

Motion by Trustee Romano and seconded by Trustee Avino to approve and keep closed the minutes of the Closed Session meeting held on January 15th, 2019.

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

AYES: 5 NAY: 0 MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Avino to approve payment of all current disbursements in the amount of \$724,809.12.

Trustee Romano stated that last month the bills were \$320,877. This month is \$724,809 due to timing and some special payments.

Trustee Skyba wanted to know if we received a discount on the cost of the newsletter. Chief stated there was nothing wrong with the newsletter. Trustee Skyba does not agree. Chief explained bulk mail.

Discussion. Decided to avoid doing newsletters by holidays.

Trustee Rybak asked questions on a couple invoices.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; absent,
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)
January 31, 2019

Assets

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

Byline Bank checking #4303503 (0.046%)	86,442.36
Byline Bank money market #4303498	240,944.00
Byline Bank ambulance billing money market #4304492 (0.295%)	163,868.66
Byline Bank-Medical #1003102	3,231.78
Byline Bank- FSA #9990034868	<u>6,431.57</u>
Total checking and money market accounts	<u>\$500,918.37</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)	131,663.77
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>386,316.02</u>

Total certificates of deposit \$2,161,977.12
Total checking, money market and certificates of deposit \$2,662,895.49

Motion by Trustee Skyba and seconded by Trustee Cichon to approve the Treasurer's report as presented from the Financial Statement for January 2019.

Trustee Martell arrived at 7:40pm and took over President duties from Trustee Rybak.

Trustee Romano stated that January actuals are per the accountants. We should begin to receive property tax money. On projections, revenue projections have been increased due to higher ambulance billing revenue and interest received.

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

AYES: 6 NAY: 0 MOTION CARRIED

Chiefs' Report:

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

Chief passed out certificates from Northern Illinois Alliance of Fire Protection Districts to the Trustees that attended.

There is currently GPS on some of the equipment to test and see if it will meet the needs of what we are wanting it to do. Chief has meeting with the company coming up to discuss the information it is gathered. Still looking at units to see the best possible solution. Currently, it updates every 30 seconds, unless lights are on, then it is updated every second.

Chief stated his report changed a little due to finding new codes to add. Statistically, we are on the same path as before. There were 34 inspections completed last month by FPB. We are looking at preplan options to be used once we have computers in the vehicles.

A couple of projects being worked on: Microwave coming over, software, looking at changing software to Emergency Reporting, Commander Erlewein and D/C Blondell are talking to departments using it and there have not been any complaints. Firehouse, which we currently use, has been bought out and are not responsive to us as clients.

Trustee Rybak asked for a list of goals for 2019. Chief stated that they have already received them last month.

Trustee Skyba asked why there were only 34 inspections. Chief explained what 7g has been doing. Trustee Skyba states that he sees 7g is getting paid. Chief explained the other things he has been completing including school inspections, which have to be filed multiple ways and take a lot longer than a regular inspection.

Trustee Skyba why there is an increased in response time. Steve Henmueller asked to answer, he states that with current manning the way it is, they have to “jump” from one piece of equipment to another at times and this causes delays.

Discussion on statistics. Chief states we are reaching “less than 6 minutes: almost 95% of the time.

Trustee Skyba asked about the radios and if we received a grant. Chief stated we did not receive it. We went out to bid for the radios.

Discussion on the grant writer. Board would like the grant writer to do more. Trustee Skyba states there are many new grants.

Chief asked to check on the ratio on grants received.

Trustee Skyba states for the Fire Prevention Bureau, the goal was 80%, but only 20% was met. It seems like there was an issue with data entry. Chief explained that he met most of his goals for 2018 except for inspections. Chief explained his goals from last year and how everything was met except inspections.

Discussion.

Trustee Martell states this needs to be taken offline, there is a deeper discussion that needs to be done at a different time.

Trustee Rybak states that items in goals were not met because it was not in correct time frame or do you give partial credit, this will need to be discussed.

Trustee Cichon asked if we got a truck. Chief explained that we are looking at a state bid, if we shop around, it would have to be the same vehicle as the state bid. We will then need to get lights, decals, etc. on the vehicle. There is a committee of D/C Blondell, Commander Erlewein, Lt. Davila and Firefighter Curran working on this. This vehicle will be set up to have the ability to take the place of the Command Car if needed. Discussion.

Trustee Skyba asked why GPS is not in the Deputy Chief and Chief vehicles? Chief stated that at the last meeting he was told to get information and prices. Trustee Skyba stated that it was to install. Discussion. Chief stated if a trustee needs to know where the D/C or Chief is, they can call.

Current system installed on 10 vehicles would be \$15,000. Trustee Cichon asked if this couldn't be done on a phone. Discussion.

Motion by Trustee Avino seconded by Trustee Rybak to approve the Chief's report for January 2019.

AYES: 5 NAY: 1 MOTION CARRIED

Deputy Chief Report: Report is in the Trustee's packet.

President's Report: Trustee Martell stated that on Social Media there is a post about the District's Pension Fund. He states that the District has always funded at the least the required minimum if not

more. We have had some bad luck with disability claims and bad market luck, as well as state statues, and tax caps have been part of the problem.

Tax report showed 39.7% funded. The Pension fund is 46% funded, but it is dragged down with the audit, accountant and actuary reports. The Pension Fund is fully funded by law for what we need to pay by the District.

Attorney Flaherty stated that it is imperative to know what the Pension is funded at. You need to keep the other items in another basket, the Pension is a standalone computation.

Trustee Skyba stated that as a member on the Pension Governance Board, he wanted to respond, but didn't. But it is showing up on our tax bill. Discussion.

Committee Reports:

Finance & Information Technology Committee- Trustee Romano stated there was one spot that they were hung up on with the MD&A for the audit, it has been finalized. The Note has been executed and we received the first draw at closing. Trustee Martell stated that anything that is capital, we draw on it. The period ends in July to draw.

Building and Equipment Committee- Trustee Cichon stated the met February 13th and discussed vehicles, upgrades in building, fire gear, solutions for bathroom, bids for flooring, thermal imaging cameras (2% purchasing one and the District is purchasing one). Trustee Cichon feels the vehicles should be staggered and not purchased all at once. Discussion.

Policy Committee- Trustee Skyba stated they are reviewing Chapter 3. Trustee Martell stated the collateral policy will need to be changed to 102%. Chief stated #8 will be tabled.

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

Human Capital Committee- Trustee Rybak stated there is a meeting tomorrow. Waiting on Dr. Hassard for the education piece. There are 7 firefighter/paramedics interested in MIH. We will need to purchase the equipment needed to run the program.

Community Relations Committee-Trustee Avino stated there is a list of items carried over from last year: Spring newsletter (April, draft mid/end March), Brother Fire Department with Norwood, MA, Blood Drive, Open House, Bronze to go on Marble, Smoke/CO detector program, Brick Paver program, and Safety Signs. Chief states that the Annual Report for 2018 will be done by the end of March. Trustee Avino states that he will cover our basis with the municipalities and make sure we are good to put the Safety Signs out. The 2nd newsletter for 2019 will be at the end of September so it is right before Open House.

Fire Commissioner & Pension Board Governance & Oversight Committee- Trustee Skyba stated the Pension meeting has been rescheduled to March 7th and in May, the Commissioner position will need to be approved.

Fire Commissioner Report- No report

Attorney Report- Attorney Flaherty stated the Pension Board will have a hearing on March 7 regarding Nagrocki and the District to intervene. Nagrocki no longer has legal counsel.

CPI is 1.9%, down from 2.1%.

The new Governor didn't mention Pension reform in his run for office but has created a Pension Consolidation Committee.

There are 16 bills in the General Assembly regarding Pension consolidation.

The first Law that was signed is making minimum wage \$15 by 2025.

If anyone has a suggestion for the NIAFPS Conference topics, Attorney Flaherty is on the committee.

Old Business:

Trustee Skyba stated that he asked for Trustees to report about what they learned when they came back from a conference. He stated he attended *Challenging of Aging Pension Fund Membership and Hiring a New Chief*. Discussion.

New Business

Motion by Trustee Rybak and seconded by Trustee Romano to pass and approve Resolution #19-1, A Resolution Authorizing Surplus Equipment (2002 Ford Ambulance).

Chief explained that this was the ambulance we purchased so we had a reserve ambulance while we had our ambulances re-boxed.

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

AYES: 6 NAY: 0

MOTION CARRIED

Motion by Trustee Cichon and seconded by Trustee Romano to approve the payout of elective sick time buyback to the following:

James Cotiguala 432 hours \$14,578.80

Claude Erlewein 120 hours \$4,880.40

Arthur Koszczuk 144 hours \$6,052.32

Leigh Unger 144 hours \$4,964.40

Total elective sick time buyback \$30,475.92

Trustee Romano and Trustee Martell reviewed the buyback calculations.

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

AYES: 6 NAY: 0

MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Cichon to approve the sale of the 2002 Ford Ambulance to American Response Vehicle (ARV) for \$4,500. Ambulance sold "as is" which was agreed upon in the June 11, 2018 Board Meeting.

Steve Henmueller asked if we could receive money for the repairs made to the ambulance? Chief stated there was not, this was the agreement.

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

AYES: 6 NAY: 0

MOTION CARRIED

Motion by Trustee Romano and seconded by Trustee Avino to approve the proposal with B&F Construction Code Services, Inc. to review and update current building codes to the 2018 International Code Series. Total estimated cost is \$5,500 which will be split 3 ways with Norwood Park Fire Protection District, Village of Norridge, and Village of Harwood Heights. Total cost to Norwood Park Fire Protection District is not to exceed \$2,000.

Chief stated that both Villages have agreed to this and the last code update was 2005. Discussion.

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

AYES: 6 NAY: 0

MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Avino to authorize staff to request sealed bids, to be returned in March, for 2nd set of Fire Gear.

Chief explained that this was for coats, pants, and suspenders. Procedures will change for how gear is treated after a fire once we get the second set of gear. Discussion.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Romano; yes, Trustee Kolaski; absent,
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 authorize staff to request sealed bids, to be returned in March, for Emergency Contract Ambulance Services.

Trustee Martell stated that this is for information and not that we will change. But it is a financial decision. Trustee Romano stated that it does not hurt to go out to bid. Chief explained that the contract is up in June, but there is a 1-year extension clause for 2.9%. Trustee Cichon asked why not extend for another year. Trustee Rybak stated she did not get to see the bid packet to know what she is approving. Discussion. Discussion on if we could table. Attorney Flaherty discussed the options.

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

AYES: 5 NAY: 1 MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Romano to approve the destruction of Closed Session Minute records from February 2017 up to and including July 2017.

Trustee Skyba asked why we are doing this. Chief explained that it is housekeeping and is done every 6 months.

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

AYES: 6 NAY: 0 MOTION CARRIED

First reading of Chapter 3 in the Policy Manual was Tabled.

Motion by Trustee Avino and seconded by Trustee Cichon to ratify the following purchases:

- Uline Ship Supplies in the amount of \$1,102.99 for a pallet of salt.
- Emergency Vehicle Services (EVS) in the amount of \$3,436.58 repair to Engine 102- leaking fuel lines.
- Industrial Organization Solutions, Inc. in the amount of \$2,970.00 for the Lieutenant's written/oral exams and firefighter candidate psych and polygraph examination.

Trustee Skyba asked if the engine repair done at EVS was the best price. Chief explained that EVS is our certified repair company. They have been priced out.

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

AYES: 6 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; and/or section (2)(c)(11) of the Act (pending, probable or imminent litigation), and Review of Closed Session Minutes.

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

AYES: 6 NAY: 0 MOTION CARRIED

Went in Closed Session at 9:08 PM

Returned from Closed Session at 10:23 PM, no decision made, no votes taken.

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

Motion to table the salary increase for Chief Terrence Vavra per the contract, retroactive to February 13, 2019.

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Cichon and seconded by Trustee Romano to adjourn the meeting.

AYES: 6 NAY: 0 MOTION CARRIED

Meeting adjourned at 10:26 P.M.

Andrew Skyba
Secretary

Robert Martell
President