

**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 9th day of April, 2018 at 7:34 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 Avino 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

Chief Vavra stated that the District was awarded the Diamond Level Award from the Illinois Fire Safety Alliance for the work the firemen did in raising money for Burn Camp.

Motion by Trustee Kolaski and seconded by Trustee Romano to approve the revised minutes of the Regularly Scheduled meeting held on March 12<sup>th</sup>, 2018.

Trustee Martell stated that page 5 of the minutes needed to be revised showing the failed motion and then the motion to table the Ordinance. 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 Cichon and seconded by Trustee Avino to approve the minutes of the Special meeting held on March 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 Kolaski and seconded by Trustee Romano to approve and keep closed the minutes of the Closed Session meeting held on March 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 Cichon and seconded by Trustee Kolaski to approve and keep closed the minutes of the Closed Session meeting held on March 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 Skyba to approve payment of all current disbursements in the amount of \$399,551.79.

Trustee Martell asked Chief Vavra questions regarding the payment of certain checks. 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

**TREASURER'S REPORT**

Schedule of Assets  
(Arising from Cash Transactions)  
March 31<sup>st</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	1,446,227.32
Byline Bank ambulance billing money market #4304492 (0.295%)	427,529.69
Byline Bank-Medical #1003102	4,135.58
Byline Bank- FSA #9990034868	<u>3,973.42</u>
Total checking and money market accounts	<u>\$1,894,635.96</u>

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

Belmont Bank (1.25%, 09/10/18)	645,371.29
Belmont Bank (1.00% 08/05/18)	129,522.90
Belmont Bank (1.35% 06/23/18)	438,554.71
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>\$2,131,375.58</u>
Total checking, money market and certificates of deposit	<u>\$ 4,026,011.54</u>

Motion by Trustee Martell and seconded by Trustee Romano to approve the Treasurer's report as presented from the Financial Statement for March 2018.

Trustee Romano stated it was nice to see accounts payable below \$400,000. Discussion on property tax money received and how we are a little low from his projections. As we get to the end of the year we will have to dip into the reserves.

Trustee Martell stated that the ambulance billing is doing well. Discussion on excess expenses versus revenue by the end of the year, stating that we will have a cash shortfall of about \$400,000. Trustee Martell states that these financials are prepared by Lauterbach and Amen and it is not hocus pocus.

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.

Ethic Statements are due by May 1<sup>st</sup> and they went to your Norwood Park emails.

Chief will be on vacation the last week of the month.

Discussion on purchasing an ambulance as a reserve, through American Response Vehicle (ARV) for \$4,500 and then they will buy it back for \$4,500. This is the only way the Illinois Department of Health will certify the ambulance. Maintenance and repairs will be the District's responsibility during that time.

Discussion on the power cots. Norwood Park Township will be paying for one cot. Trustee Martell states that we will need an intergovernmental agreement.

Trustee Skyba states that the font size needs to change in the Chief's report; he feels it is too difficult to see. Chief states that this will be changes made.

Motion by Trustee Martell seconded by Trustee Romano to approve the Chief's report for March 2018.

AYES: 6 NAY: 0

MOTION CARRIED

**President's Report:** Trustee Martell stated the need to start the interview process for the Commissioners roll. He would like the Chief to work on charging fees for inspections and have the attorney draft agreements with the Villages and Cook County. Also, the Finance Committee needs to start looking into banks for a line of credit.

Discussion on what the expected amount of the fees for inspections will be. Chief states that 90% would be \$50-\$100 fee.

**Committee Reports:**

Finance & Information Technology Committee- Trustee Romano stated they need to meet to discuss the inspection fees, the budget process and the line of credit.

Building and Equipment Committee- Trustee Avino stated the Chief pulled the prints for the building.

Policy Committee- Trustee Kolaski stated there is nothing at this time.

Strategic Planning Committee- Trustee Martell states we need to have a meeting.

Human Capital Committee- Trustee Skyba stated there is nothing at this time.

Community Relations Committee-Trustee Avino stated they met and discussed the newsletter and hopes to have it done by the end of the month.

Google maps are showing the Fire District incorrectly and we need to get it corrected.

Waiting on brother fire department with Norwood MA.

We need to discuss the bricks further.

Trustee Skyba stated they had an interesting conversation regarding if the bricks and feels it should be a wall and not on the ground. Discussion.

Fire Commissioner & Pension Board Governance & Oversight Committee- Trustee Cichon stated there is a commissioners spot open, next meeting is June 6<sup>th</sup>. Pension Fund meeting is May 2<sup>nd</sup>.

**Old Business:**

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

Tabled and sent to the Finance Committee.

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 Skyba and seconded by Trustee Cichon to approve the salary increase of 1.93% for Chief Terrence Vavra per the contract.

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 \$6,744.37 to Chicago Communication for the District's portion of the purchase and installation of antenna equipment from Norridge Dispatch to Municipal Consolidated Dispatch.

Chief explained that this is our portion for the maintenance per our agreement with MCD. Discussion. This is what we need to do to keep our radio equipment working.

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 Skyba to approve the cost to print and distribute Norwood Park Fire Protection District's Spring edition Newsletter, *The Size-Up*. Printing and distribution through FCL Graphics at a cost not to exceed \$6,000.

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 Martell and seconded by Trustee Avino to modify the payment to \$5,072 to Physio-Control, Incorporated for the purchase of 2 McGrath Video Laryngoscopes along with additional blades and batteries. Modified motion includes shipping, handling and change to payee name.

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 cost of additional wall mount kits and installation of switch and Firewall, for the phone system, to be installed by Pentegra at an addition cost of \$1,040.

Trustee Martell asked if this was additional cost, Chief explained that this is additional as well as what was being done.

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 the payment to Industrial Organization Solutions, Inc. at a cost of \$1,548.00 for the completion of the entry-level firefighter 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 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

Went in Closed Session at 8:17 PM

Returned from Closed Session at 9:46 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 appoint Joanne Rybak to fill the vacancy on the Board of Trustees until such time as his/her successor is duly elected and qualified.

Trustee Martell states that she will be sworn in at the May meeting.

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 adjourn the meeting.

AYES: 6 NAY: 0

MOTION CARRIED

Meeting adjourned at 9:50 P.M.

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Andrew Skyba  
Secretary

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Robert Martell  
President