

**MINUTES OF THE RESCHEDULED 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 15th day of January 2019 at 8:07 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.

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: 7 NAY: 0 MOTION CARRIED

Deputy Chief Blondell asked if there was any question with training or Fire Prevention Bureau.

Trustee Skyba asked, "any rumors out there and if anyone wanted to ask Trustee Skyba anything instead of talking behind their back? No? Okay, I would appreciate if you have something to say about Trustee Skyba or anybody else on this Board you come to them". Trustee Skyba stated that he wanted that on the record. He continued, "you want to talk about money, you want to talk about politics, you want to talk about anything else if it involves me and you have enough gumption and enough proof come to my face and say it. Do we have an understanding with the people in this room? Please pass it to every shift. Don't spread stuff about that isn't true just because you are here, we are here too. We are here to serve the people who we were elected to represent, and I don't appreciate the bad talking that is going on about this Board. That's it, for today".

Motion by Trustee Avino and seconded by Trustee Rybak to approve the Regular Meeting Minutes held on December 13th, 2018.

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

AYES: 6 NAY: 0 ABSTAIN: 1 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 December 13th, 2018.

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

AYES: 6 NAY: 0 Abstain: 1 MOTION CARRIED

Motion by Trustee Romano and seconded by Trustee Avino to approve payment of all current disbursements in the amount of \$320,877.16.

Trustee Romano stated this month's disbursements were low due to half of the bill not being paid.

Trustee Skyba asked if you only have \$100 in your account and you write a check for \$150, can you do that? Trustee Romano replied that you could, but it would bounce. Trustee Skyba commented, there you go, using small figures.

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)
December 31, 2018

Assets

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

Byline Bank checking #4303503 (0.046%)	86,467.36
Byline Bank money market #4303498	31,707.64
Byline Bank ambulance billing money market #4304492 (0.295%)	542,961.06
Byline Bank-Medical #1003102	5,859.22
Byline Bank- FSA #9990034868	<u>7,487.64</u>
Total checking and money market accounts	<u>\$674,482.92</u>

Certificates of deposit (interest rate and maturity):

Belmont Bank (3.00%, 02/10/21)	654,217.42
Belmont Bank (2.30% 08/05/19)	130,911.44
Belmont Bank (2.35% 06/23/19)	445,194.78
Belmont Bank (3.00% 01/21/21)	544,585.13
Belmont Bank (2.30% 07/19/19)	<u>384,108.61</u>

Total certificates of deposit \$2,159,017.38
Total checking, money market and certificates of deposit \$2,833,500.30

Motion by Trustee Cichon and seconded by Trustee Kolaski to approve the Treasurer's report as presented from the Financial Statement for December 2018.

Trustee Romano stated that the report shows the property tax balance being low. Interest income has increased from 1%. Ambulance billing has increased. For 6 months we are negative \$275,000 due to not receiving our tax money yet.

Regarding the forecast report, will increase ambulance billing and interest income, expenses of \$455,000 monthly has been accurate.

Trustee Romano explained that the reserves are used for when we do not receive property tax money. We have not received any in 5 months and need to get money from somewhere. Explained why we have the reserves and why they are needed. We are burning our reserves.

Trustee Skyba asked if the auditors concur with numbers? If he should not believe what others say? There are no hidden funds? Trustee Romano stated the numbers are all accurate.

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.

Deputy Chief Blondell is now a drone pilot for the MABAS Division 20 team. They are used at HazMat incidents, Technical Rescue incidents and large fires.

Chief report shows that 2018 was a busy year, we are up 7% on calls. The ratio is 65% EMS to fire, and we are averaging about 10 calls a day. Runs by vehicles has the engine running more than any ambulance alone, not to mention their own calls. Will continue to monitor and track where and how vehicles are used.

This is the 2nd full year of response times, will be amending the percentages for 2019 goals.

On the list of projects is updating computers in the station and computers in the vehicles so we will get better data. Trustee Rybak stated that 50 minutes door to balloon time is good, the average for January in 2018 was 44 minutes. Discussion.

Chief stated there are grant programs we will be working on: MIH, solar energy and smoke detector/CO programs.

The 2019 goals are included in the packet. We are exceeding our training goals. This is a positive thing for ISO.

Motion by Trustee Kolaski seconded by Trustee Rybak to approve the Chief's report for December 2018.

AYES: 7 NAY: 0

MOTION CARRIED

President's Report: Trustee Martell stated there was nothing to report.

Committee Reports:

Finance & Information Technology Committee- Trustee Romano stated that we met last night and reviewed the audit and discussed the note. Also discussed the Automatic Aid agreement with Rosemont Fire Department.

Building and Equipment Committee- Trustee Cichon stated we will have a meeting in February once we see what funds we have to work with.

Policy Committee- Trustee Kolaski stated next week there is a meeting, will be sending paperwork and notes to the members. Will read it at the next meeting and approve it at the following meeting.

Strategic Planning Committee- Trustee Martell stated there is nothing to report.

Human Capital Committee- Trustee Rybak stated the Chief evaluations are due and there is a meeting scheduled. Will be meeting for MIH on January 22nd to discuss the application which is ¾ done. Still need to figure out a couple of things. The hospital is excited. Many patients will qualify for this service.

Community Relations Committee-Trustee Avino stated that last months newsletter came out. From now on we plan to do a Spring and a Fall newsletter. We need to meet again and discuss the following: Brother Fire Department, Smoke Detector Program, Blood Drive, and Brick Paver Program. The signs will go out in the spring.

Trustee Skyba asked if we are getting reimbursed for the late newsletter. Chief stated it was approved on the 19th and sent to the post office on the 28th. The post office has 3 weeks to deliver bulk mail. FCL Graphics had it completed in 4 working days. Trustee Skyba doesn't feel it looks good. Trustee Avino states the committee is improving.

Discussion on the signs and when they will be out. Trustee Skyba would like a hard date in writing. Trustee Avino stated that our neighbor Police Departments asked for us to hold off putting signs out and we are going to be good neighbors. A hard date is not possible, we need to wait until they can get in the ground. Trustee Skyba feels that since it was not the municipalities idea, they don't want us to do it. Chief said we didn't do it at that time as a curtesy, not an absolute no. Trustee Martell asked what if they say we have more new police officers and they want us to wait again. He states he has heard excuses and baloney before. It was decided to wait to see on weather/temperature for when the signs will go out.

Fire Commissioner & Pension Board Governance & Oversight Committee- Trustee Skyba stated he is waiting for schedule for the Pension Fund. I did request a Fire Commissioner to attend and give a report.

Fire Commissioner Report- Commissioner Golebiowski stated that the entry level list and Lieutenant's testing has been completed. New meeting dates have been scheduled. There are no exams this year. Would like to investigate changing preference points for new candidates. Residents receive preference points and would like firefighters to start speaking to the students at Ridgewood High School. Will also discuss with Triton College. Discussion.

Trustee Flaherty is now the Commissioner's attorney.

Trustee Skyba asked that when members come back from training, they give an update on what they learned and asked that they not all go to the same sessions.

Old Business:

Motion by Trustee Romano and seconded by Trustee Avino to approve Ordinance 19-2, an Ordinance approving the Automatic Mutual Aid Agreement between the Norwood Park Fire Protection District with Rosemont Fire Department.

Chief stated that they reviewed that stats from 2017 & 2018 of Schiller Park, who currently responds Auto Aid to Rosemont. We will be responding to the south part of Rosemont and target hazards. In 2017, Schiller Park responded 199 times and were returned 57% of the time before arrival. Average call time was 16 minutes. In 2018, they responded 157 times and were returned 135 times (new software would not give same statistics). This will give Norwood Park 3 additional firefighters on large incidents and can bring a truck company for when we are at minimum manning. We will respond with an engine to them.

Trustee Cichon states we have less guys, can we stop going to Elmwood or one of the other towns? Chief stated he does not see it as a burden versus us having more men on scene here.

Rosemont approached us due to ISO, they need more firefighters coming in. We have procedures to respond non-emergent, unless there is a report of fire/smoke showing, then we run hot. If we are enroute to Rosemont and we get a call in district, we break off and cover our town.

Roll Call: Trustee Skyba; no, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; yes,
Trustee Avino; yes, Trustee Cichon; no,
Trustee Rybak; no.

AYES: 4 NAY: 3

MOTION CARRIED

Chief will monitor and report back to the board. Discussion of the out clause if it is not working. Chief stated they could end it immediately if it is not working out. Discussion. Trustee Martell stated that past Chief's had concerns and did not want to do this.

New Business

Motion by Trustee Romano and seconded by Trustee Kolaski to accept the audit for the 2018 fiscal year as presented by Treasurer Romano prepared by Knutte & Associates, subject to changes by the Finance Committee.

Trustee Martell stated that he knows the members have not seen the audit. Trustee Romano summarized the audit. He stated that it is a 54-page report which the Finance Committee went through to make sure the information was correct and then complete the MD&A. The highlights include the general revenue a decrease of \$645,000 due to the pension expense going up. In 2017 the pension contribution was \$881,000 to \$1,491,000 in 2018, based on information, the number will continue to rise. Total expenses decreased \$400,000. The District is \$339,000 in the red before depreciation and \$550,000 with depreciation. We are having to pull from savings.

Discussed ways the expenses were decreased this past fiscal year.

Trustee Romano explained that there were no copies because of a couple of errors in the MD&A and that Attorney Flaherty says it is okay to approve pending the changes. Cyndi will send the auditor the changes we are requesting. Trustee Martell stated that the collateral and IMRF comments needed to be changed.

Trustee Skyba stated that some of the savings is by the Trustees not hiring to fill positions.

Trustee Cichon stated that the approval of the audit is going off the recommendation of the Finance Committee.

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 Kolaski to approve Ordinance 19-1, an Ordinance authorizing the execution of a note and mortgage and related financial documents with Belmont Bank & Trust for a maximum of one (1) million dollars.

Trustee Skyba stated that he noticed there was hesitation for a second for the motion and that he knows board members are questioning if we need this loan. Trustee Avino stated that no one wants to take a loan, but it is needed. Trustee Martell stated that things are not grim, but 2 ways to ruin a business is not to pay your employee or burn your reserves to operate. This is being used for capital expenditures. Trustee Skyba stated that this is being used for things that are absolutely needed. Trustee Martell stated this is not being used for day to day operations, but for capital expenditures. Trustee Avino stated that we need to hammer down and not spend to the maximum if we don't have to.

This is a 6-month interest only, then amortized over 84 months. It will be paid off in 90 months. Trustee Kolaski asked if prepayment was allowed. Chief stated there is no prepayment penalty. Trustee Martell stated that if it is approved tonight, the first draw would be this week. Current rate is 4.72%.

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 payout of mandatory sick buyback to the following:

Larry Curran	144 hours	\$4,980.24
Daniel Davila	24 hours	\$940.56
Matthew Mattio	80 hours	\$2,835.95
Ronald Schneider	96 hours	\$3,547.68
Stephen Swank	12 hours	\$426.96
Total mandatory sick time buyback		\$12,731.39

Trustee Rybak asked what the maximum and minimum amount of time the firefighters can have, Cyndi explained. Trustee Skyba asked if the payouts were reviewed. Trustee Romano stated he reviewed the.

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 ratify the following purchases:
-American Express in the amount of \$4,600.96 for the purchase of new hose door, the movers, repair to door on call and monthly fees.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Skyba 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; and/or section (2)(c)(11) of the Act (pending, probable or imminent litigation).

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 11:14 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 Skyba and seconded by Trustee Cichon to adjourn the meeting.

AYES: 7 NAY: 0

MOTION CARRIED

Meeting adjourned at 11:15 P.M.

Andrew Skyba
Secretary

Robert Martell
President