

**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 8th day of January, 2018 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,  
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 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 Romano to approve the minutes of the Regularly Scheduled meeting held on December 11<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 December 11<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 Romano to approve payment of all current disbursements in the amount of \$465,045.46.

Trustee Romano stated he sent an email to chief regarding questions to why payments were so high. Chief explained the payroll changes with promotions, sick buybacks and overtime. There were also some payments that were not customary which were reviewed.

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

Assets

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

Byline Bank checking #4303503 (0.046%)	12,639.05
Byline Bank money market #4303498	97,772.24
Byline Bank ambulance billing money market #4304492 (0.295%)	539,964.48
Byline Bank-Medical #1003102	3,475.74
Byline Bank- FSA #9990034868	<u>1,475.74</u>
Total checking and money market accounts	<u>\$655,327.22</u>

**Certificates of deposit (interest rate and maturity):**

Belmont Bank (1.25%, 09/10/18)	643,397.73
Belmont Bank (1.00% 08/05/18)	129,198.55
Belmont Bank (1.35% 06/23/18)	437,107.23
Belmont Bank (1.05%, 12/29/17)	207,443.01
Belmont Bank (1.00% 08/21/18)	536,545.22
Belmont Bank (1.00% 07/19/18)	<u>379,082.81</u>
Total certificates of deposit	<u>\$ 2,332,774.55</u>

Total checking, money market and certificates of deposit \$ 2,988,101.77

Motion by Trustee Martell and seconded by Trustee Cichon to approve the Treasurer's report as presented from the Financial Statement for December 2017.

Trustee Romano stated that a CD matured on December 29<sup>th</sup>, 2017. Chief explained that the CD was deposited into MMA at Byline Bank.

Trustee Martell stated that as of 6 months ended we are (\$418,869.06). This will turn when property tax money comes in. Discussion of Acting Lieutenant pay balance remaining.

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; there are more charts than before. Chief explained the information received. The response time is averaging about 3:30 minutes which is very good. EMS calls are still about 70% to fire calls and around 50% of calls are responding to Norridge. 70% of calls are from 7am to 7pm. Chief would like to look in the coming year of the downtime and how quick we are getting back in service.

Goals and objectives for next year are in your packets. One of the big focuses is with inspections. We are going to shoot for 80% of inspections annually and lower risk areas will be inspected bi-annually.

D/C Blondell and Lt. Erlewein have been working on training and have made a schedule for the year and what they plan to do.

Community outreach- the newsletter is being worked on which will be going out in April and the Annual Report should be ready in March.

There are 2 grant programs we are working on. We are looking to replace all our radios which will be more robust. The second grant is through the state and will be used to purchase power cots.

Trustee Martell asked what the normal passing score is in training, the Chief stated 70%. Trustee Martell asked about the entry level testing. Chief stated there were 37 that passed the written test and 25 will participate in oral interviews with the Commissioners. There is also going to be a promotional test going on for Lieutenants.

Trustee Martell stated that the reports are excellent- discussion and suggestions on some of the items. Concern is that there are 3 months when there are no inspections completed. Chief stated that there was no one in 7g for November and December. There has been an increase interest in that position.

Trustee Skyba stated that pass practice that we used to have Correspondence Received and he would like to have it added to the agenda. Discussion on having a Correspondence Received section in the agenda.

Motion by Trustee Martell seconded by Trustee Kolaski to approve the Chief's report for December 2017.

AYES: 6 NAY: 0

MOTION CARRIED

**President's Report:** Trustee Martell stated he wanted to wish everyone a Happy New Year. The contract will be coming up for renewal July 1, 2018. There will be a contract negotiation committee. The Trustees asked about a Closed Session planning meeting which will be held offsite annually.

**Committee Reports:**

Finance & Information Technology Committee- Trustee Romano stated there are a few things that will be coming up that will need to be discussed.

Building and Equipment Committee- Trustee Avino stated they met on December 28. They discussed the items that the Chief wants to have addressed this year. The brick pavers will be discussed in the future.

Policy Committee- Trustee Kolaski stated they are holding off because they needed clarification on some policies. Going to set up another meeting.

Strategic Planning Committee- Trustee Martell asked if Trustee Romano and Skyba are available January 17<sup>th</sup>. Also, the NIAFPD Conference is at the end of the month which is needed for their Trustee hours.

Human Capital Committee- Trustee Skyba stated there is going to be a meeting soon.

Community Relations Committee-Trustee Avino stated there will be a meeting in the next couple weeks. We have had outreach with the Senior Center and Polish School. Still working on becoming a Brother Department with Norwood Massachusetts.

Fire Commissioner & Pension Board Governance & Oversight Committee- Trustee Cichon stated there is a Commissioner spot to fill. They will be interviewing entry firefighter's candidates. There is a Pension Board meeting coming up.

**Old Business:**

**New Business**

Opening of sealed bids for remount of ambulance module on 2018 Chassis.

Foster Coach \$191,354 for 2 ambulances

American Response Vehicle \$94,605 plus \$2,500 pre-delivery inspection

Motion by Trustee Romano and seconded by Trustee Avino to table the motion of the remount of ambulance module on 2018 Chassis.

AYES: 6 NAY: 0

MOTION CARRIED

Opening of proposal for interior/exterior surveillance camera system and recorder.

Imperial Surveillance \$23,600

Current Technologies \$15,865.63

Pentegra \$20,632

Chief will review proposals.

Trustee Martell asked the Chief if he feels there is a need to act on the surveillance system. Chief responded that he does. The motion will be deferred until later in meeting.

Opening of proposals for VOIP telephone system.

Comcast Business \$699.20/monthly fee with one time installation fee of \$677.95 for three years.

Pentegra \$13,875

Motion by Trustee Skyba and seconded by Trustee Cichon to table the approval of VOIP telephone system.

AYES: 6 NAY: 0

MOTION CARRIED

Opening of proposals for information technologies services.

Motion by Trustee Romano and seconded by Trustee Skyba to reject the bid from Current Technologies for information technology services for not meeting the bid specifications.

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 approve the payout of mandatory sick time buyback to the following:

- Stanley Grygiel 72 hours \$2,946.96
- Larry Curran 144 hours \$4,852.08
- Dan Davila 72 hours \$2,702.40
- Stanley Koy 72 hours \$2,729.76
- Matthew Mattio 80.5 hours \$2,746.37
- Jeff Peistrup 48 hours \$1,877.16
- Ron Schneider 2.5 hours \$83.88

Total mandatory sick time buyback \$17,938.61.

Trustee Romano and Trustee Martell both reviewed the sick time buyback and agree with it.

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 pass and approve Resolution #18-1, a Resolution amending the Sexual Harassment Policy of the Norwood Park Fire Protection District.

Chief explained the changes to the policy and why we had to approve a Resolution. Trustee Martell would like Chief to follow up with Attorney Flaherty regarding some clarity about children.

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 Contract Negotiation Committee:

- Trustee Len Romano- Chairman
- Trustee Andrew Skyba- Member
- Trustee Frank Avino- Member
- Trustee Robert Martell (alternate)

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 Employee Assistance Program (EAP) through Morneau Shepell at a cost of \$0.91 per employee/per month. Rate is guaranteed until December 1, 2020.

Chief explained the plan which is part of the NFPA standard. This plan covers everything from substance abuse, marital problems, financial problem, etc. It is totally confidential and the District will not receive a report on use.

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 Cichon to ratify the purchase of 4 tires for Ambulance 106 and 4 tires for Ambulance 107 at a total cost of \$1,410.84 from Commercial Tire Services.

Trustee Skyba asked if different vendors were used. Discussion.

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 Kolaski to approve the Norwood Park Fire Protection District Board meeting dates for 2018 as follows: January, March, April, June, July, September, October and December- the second Monday of the month at 7:30pm. February, May, August and November- the third Monday of the month at 7:30pm.

Trustee Skyba recommends we do not hold a meeting on federal holiday. Trustee Martell suggests holding off changing meeting dates until closer to that time and make a decision then.

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 Avino to approve Air One Equipment to perform computer flow test on 21 air-packs at a total cost of \$1,365.00, plus cost of possible repairs.

Once we have repairs, Chief will post an amended amount.

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 Cichon to approve a fixed electric energy agreement with Direct Energy Business, LLC for a 12-month period at a rate of 1.07499 per KWh.

The agreement would take effect October 1, 2018. Discussion on savings.

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 Cichon to approve a fixed gas energy agreement with Santanna Energy services, for a 12 month period at a rate of 0.36990 per Therm.

The agreement would take effect July 1, 2018. Discussion on savings.

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 surveillance camera system and if they would like to take action on the item. Review of specifications and bids received.

Motion by Trustee Kolaski and seconded by Trustee Avino to approve Current Technologies at a cost of \$15,865.63 for interior/exterior surveillance camera system and recorder per project specifications.



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

Frank Avino stated that the Polish School is looking to have CPR/AED training performed by the District. They are inviting the Trustees to come in for a meet and greet this Saturday morning if anyone is interested.

Motion by Trustee Avino and seconded by Trustee Cichon 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.

Went in Closed Session at 9:08 PM

Returned from Closed Session at 10:17 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 Avino to adjourn the meeting.

AYES: 6 NAY: 0 MOTION CARRIED

Meeting adjourned at 10:18 P.M.

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Andrew Skyba  
Secretary

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Robert Martell  
President