

**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 12th day of March, 2018 at 7:38 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 Kolaski 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

**Pension Fund Report-**

Joe Rosso reported his finding of the Pension Fund. States the fund is progressing and is funded at the upper 50%. He believes that a decent job is being done with the fund and it is performing well.

Kevin McCarthy states the annuity side is weird, but it just has to run its course and it will pay out.

Chief asks if we are getting more money than we are spending. Trustee Martell states we are gaining money. Discussion.

Discussion on the roles of the Pension board members.

**Commissioners Report-** Andy Golebiowski states that the final list for entry firefighters is complete and all is well. Chief states that they are getting ready for Lieutenants test in fall.

Trustee Skyba states that he has concerns with what is going to be built next to the fire station and traffic pulling out to the right onto Lawrence. He is asking if there was a traffic study done and is foreseeing a problem. Chief states that he will meet with the Mayor and discuss concerns.

Trustee Skyba also discussed about the paver bricks and District 80 Band, he wants to make sure it is clear that he did not mean to use public money on this cause.

Motion by Trustee Avino and seconded by Trustee Kolaski to approve the minutes of the Special meeting held on February 12<sup>th</sup>, 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 Romano and seconded by Trustee Cichon to approve the minutes of the Regularly Scheduled meeting held on February 26<sup>th</sup>, 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 Avino to approve and keep closed the minutes of the Closed Session meeting held on February 12<sup>th</sup>, 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 Skyba to approve and keep closed the minutes of the Closed Session meeting held on February 26<sup>th</sup>, 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 Romano and seconded by Trustee Martell to approve payment of all current disbursements in the amount of \$456,100.81.

Trustee Romano stated that we have been on target for the past six months with our expected expenditures. Chief explained some of the bills that were higher than usual that Trustee Romano asked about.

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)  
February 28<sup>th</sup>, 2018

Assets

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

Byline Bank checking #4303503 (0.046%)	12,769.95
Byline Bank money market #4303498	351,700.66
Byline Bank ambulance billing money market #4304492 (0.295%)	370,067.31
Byline Bank-Medical #1003102	1,990.69
Byline Bank- FSA #9990034868	<u>5,062.17</u>
Total checking and money market accounts	<u>\$740,590.78</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)	129,522.90
Belmont Bank (1.35% 06/23/18)	437,107.23
Belmont Bank (1.00% 08/21/18)	537,892.20
Belmont Bank (1.00% 07/19/18)	<u>380,034.48</u>
Total certificates of deposit	<u>\$2,127,954.54</u>
Total checking, money market and certificates of deposit	<u>\$ 2,868,545.32</u>

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

Trustee Romano stated that we have received money from property taxes and should be receiving more this month. He states that banks are now beginning to offer 2 plus percent on CDs, so that will help in the future. Trustee Romano passed out cash projections; he was expecting 1.7 million in property so we are short right now. Discussion that we may be short \$438,000 with the projection. The reserve is shrinking.

Discussion. Trustee Martell states that he thinks the county overpaid the District last 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

**Chiefs' Report:**

Chief Vavra stated that his report was given to all trustees

Response times are going well and he will continue to monitor.

We applied for the AFG Grant and contacted our Representatives and Senators to send letters of support.

We will be replacing our cots with power cots. Mr. Lupo, from Norwood Park Township, has agreed to purchase one of them, roughly \$15,000.

We have the rough drafts of the annual report and newsletter completed to go for committee review. The newsletter is good for points with the ISO evaluation which is an added bonus.

We received a grant from ComEd which was approved and are replacing all the lights; we are waiting for materials to come in.

Motion by Trustee Martell seconded by Trustee Cichon to approve the Chief's report for February 2018.

AYES: 6 NAY: 0

MOTION CARRIED

**President's Report:** Trustee Martell stated he wanted to express sympathy to Trustee Skyba and his family for the loss of his mother.

He asks that the Chief and Finance Committee work on a way to charge for Inspections except for non-profit and possibly residential properties.

Trustee Martell also explained how the District had to use a CD to fund the operating fund. We need 2.2 million to break even which we are not going to make. He would like the Finance Committee and Chief to pursue a Line of Credit in case we need to use it.

## **Committee Reports:**

Finance & Information Technology Committee- Trustee Romano stated we are going to need to have a meeting to start reviewing these options. Just a reminder there is a negotiating committee meeting coming up.

Building and Equipment Committee- Chief stated that they will be looking at painting and possibly some ground keeping depending on the next store property.

Policy Committee- Trustee Kolaski stated that he asked the chief to look at the most important area of the policy manual and for changes to be passed within two readings. Discussion on the process.

Strategic Planning Committee- Trustee Martell states there will be a meeting in April.

Human Capital Committee- Trustee Skyba stated there is nothing at this time and will have a meeting in April.

Community Relations Committee-Trustee Avino stated they met last month; newsletter updates were the main topic. There will be another meeting coming up. Trustee Skyba wanted to thank the community and firemen that are supporting Saving District 80 Band. There was a fundraiser at Twin's today/tonight and he knows that many firemen took part in it.

Fire Commissioner & Pension Board Governance & Oversight Committee- Trustee Cichon stated the Commissioners have an updated entry level list and the Pension Fund reported tonight.

## **Old Business:**

Failure to move forward with the approval of Ordinance #18-1 due to failure of a motion.

Motion by Trustee Skyba and seconded by Trustee Avino to table Ordinance #18-1, an Ordinance ratifying the Automatic Aid Agreement with Rosemont Fire Department.

Trustee Martell asked if this should go to committee. Some trustees felt that it should. Chief Vavra stated that this is an operational issue and not a policy or monetary issue and is unsure if there is a committee that would cover this. Discussion. Trustee Martell stated that some of the board members issue is that they did not hear about it when it was starting to be worked on a couple months ago. Discussion on why this has not been passed with prior chiefs because of the concern of tying up our resources. Chief states this is like an SOP and not a policy, he does not run SOPs past a committee. Discussion. Trustee Romano states he would like to see a time limit because we have not done this before with Rosemont and see what happens. Chief states there is a 60 day out if there is an issue. Trustee Martell states the Chief may not meet his goals if he ties up resources to another town.

Vote to pass the Ordinance was not motioned. Motion to tabled Ordinance and send to committee was approved. Either the Policy or Finance Committee will review.

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 Martell and seconded by Trustee Avino to approve Comcast as Norwood Park Fire Protection District's phone provider; this will include cable, internet, phone lines and T-1 lines at a monthly cost of \$1,079.45 for three years.

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

Chief states there is a projected \$8,000 savings a year. We will need 30 working days to switch over the T-1 line. One of the T-1 lines on MCD that we get invoiced for cannot be switched until June. In April there will be a letter sent because we must give 60 day notice. Discussion. There will be an installation, one time, charge as well.

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Kolaski 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); 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

Went in Closed Session at 8:47 PM

Returned from Closed Session at 10:27 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 Romano and seconded by Trustee Kolaski to approve the response letter for 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 Kolaski and seconded by Trustee Cichon to adjourn the meeting.

AYES: 6 NAY: 0 MOTION CARRIED

Meeting adjourned at 10:31 P.M.

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Andrew Skyba  
Secretary

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Robert Martell  
President