

**MINUTES OF THE RESCHEDULED 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 18th day of September, 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 Romano; yes, Trustee Kolaski; yes,
Trustee Avino; yes, Trustee Cichon; yes,
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 Martell and seconded by Trustee Avino 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 Cichon to approve the minutes of the Regular meeting held on August 21st, 2017.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Romano to approve and keep closed the minutes of the Closed Session meeting held on August 21st, 2017.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Romano to approve the minutes of the Special meeting held on August 28th, 2017.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Avino to approve and keep closed the minutes of the Closed Session meeting held on August 28th, 2017.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Romano and seconded by Trustee Martell to approve payment of all current disbursements in the amount of \$468,439.85.

Trustee Romano stated that it was higher than normal due to the two payouts of employees. Chief explained some of the higher bills that were paid.

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

AYES: 6 NAY: 0 MOTION CARRIED

TREASURER'S REPORT

Schedule of Assets
(Arising from Cash Transactions)
August 31th, 2017

Assets

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

Byline Bank checking #4303503 (0.046%)	12,626.71
Byline Bank money market #4303498	1,196,597.87
Byline Bank ambulance billing money market #4304492 (0.295%)	739,625.62
Byline Bank-Medical #1003102	3,467.31

Byline Bank- FSA #9990034868	2,349.15
Total checking and money market accounts	<u>\$1,954,666.66</u>
<u>Certificates of deposit (interest rate and maturity):</u>	
Belmont Bank (1.25%, 09/10/18)	639,403.52
Belmont Bank (1.00% 08/05/18)	128,875.01
Belmont Bank (1.35% 06/23/18)	434,178.81
Belmont Bank (1.29%, 09/26/17)	206,235.98
Belmont Bank (1.00% 08/21/18)	535,201.61
Belmont Bank (1.00% 07/19/18)	<u>378,133.52</u>
Total certificates of deposit	<u>\$ 2,322,028.45</u>
Total checking, money market and certificates of deposit	<u>\$ 4,276,695.11</u>

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

Trustee Romano stated there is a CD maturing and we will need to get some quotes.

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

AYES: 6 NAY: 0 MOTION CARRIED

Chiefs’ Report:

Chief Vavra included his report in Trustee’s packet.

Chief stated that call trend continues to be monitored. We are slightly behind last year’s numbers. We average about 9.15 calls a day. We use the Firehouse program to monitor calls. We are averaging approximately 75% EMS to 25% fire calls.

Date to remember – October 7th is our Open House. We have been receiving phone calls asking about flu shots.

Last month we had some personnel changes with Deputy Chief Johnson retiring and Paul Kossifologos resigning.

We are continuing to look at cost saving options at the fire station; an example would be LED lighting.

Motion by Trustee Martell seconded by Trustee Cichon to approve the Chief’s report for August 2017.

AYES: 6 NAY: 0

MOTION CARRIED

President's Report: Trustee Martell stated he has nothing to report except that he feels that he has been working a lot with the newsletter and finances.

Committee Reports:

Finance & Information Technology Committee- Trustee Romano stated they had a meeting last week. The ambulance box proposals and the process were discussed and decided that since it is over \$20,000 it needs to be a sealed bid. The sealcoating of the parking lot received 3 bids and it is compliant with prevailing wage, it is on the agenda. The depreciation schedule was reviewed and there were some adjustments that needed to be made. The pension liability was reviewed with updated actuary results and based on mortality table we are going to levy \$1.353 which is a decrease from the \$1.6 million proposed using last year's mortality table. With the new evaluation, the pension fund is 47.2% funded. Annual audit is waiting on the final actuary report to be finalized.

Trustee Romano handed out a spreadsheet. He entered the forecasted and actual numbers going back 4 months and moving forward. The property tax money received was low. One reason is the increase in the pension contribution which decreases the operating fund. Another was an approximate \$200,000 adjustment the county says we have and finally the devaluation the district homeowners received from living in the flight paths of O'Hare Airport on their recent assessment. These three things would explain why we are lower than we have expected. Trustee Romano went on to explain that cash on hand (not including CDs), will be decreasing due to using more revenue than we are receiving. If things remain the same, we will run out of operating money by December 2017/January 2018. We need to control costs or we will be using our reserves (CDs).

Trustee Martell stated that we will possibly have to look at the terms of CDs in the future, consider borrowing against the building, when purchasing new equipment we may need to take loans. This is different than how things were done in the past, but we will have to look at all our options.

Trustee Romano stated that borrowing against the building to pay expenses would never be made up and is not a good practice.

Tax payers do not want to have their taxes increased and hitting them again and again is not the answer. This is a last resort but the way referendums are trending it would not pass.

Chief stated that when he talked to a lady from the county, she stated the \$200,000 adjustment should not affect our levy amount which isn't sounding correct. Trustee Martell stated that EAV went up 18%. The Pension Fund received their full amount, which the District wanted to happen. It was decided that the CD that is maturing should get moved into the checking account and we do not need to get quotes.

Building and Equipment Committee- Trustee Martell stated that they could meet with 2 members until a new trustee is appointed, but Finance Committee handled the ambulance rebox.

Policy Committee- Trustee Kolaski stated they had a meeting and there were a number of items discussed. There are some items on the agenda for approval and others that will continue to be discussed. He thanked the Chief for the well run meeting that occurred that night.

Strategic Planning Committee- Trustee Martell stated he has nothing to report.

Human Capital Committee- Trustee Skyba stated they had a meeting and there is several projects in the works and will be discussing them further, thank you to the Chief and his help. It was a productive meeting.

Community Relations Committee-Trustee Avino stated they had a meeting and worked on the newsletter, brother fire department, social media, Halloween gift bags for the local schools and Open House.

Fire Commissioner & Pension Board Governance & Oversight Committee- Trustee Cichon stated the Commissioners have changed their meeting time to 7pm for the following year. Next year they will meet more frequently due to the entry level testing.

They will be using IO Solutions for the entry level testing and it is on the agenda. Discussion on education and adding points for residency. December 16th, 2017 will be the written test. The list expires on March 2018 and by law you have to have it. Application will go live October 9th, 2017.

Old Business:

Motion by Trustee Romano and seconded by Trustee Cichon to request sealed bids for Ambulance 106 Remount to be received by September 25th, 2017.

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

AYES: 6 NAY: 0

MOTION CARRIED

Discussion on the expenditure and if this will be able to be done currently with the existing financial shortfall. Discussed possibly financing. Trustee Romano stated he would like to receive the sealed bids and can go from there.

New Business

Motion by Trustee Skyba and seconded by Trustee Cichon to approve sealcoating the parking lot at a cost of \$4,176.00 (Prevailing Wage) by DeMarr Sealcoating Inc.

Trustee Skyba asked if there were bids. Trustee Romano explained that this was reviewed in Finance Committee. Went through the quotes received and making sure prevailing wage was being paid.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Martell to approve the purchase of replacement Hurst Tool battery from Air One at a cost of \$1,800.00.

Chief explained that the Hurst tool batteries are at end of life. There were 2 quotes because there are only 2 places where you can get them since you do not want to purchase them after market. This is for 4 batteries.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Kolaski to approve the purchase of a Buffalo Drive Station Duo-hard Drive from CDW-G at a cost of \$507.00.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Romano and seconded by Trustee Avino to approve the Printing and Mailing of the Norwood Park Fire Protection September 2017 Newsletter through FCL Graphics at a cost not to exceed \$5,500.00.

Chief explained that we received 3 quotes. This includes mailing costs.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Avino and seconded by Trustee Kolaski to approve the Norwood Park Fire Protection District Mission and Vision Statement.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Cichon and seconded by Trustee Skyba to approve the purchase of 2,500 Halloween Trick or Treat bags at a cost of \$0.36 each for a total cost of \$900.00 through Positive Promotion.

Chief stated that multiple quotes were not received; we could not find the same type of product. We have used this company many times before.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Avino to approve the modification to #6.04 of the Norwood Park Fire Protection District Board of Trustee Policy Manual, increasing the maximum education reimbursement allowed not to exceed \$8,500 in any calendar year.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Cichon and seconded by Trustee Kolaski to approve IO Solutions testing company to administer the upcoming entry level exam for firefighter.

Chief states this is for the March 2018 testing cycle. Which will begin October 9th, 2017. Commissioners want to keep hands off approach to the testing.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Romano to approve the modification to #1.26 Purchasing, Section H, Number 2, of the Norwood Park Fire Protection District Board of Trustee Policy Manual decreasing purchases from \$5,000 to \$1,000.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Kolaski 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 5 ILCS 120/2(c)(3) Selection of a person to fill a public office and approval or review of public disclosure (ILCS 120/20(c)(21)).

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

AYES: 6 NAY: 0 MOTION CARRIED

Went in Closed Session at 8:38 PM

Returned from Closed Session at 9:45 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,
Fire Chief/Administrator Vavra; yes.

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

AYES: 6 NAY: 0

MOTION CARRIED

Meeting adjourned at 9:46 P.M.

Andrew Skyba
Secretary

Robert Martell
President