

**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 26th day of February, 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, Attorney Flaherty; yes.

The pledge was said at the start of the meeting.

COMMUNICATION WITH THE AUDIENCE (Public Participation)

A motion was made by Trustee Kolaski and seconded by Trustee Skyba 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

Firefighter Steven Henmueller asked if all profits for the bricks should be disbursed to charity or can it go to equipment or education. Attorney Flaherty states that it can be used for multiple things but it would need to be explained what it is for. Trustee Skyba brought up the Save District 80 Band and if this fundraiser could possibly be used for this. Firefighter Henmueller stated the thought when starting this was for having the profits donated to multiple charities. Discussion.

Attorney Flaherty stated that the District needs to be careful when collecting monies and then giving to charities so that it does not appear that tax payer money is being used for this. Discussion of opening a separate checking account under the umbrella of the District since the Firefighters Union is not a 501c3. Trustee Avino stated that they had a Community Relation Committee meeting to discuss this but it was rescheduled, they will meet soon.

Motion by Trustee Romano and seconded by Trustee Avino to approve the minutes of the Regularly Scheduled meeting held on January 8th, 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 Kolaski and seconded by Trustee Cichon to approve the minutes of the Special meeting held on January 24th, 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 Cichon and seconded by Trustee Romano to approve and keep closed the minutes of the Closed Session meeting held on January 8th, 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 Kolaski and seconded by Trustee Cichon to approve and keep closed the minutes of the Closed Session meeting held on January 24th, 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 Skyba and seconded by Trustee Martell to approve payment of all current disbursements in the amount of \$448,672.49.

Trustee Martell asked Chief Vavra questions regarding multiple checks that were paid. Trustee Skyba asked a question regarding a check which the chief explained.

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)
 January 31st, 2018

Assets

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

Byline Bank checking #4303503 (0.046%)	12,750.45
Byline Bank money market #4303498	225,953.23
Byline Bank ambulance billing money market #4304492 (0.295%)	310,647.90
Byline Bank-Medical #1003102	3,186.74
Byline Bank- FSA #9990034868	<u>5,812.87</u>
Total checking and money market accounts	<u>\$558,351.19</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 (1.00% 08/21/18)	536,545.22
Belmont Bank (1.00% 07/19/18)	<u>380,034.48</u>
Total certificates of deposit	<u>\$2,126,283.21</u>

Total checking, money market and certificates of deposit \$ 2,684,634.40

Motion by Trustee Martell and seconded by Trustee Skyba to approve the Treasurer’s report as presented from the Financial Statement for January 2018.

Trustee Romano stated that our reserve CDs are down because we had to deposit a CD in the operating account when it matured. Our cash disbursement currently shows a \$721,000 deficit. Trustee Romano passed out his projection analysis sheet and explained how we need at least 5 months in reserve. We need good cost controls and must do whatever we can to not use our reserve funds.

Trustee Martell stated that the information in the Property tax bill had incorrect information which shows we have a 0% fundability. Chief explains that it was Knutte’s error in input and is correcting the error. Trustee Martell states the overall liability seems incorrect, Chief states we are working with them to calculate it out. Trustee Romano states they saw what went to Treasurer’s Office and it was correct so this is on them.

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 stated that ISO would like to review us this month but he was able to work with them to come in October which will give us time to get our record keeping in order.

We are using the programs that will help with this.

The newsletter will help with ISO due to extra points being given for reaching all members in the community. Discussion. Schiller Park just went through this evaluation and has graciously helped us.

Fire Commissioners have finished the testing and interviews for entry level firefighter. The list expires March 1st and we should have a final list right around that time.

The reading list has gone out for the Lieutenant's exam this fall.

This week Deputy Chief Blondell and Commander Koszczuk are at the National Fire Academy in Emmitsburg, they are going through a very rigorous week. It is a command and control class. Discussion.

Trustee Martell asked if once approved if the reports get sent to the towns. Chief states that they get sent to each Villages, Township and newspaper reporter.

Motion by Trustee Martell seconded by Trustee Avino to approve the Chief's report for January 2018.

AYES: 6 NAY: 0

MOTION CARRIED

President's Report: Trustee Martell stated there is a lot going on. The Board Negotiation Committee should have a meeting. They interviewed 4 people to fill the vacancy on the board. The board's intent is to fill the vacancy on the board first and then the commissioner's vacancy will be filled.

Committee Reports:

Finance & Information Technology Committee- Trustee Romano stated the tax bill is being worked on. The negotiating committee would like to meet next week. Finance Committee talked through a number of items and all are on the agenda for approval.

Building and Equipment Committee- Trustee Martell stated this committee has been covered under other committees for now.

Policy Committee- Trustee Kolaski stated that under old business are the updates that have been on hold since October, the language has been straightened out. There will be meetings in the future that we will begin to review the policy section by section and would recommend that we do it in two

readings, one to read and the second to approve. Trustee Kolaski thanks his committee, chief and attorney.

Strategic Planning Committee- Trustee Martell states that they met and worked on the SWOT analysis and did some trend analysis. Interesting to see where we were from the first meeting to where we are now. It was an interesting meeting. Chief states that what is interesting is that a lot of things are universal issues with most departments. Trustee Martell states that we are going to make strategic goals at the next meeting.

Human Capital Committee- Trustee Skyba stated there is nothing at this time. Would like to call a meeting in March.

Community Relations Committee-Trustee Avino stated we met on February 21 and reviewed the annual report, newsletter and talked about the brother fire department.

Fire Commissioner & Pension Board Governance & Oversight Committee- Trustee Cichon stated he was not able to attend the pension meeting. States he spoke with the Chief and the list for entry level firefighter is almost finalized.

Trustee Skyba asked if the Pension Board members (that were appointed by board) and Commissioners should attend the Board meetings to give updates. Trustee Martell stated that was a good idea and should call them to come to the next meeting.

Attorney Report:

Attorney Flaherty reported the court has ruled on the Nagrocki case in our favor. This is the second court saying that the Pension Board ruled correctly. He will have the option to file a brief with the Illinois Supreme Court to see if they will hear it. This must be done within 30 days. Discussion.

Trustee Martell thanked Attorney Flaherty for protecting the tax payers and the sanctity of the pension fund.

General Assembly is back in session and there are 2,500 bills. It is too early to say which bills we need to focus on but there is a focus on pension funds.

One bill being discussed is number of vehicles that can be paid per incident on a HazMat, this may be changed.

Discussion on No Man's land- which the District does not have.

Within 60 days we should hear more on which bills to watch for.

Chief states that the fire lobbyist are down there watching to see what is going on.

CPI was announced which is 2.1%. If they go through with a tax freeze it would be difficult for departments.

Old Business:

Motion by Trustee Kolaski and seconded by Trustee Skyba to approve the modification to the Deputy Chief's job description as found in #3.04 of the Norwood Park Fire Protection District Board of Trustee Policy Manual.

Trustee Martell stated that after the changes were done there was a policy meeting and asked if the chief is okay with everything in it. Chief states that it is attainable and adjustable.

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 American Response Vehicle (ARV) at a cost of \$95,605.00 for the remount of ambulance module on 2018 Chassis per specification.

The ambulance will likely be ambulance #106. Trustee Skyba asked why the ambulance was not listed. Chief explained that when we were ready to have this take place, if either ambulance has a major issue, that would be the ambulance that would go in for the remount. Trustee Martell stated that the plan is to do one remount this fiscal year and another next fiscal year. The vendor will hold the price. Chief explained why ARV was the better choice.

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 Pentegra Systems at a cost of \$13,875.00 for VOIP telephone system per project specifications.

Chief stated with this system we will own the phones. Next month Chief will be bringing to the board to switch phones over to Comcast which will be a couple hundred dollar savings a month.

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

New Business

Motion by Trustee Romano and seconded by Trustee Avino to ratify the Automatic Aid Agreement with Rosemont Fire Department.

Trustee Skyba asked if this is for PR and making us look good? Questioned if will we be tying ourselves up with going to them. Chief explained that Schiller Park ran 198 calls to Rosemont last year; this is no way a huge burden on the department. Trustee Martell stated that this has come to the board in past years with past chiefs and has been rejected by the board. The first he is hearing of this was when he saw the agenda and it was approve by Rosemont in December, he questions why this was not brought to committee or Trustees. Chief states this is a small increase to what is done now. Discussion.

Trustee Cichon asked if it benefits us and why has it been shot down in the past. Trustee Martell states that in the past there was a concern that our department would be tied up for hours. Chief states their ambulance would be more useful for us.

Trustee Martell stated that all our automatic aid agreements have Ordinances and this does not have an Ordinance. Attorney Flaherty states that it can be tabled until an Ordinance can be drafted.

Trustee Romano and Trustee Avino withdrew their motions.

Motion by Trustee Avino and seconded by Trustee Romano to table this motion.

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 (2) two McGrath Visual Laryngoscopes, blades and extra batteries at a total cost of \$5,355 through Stryker.

Chief explained what this is. This is for 2 set and will be for the primary ambulances. It is not a mandatory piece of equipment. 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 Martell and seconded by Trustee Cichon to approve the Com Ed grant program allowing Twin Supplies to replace fluorescent lighting with LED technology. Total project cost is \$18,079.60, Com Ed grant rebate award is \$11,252.60, and the net cost to the District will be \$6,827.

Chief stated that the payback period is 13 months and the bulbs are 10 year bulbs. Chief explained the process. Attorney Flaherty states that a number of departments have done this and there has been an amazing savings. 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

Discussion on the property next store and what is being built.

Motion by Trustee Kolaski and seconded by Trustee Skyba to develop Brick Paver Program Committee at no cost to the District.

Trustee Martell stated the goal is that this will not cost the District any funds. This will replace the sidewalks and will not tear up the cement that was recently done. 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 Cichon to ratify the payment to Global for preventative maintenance and pump tests to Engine #102 for \$10,741.56 and Truck #104 for \$17,475.82.

Trustee Skyba asked if we look at any other companies to see if we can get this done for any less money. Discussion. Chief explained that you need a company that is certified to work on fire equipment (EVT) and that are accepted by the manufacture.

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 ratify the payment to IFCA Educational and Research Foundation in the amount of \$3,550 for Deputy Chief Blondell Fire Officer class.

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 ratify the payment to Washtown in the amount of \$2,150.91 for the repair to the W125 washer.

Chief explained that this is 2 separate bills, but part of one repair. A new one would cost about \$7,000. Chief looked into buying a new one, but the washing machine vendor says it is one of the best machines made.

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 ratify the payment to Village of Romeoville- Fire Academy in the amount of \$1,050 for Advanced Technician training for Firefighters Sanchez and Christensen.

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 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); 5 ILCS 120/2(c)(3) Selection of a person to fill a public office and Section 2 (c)(2) Collective Negotiating matters between the public body and its employees.

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

Firefighter Henmueller asked Attorney Flaherty if texting during a meeting would make their phones subject to FOIA? Attorney Flaherty stated yes that it would. Discussion.

Went in Closed Session at 9:07 PM

Returned from Closed Session at 10:04 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,
Attorney Flaherty; yes.

Motion by Trustee Kolaski and seconded by Trustee Skyba to table action on resolution of labor grievance.

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 adjourn the meeting.

AYES: 6 NAY: 0 MOTION CARRIED

Meeting adjourned at 10:06 P.M.

Andrew Skyba
Secretary

Robert Martell
President