training and Meeting Expense
Transfer \$4,000 from Ambulance Sick Buyback to Ambulance Training and Meeting
Transfer \$4,000 from Corporate Sick Buyback to Corporate Grant Writer
Transfer \$4,000 from Ambulance Fire Truck Operating Expense to Ambulance Grant Writer
Transfer \$400 from Corporate Board of Fire Commissioner to Corporate Foreign Fire Insurance

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

Trustee Lympelopulos; yes, Trustee Romano; yes,

Trustee Kolaski; yes, Trustee Avino; yes.

AYES: 6 NAY: 0

MOTION CARRIED

Addendum

Motion by Trustee Lympelopulos and seconded by Trustee Kolaski to approve the payment of \$2,293.16 to Cummins for the oil leak repair.

Chief explained that our warranty expired 5 days prior.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Lympelopulos to approve the purchase of a seat replacement in Truck 104 to Global in the amount of \$1,538.90

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Lympelopulos to approve the repair of RPZ valve by LRT at a cost of \$1,350.00.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Skyba and seconded Trustee Lympelopulos to approve the payment of MABAS dues for 2017 at a cost of \$6,000.

Chief explained what MABAS does and how it also includes special operations.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Romano to approve the payment of \$4,104 to Norcomm for a MABAS communication service fee.

Chief explained that Norcomm does the communication for MABAS if there are box alarms, etc.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Lympelopulos to approve \$11,845 to be paid for physicals to Health Endeavors for firefighters. Fund will be drawn from grant from the Illinois Public Risk Fund.

Chief explained that it is in the CBA to do this. 50% of firefighter's die of heart disease/stroke and this will be use to minimize this risk. There were 3 quotes received. The District will only receive notice of "fit for duty" or "not fit to duty", all personal medical information will not be available to District, but could be requested by physician 24/7/365 if someone is injured while on duty.

Health Endeavors brings a "bus" to the station to perform the exams.

The purpose is not to try and get rid of an employee, but to make sure they live. The doctor will put together a plan if someone can do the job, but needs to do something to get healthier. Discussion.

Motion by Trustee Kolaski and seconded by Trustee Avino 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 5 ILCS 120/2(c)(3) Selection of a person to fill a public office.

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

AYES: 6 NAY: 0 MOTION CARRIED

Trustee Martell states that they will interview an individual for the Pension Board, then the Intern and finally the individuals interested in filing the trustee vacancy.

Went into Closed Session at 9:15pm

Returned from Closed Session at June 13, 2017 at 12:06 A.M., no decision made, no votes taken.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Lympelopulos; yes, Trustee Romano; yes,
Trustee Kolaski; yes, Trustee Avino; yes,
Fire Chief/Administrator Vavra; yes,

Motion by Trustee Kolaski and seconded to Trustee Lympelopulos to table the approval of Deputy Chief contract with Daniel Johnson until the July meeting.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Lympelopulos to table Resolution #17-5, A Resolution relating to the terms of employment for the position of Administrative Assistant to the Chief of the Fire Department.

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

Trustee Lympelopulos; yes, Trustee Romano; yes,

Trustee Kolaski; yes, Trustee Avino; yes.

AYES: 6 NAY: 0

MOTION CARRIED

Motion by Trustee Kolaski and Trustee Avino to approve the internship of Justin Dyra from Dominican University, with a \$1,200 scholarship upon completion.

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

Trustee Lympelopulos; yes, Trustee Romano; yes,

Trustee Kolaski; yes, Trustee Avino; yes.

AYES: 6 NAY: 0

MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Skyba to appoint Andrew Cichon to fill the vacancy on the Board of Trustees until such time as his successor is duly elected and qualified (to be sworn in at July meeting).

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

Trustee Lympelopulos; yes, Trustee Romano; yes,

Trustee Kolaski; yes, Trustee Avino; yes.

AYES: 6 NAY: 0

MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Lympelopulos to adjourn the meeting.

VOICE VOTE

AYES: 6 NAY: 0

MOTION CARRIED

Meeting adjourned at June 13, 2017 at 12:10 A.M.

Andrew Skyba
Secretary

Robert Martell
President