

**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 10th day of September 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,
Trustee Rybak; yes, Fire Chief/Administrator Vavra; yes.

The pledge was said at the start of the meeting.

Public Hearing (Budget and Appropriations 2018-2019)

Motion by Trustee Kolaski and seconded by Trustee Rybak to adjourn the Public Hearing and resume the Regular Meeting.

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

AYES: 7 NAY: 0 MOTION CARRIED

COMMUNICATION WITH THE AUDIENCE (Public Participation)

A motion was made by Trustee Avino 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: 7 Nay: 0 MOTION CARRIED

Captains Michael and Kristina Sjogren from the Salvation Army introduced themselves to the Board of Trustees and gave a history of their previous involvement with Fire Departments.

Motion by Trustee Skyba and seconded by Trustee Avino to appoint Captain Kristina Sjogren as Co-Chaplain for the Norwood Park Fire Protection District.

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

Trustee Rybak; yes.

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Kolaski to appoint Captain Michael Sjogren as Co-Chaplain for the Norwood Park Fire Protection District.

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

AYES: 7 NAY: 0

MOTION CARRIED

Swearing in of Chaplains: Captains Michael and Kristina Sjogren.

Recess at 7:51pm

Return from Recess at 8:08pm

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; yes,
Trustee Avino; yes, Trustee Cichon; yes,
Trustee Rybak; yes, Fire Chief/Administrator Vavra; yes.

Motion by Trustee Rybak and seconded by Trustee Kolaski to approve the Special Meeting Minutes of held on August 9th, 2018.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Romano and seconded by Trustee Cichon to approve the Regularly Scheduled Meeting Minutes of held on August 23rd, 2018.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Avino and seconded by Trustee Martell to approve and keep closed the minutes of the Closed Session meeting held on August 23rd, 2018.

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

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Skyba to approve payment of all current disbursements in the amount of \$652,336.62.

Trustee Romano states that the increase in disbursements for this month is from the purchase of the ambulance, phone system, training, insurance, overtime and forbearance payments.

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

AYES: 7 NAY: 0 MOTION CARRIED

TREASURER'S REPORT

Schedule of Assets
(Arising from Cash Transactions)
August 31st, 2018

Assets

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

Byline Bank checking #4303503 (0.046%)	74,344.07
Byline Bank money market #4303498	1,132,931.43
Byline Bank ambulance billing money market #4304492 (0.295%)	723,941.52
Byline Bank-Medical #1003102	10,915.58
Byline Bank- FSA #9990034868	<u>2,986.00</u>
Total checking and money market accounts	<u>\$1,945,118.60</u>

Certificates of deposit (interest rate and maturity):

Belmont Bank (1.25%, 09/10/18)	647,394.89
Belmont Bank (1.00% 08/05/18)	130,163.41
Belmont Bank (2.35% 06/23/19)	440,039.26
Belmont Bank (1.00% 08/21/18)	540,552.17
Belmont Bank (1.00% 07/19/19)	<u>381,913.81</u>
Total certificates of deposit	<u>\$2,140,063.54</u>
Total checking, money market and certificates of deposit	<u>\$4,085,182.14</u>

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

Trustee Romano stated that a CD was reinvested for 29 months at 3%. Another CD is maturing soon, Finance Committee will discuss what to do with it.

Monthly finance report shows that more property tax money was received than anticipated, there was an increase in expenses this month also.

A Finance Committee meeting needs to be scheduled. Currently, without any capital improvements, our operating cash will be okay until January. With capital improvements, our expenses are going to be about \$455,000 more than our revenues.

Chief discussed ambulance billing and how we have had an increase in receipts.

Trustee Martell stated that interest income will increase, the pension contribution will be flat, EAV will increase, and the rate cap will decrease. We will have a bump in revenue without doing anything.

Trustee Skyba is requesting a workshop to review financial reports like what was done in the past.

Trustee Martell states that another one will be set up in the future but the most important page in the financials to look at is page 5.

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

AYES: 7 NAY: 0

MOTION CARRIED

Chiefs' Report:

Chief Vavra stated that his report was given to all trustees.

The packet includes the D/C training analysis by shift and Chief summary.

Next month there will be the need to ratify a few things: hose for the front of the truck so it can work like the engine. Spare hose because we should have 1 full compliment available which is expected to cost around \$4,000.

Met with First Net (AT&T) who has been approved to give priority to first responders. They will give high speed internet and unblock phones in the event of a disaster. In California, a different service throttled down their devices and 1st responders were unable to communicate with each other. Phones would be replaced at no cost. There will also be Wi-Fi hotspots on vehicles so they can use tablets. Service will be at AT&T stores.

Working on getting vehicles of the Shift Commander and D/C- EMT and Chief- EMR, State and System approved.

Signs and Halloween bags are being ordered.

We meet with our new IT company (BCC) tomorrow. Email addresses will remain the same.

Chief showed the Trustees examples of the home page of the new website. Discussion.

Chief showed a sample of the metal artwork that will be placed on the building, may have it on doors with vehicle numbers as well.

Trustee Skyba asked a question regarding assemblies on the Chief report. Discussion.

Trustee Romano asked some questions regarding Target Solutions. Deputy Chief Blondell explained how the program works and who inputs information, how training is assigned and recorded. Differences occur due to firefighters being involved in different trainings and specialties. There are mandatory trainings that all must complete annually. D/C Blondell will prepare a report showing what is required by the state every year. Discussion. D/C Blondell stated that Target Solutions also has a report that is helpful for ISO.

Trustee Kolaski had a question regarding the EMS calls. Discussion.

Discussion on Mobile Integrated Healthcare.

Motion by Trustee Avino seconded by Trustee Romano to approve the Chief's report for August 2018.

AYES: 7 NAY: 0

MOTION CARRIED

President's Report: Trustee Martell had a moment of silence to remember those lost in 911. Chief stated that the firemen and himself will be at a service at Irving Park Cemetery tomorrow. Trustee Martell stated that there is a lot going on. He presented Trustee Rybak with her certificate for completing trustee training.

Committee Reports:

Finance & Information Technology Committee- Trustee Romano stated that they need to have a meeting soon.

Building and Equipment Committee- Trustee Cichon stated they met on September 5, 2018. They did a walkthrough of the building and went through the proposals. They will be rejecting some of the bids.

Policy Committee- Trustee Kolaski stated they met on August 29th. The Fire Marshal policy is on the agenda. They will be tabling the other. He asks the trustees to begin to review Section 5 of the Policy.

Strategic Planning Committee- Trustee Martell stated that we need to find out Trustee Romano's availability.

Human Capital Committee- Trustee Rybak stated the next meeting is on October 11th or 18th. They are working on the application for the state. A letter will go out to the paramedics to see who is interested in the program. They will have 4 go through the training. Still working on the Business plan and grant.

Community Relations Committee-Trustee Avino stated they met on October 16th and discussed the newsletter, safety signs and Halloween bags. He thanked Trustee Martell for the extra help on the newsletter. Another meeting is needed. FCL has the newsletter and we were able to add the flu shot and open house information. Discussion on possible topics for the next newsletter: snow clearing around hydrants, cooking turkeys, CO, Christmas trees.
Open House is October 6 from noon to 3pm.

Fire Commissioner & Pension Board Governance & Oversight Committee- Trustee Skyba stated the Fire Commissioner approval is on the agenda tonight. Trustee Skyba states that he did not get an agenda to the pension fund meeting and the Mr. McCarthy did not send a report as was requested. Discussion.

Old Business:

Motion by Trustee Cichon and second by Trustee Rybak to concur with the Building and Equipment Committee recommendation to reject all bids for building tuckpointing and sent for rebid.

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

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Romano to concur with the Building and Equipment Committee recommendation to award the bid for apparatus floor refinishing to Matrix Coating Solutions at a cost of \$49,806.

Trustee Martell states that this is the lowest bid.

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

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Skyba and second by Trustee Rybak to concur with the Building and Equipment Committee recommendation to reject all bids for Furnace/AC replacement and sent for rebid.

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

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Avino to concur with the Building and Equipment Committee recommendation to award the proposal for the sewer project on the east side of the building to Roc’s Plumbing at a cost not to exceed \$12,500.00.

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

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Romano to concur with the Building and Equipment Committee recommendation to accept the proposal for portable and mobile radios with Illinois Communications at a cost of \$35,996.20.

Chief stated that this was the lowest, most prudent proposal.

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

AYES: 7 NAY: 0 MOTION CARRIED

The Chief will contact each bidder to let them know the outcome. The tuckpointing and A/C furnace will be re-bid with a narrowed scope.

New Business

Motion by Trustee Romano and seconded by Trustee Avino to adopt and approve Ordinance #18-3, the Norwood Park Fire Protection District Budget and Appropriations for fiscal year 2018-2019.

Chief stated that the attorney reviewed and this includes the capital projects.

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

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Rybak and seconded by Trustee Martell to keep closed the Closed Session Minutes from June 9, 2005 through July 26, 2018.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; yes,

Trustee Avino; yes, Trustee Cichon; yes,
Trustee Rybak; yes.

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Cichon and seconded by Trustee Martell to approve the purchase of 3,000 Halloween Trick or Treat Bags at a cost not to exceed \$1,500 through Positive Promotion.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Skyba to approve the purchase of 500 safety signs at a cost not to exceed \$1,995.30 from Signs on the cheap.com.

These 18x24 corrugated signs with wire stakes that are yellow with red writing. Drive Carefully – watch out for OUR neighbors- Norwood Park Fire Department

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Skyba to table the addition of #3.07, Fire Inspector Job Description to the Norwood Park Fire Protection District Board of Trustee Policy Manual.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Skyba to approve the addition of #3.08, Fire Marshal Job Description, to the Norwood Park Fire Protection District Board of Trustee Policy Manual.

Trustee Martell states that the appointment and swearing in will be in October.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; yes,

Trustee Avino; yes, Trustee Cichon; yes,
Trustee Rybak; yes.

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Rybak and seconded by Trustee Skyba to appoint Ottosen Britz Kelly Cooper Gilbert & DiNolfo as the Board of Fire Commissioners' Legal Representation.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Cichon to approve the purchase of a power cot from Ferno at a cost of \$16,761.00.

Chief states this is the 2nd cot for the ambulance the is being re-boxed. \$12,000 of this will come out of the IPRF grant money.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Rybak and seconded by Trustee Romano to ratify the 3-year contract, effective September 1, 2018, with Waste Management at a monthly cost of \$164.75 over the term of the contract.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Martell to approve the purchase of 3 Pedi-Mate Child Transport units from Boundtree at a total cost not to exceed \$1,200.00.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Cichon to approve the cost to print and distribute Norwood Park Fire Protection District's September 2018 edition Newsletter, *The Size-Up*. Printing and distribution through FCL Graphics at a cost not to \$7,000.

Trustee Martell states that it is in its last draft and that it will go out Monday or Tuesday.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Rybak 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); 5 ILCS 120/2(c)(3) Selection of a person to fill a public office and the review of Closed Session Minutes.

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

AYES: 7 NAY: 0

MOTION CARRIED

Went in Closed Session at 9:33 PM

Returned from Closed Session at 10:53 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,
Trustee Rybak; yes, Fire Chief/Administrator Vavra; yes.

Motion by Trustee Avino and seconded by Trustee Martell to appoint Nick Fabian as Fire Commissioner of the Norwood Park Fire Protection District for the term ending May 31, 2020.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Skyba to adjourn the meeting.

AYES: 7 NAY: 0

MOTION CARRIED

Meeting adjourned at 10:55 P.M.

Andrew Skyba
Secretary

Robert Martell
President