

**MINUTES OF THE REGULARLY SCHEDULED 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 20th day of November, 2017 at 7:32 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 via audio conference,  
Fire Chief/Administrator Vavra; yes, Attorney Flaherty; yes.

Motion by Trustee Romano and seconded by Trustee Avino to allow Trustee Cichon to attend by audio conference.

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

The pledge was suspended until the Promotional Ceremony

Motion by Trustee Avino and seconded by Trustee Martell to appoint David Blondell as Deputy Chief effective November 20, 2017 through November 19, 2018.

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 Romano to appoint Jeffrey Peistrup to Shift Commander for the Norwood Park Fire Protection District effective November 20, 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 Kolaski to promote Daniel Davila to the rank of Lieutenant for the Norwood Park Fire Protection District effective November 20, 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

Recess at 7:36 PM

**PROMOTION CEREMONY** (on the apparatus floor)

The pledge was said at the beginning of the ceremony

Returned from recess at 8:35 PM

**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 Romano and seconded by Trustee Kolaski to approve the minutes of the Rescheduled meeting held on October 16<sup>th</sup>, 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 October 26<sup>th</sup>, 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 Avino to approve and keep closed the minutes of the Closed Session meeting held on October 16<sup>th</sup>, 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 Martell to approve and keep closed the minutes of the Closed Session meeting held on October 26<sup>th</sup>, 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 Martell to approve payment of all current disbursements in the amount of \$398,661.84.

Trustee Romano stated that he discussed some of the expenditures with the Chief and reviewed them with the rest of the board. There is good cost control. Trustee Skyba thanked Trustee Romano for the clarification and discussed using other mechanics other than dealerships. Trustee Skyba would also like to have a meeting set up to review financial and have them explained in more detail. Trustee Martell stated that this will be done once the vacant position is filled.

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)  
October 31<sup>st</sup>, 2017

Assets

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

Byline Bank checking #4303503 (0.046%)	12,626.71
Byline Bank money market #4303498	483,508.21
Byline Bank ambulance billing money market #4304492 (0.295%)	873,251.12

Byline Bank-Medical #1003102	3,467.24
Byline Bank- FSA #9990034868	<u>1,682.35</u>
Total checking and money market accounts	<u>\$1,374,535.63</u>
<b><u>Certificates of deposit (interest rate and maturity):</u></b>	
Belmont Bank (1.25%, 09/10/18)	641,408.41
Belmont Bank (1.00% 08/05/18)	128,875.01
Belmont Bank (1.35% 06/23/18)	435,648.51
Belmont Bank (1.05%, 12/29/17)	206,903.44
Belmont Bank (1.00% 08/21/18)	535,201.61
Belmont Bank (1.00% 07/19/18)	<u>379,082.81</u>
Total certificates of deposit	<u>\$ 2,327,119.83</u>
Total checking, money market and certificates of deposit	<u>\$ 3,701,655.46</u>

Motion by Trustee Martell and seconded by Trustee Avino to approve the Treasurer’s report as presented from the Financial Statement for September 2017.

Trustee Romano stated there is a CD coming due in December. The cash projections are showing we would have run out of cash on hand, but we have not filled 2 firefighter positions and are in a better position. We will see what November brings. Deposits were higher due to timing for ambulance billing which collected over \$80,000 and Miscellaneous Revenue was up due to IPRF Grant being deposited.

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 stated that his report was given to all trustees.

Chief is working on the programs to get better information so it will be valuable and not just numbers. Lt. Erlewein is better with Target Solutions and training hours. There will also be a report for inspections and calls that will be shared with the villages.

Chief is working with a couple of businesses with Leigh Unger regarding the need for sprinkler systems. Discussion.

Open House was a success as was the Halloween goodie bags. The firemen have already given 2 rides to school and it has been well received.

Chief stated he appreciated the support from the Board of Trustees with the promotions that occurred this evening.

Motion by Trustee Kolaski seconded by Trustee Skyba to approve the Chief's report for October 2017.

AYES: 6 NAY: 0

MOTION CARRIED

**President's Report:** Trustee Martell stated that he believes everyone knows how he feels regarding Truth in Taxation and that the District does not have a revenue problem. Trustee Skyba stated that we must be very careful if we did it. Trustee Martell stated that there is new growth but the second year it would affect everyone.

The end of February will be the next newsletter.

### **Committee Reports:**

Finance & Information Technology Committee- Trustee Romano stated they need to meet again and they did meet on November 9<sup>th</sup>. They discussed the following:

1. Medical Insurance- reviewed all documents and the recommendation is in new business.
2. Phone System- preliminary estimates were reviewed. Asked the Chief to get 3 bids to buy the equipment.
3. Computers- Chief started receiving information on service, maintenance and website. The Committee asked Chief to get bid specification together and send it out.
4. Lauterbach & Amen renewal- the bid is about a 2% increase to \$1,105 monthly and year end services to \$1,085. They are still lower the bids that were received from last year.
5. D/C contract- reviewed.
6. Audit and MD&A- started

Building and Equipment Committee- Trustee Martell asked if the repairs were made to the roof. Chief stated he has called RE Burke at least 5 times and still has not gotten a call back. Chief explained that wires were melted from the furnace and air conditioner which need to be repaired. We will need to look in the spring at new units. There is also one minor leak that also needs to be fixed. Attorney Flaherty stated he can write a letter if needed. Discussion.

Policy Committee- Trustee Kolaski stated there is nothing to report.

Strategic Planning Committee- Trustee Martell stated they will meet in January.

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

Community Relations Committee-Trustee Avino stated that he is having a hard time getting in touch with the Chief for the Brother Fire Department. He will forward information to Chief Vavra to try. Need to schedule a meeting in next week or two.

Fire Commissioner & Pension Board Governance & Oversight Committee- Trustee Cichon stated there is nothing to report.

#### ATTORNEY REPORT

Attorney Flaherty stated that the House passed the bill to freeze taxes but the Senate has not so for this year we are not going to get a freeze. The Senate will meet again in January.

There is an Annexation Bill that passed and will make it easier to get vacant land on the tax rolls if there is any in the District. Trustee Martell stated there is not any. Discussion on Forest Preserve and the Chief will look into it.

Trustee Martell asked if Attorney Flaherty ever received an update from Cook County regarding the \$200,000 matter. Attorney Flaherty stated that is a matter of how the numbers fell and has to do with the estimate of payment and what you received from the next. We will need to wait to see how much is received in the end and go from there.

Trustee Kolaski left the meeting at 9:11 PM

#### **Old Business:**

Motion by Trustee Avino and seconded by Trustee Martell to ratify the cost of the emergency repair to Ambulance 106 for \$2,770.49 by Roesch Ford.

Trustee Skyba stated that he spoke with the Chief about not using the dealership unless it is warranty work.

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

AYES: 5 NAY: 0

MOTION CARRIED

#### **New Business**

Motion by Trustee Martell and seconded by Trustee Romano to approve the renewal from Blue Cross Blue Shield health insurance PPO policy RPPC3426, effective December 1, 2017 through November 30, 2018.

Trustee Skyba asked why they did not receive anything to compare. Trustee Romano stated that the last meeting everyone received a copy and the Finance Committee did review all the information.

There is a 13% increase to stay with the current plan and explained the issues changing plans would cause at this time.

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

AYES: 5 NAY: 0 MOTION CARRIED

Motion by Trustee Romano and seconded by Trustee Avino to approve Lauterbach and Amen, LLP to provide monthly accounting assistance to the Norwood Park Fire protection District for year ended June 30, 2018 at a cost of \$1,105 per month and year-end audit support for fiscal year June 30, 2018 at a cost of \$1,085.

Trustee Martell stated that it is this fiscal year that we are approving and are doing it after the fact. Next year is when we will go out for bid again.

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

AYES: 5 NAY: 0 MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Skyba to approve the payment of \$23,836.45 to the Foreign Fire Insurance Board.

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

AYES: 5 NAY: 0 MOTION CARRIED

Motion to appoint Chief Terrence Vavra and Administrative Assistant Cyndi Stec as the Norwood Park Fire Protection District Freedom of Information Officers.

Trustee Skyba stated that he feels a Trustee should be a part of this. The board needs to know what is going out. Trustee Avino stated that he feels it is an administrative duty and they will let the board know after. Attorney Flaherty stated that he see if often being the Chief as the FOIA Officer and the Privacy Officer is normally who does EMS records.

Roll Call: Trustee Skyba; no, Trustee Martell; yes,

Trustee Romano; yes, Trustee Kolaski; absent,  
Trustee Avino; yes, Trustee Cichon; yes.

AYES: 4 NAY: 1

MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Cichon to appoint Chief Terrence Vavra as Program Administrator, Deputy Chief David Blondell and Administrative Assistant Cyndi Stec as committee members for the Identity Theft Prevention Committee.

Trustee Romano asked for this to be explained. The chief stated that we have had the Ordinance since its inception in 2009 and it is to make sure we have safe guards in place. Trustee Skyba asked who was on it and why this was not put in committee. Discussion.

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

AYES: 4 NAY: 0 ABSTAIN: 1

MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Romano to appoint Chief Terrence Vavra, Deputy Chief Blondell and Administrative Assistant Cynthia Stec as the Norwood Park Fire Protection District's Privacy Officers.

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

AYES: 4 NAY: 0 ABSTAIN: 1

MOTION CARRIED

Trustee Martell asked Attorney Flaherty to explain what the difference between a present and abstain vote is. Attorney Flaherty explained that they are both non-votes and it goes to the majority.

Motion by Trustee Avino 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.

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



AYES: 6 NAY: 0

MOTION CARRIED

Went in Closed Session at 9:26 PM

Returned from Closed Session at 10:07 PM, no decision made, no votes taken.

Roll Call:                   Trustee Skyba; yes, Trustee Martell; yes,  
Trustee Romano; yes, Trustee Kolaski; absent,  
Trustee Avino; yes, Trustee Cichon; yes -via phone  
Fire Chief/Administrator Vavra; yes, Attorney Flaherty; yes.

Trustee Cichon is not recording and there is a single recording at the District.

Motion to approve the Deputy Chief contract with David Blondell effective November 20, 2017 through November 19, 2018.

Trustee Skyba left the meeting at 10:09 PM breaking the quorum and ending the meeting.

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Andrew Skyba  
Secretary

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Robert Martell  
President