

**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 18<sup>st</sup> day of March 2019 at 7:30 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 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: 7 NAY: 0

MOTION CARRIED

Lisa Malicki addressed the Board regarding actions Trustee Skyba has taken against her husband Paul Malicki, who is running for the Board of Trustees. Ms. Malicki asked if this was the action of the Board or a single board member.

Trustee Martell replied that the action was not on behalf of the board, but of an individual.

Paul Malicki addressed the Board over concerns he has, one being security and what he would like to do if elected to the Board of Trustees.

Trustee Rybak wished Mr. Malicki luck and stated that she misjudged him and that she was harassed for not showing up to meetings before she became a member of the Board. Trustee Rybak stated that she never uses her key to enter the fire department.

IAFF Local 4210 President Jeff Peistrup addressed Trustee Skyba concerning what Jeff Peistrup categorized as belittling comments made by Trustee Skyba.

Trustee Skyba stated that did not deserve a response.

*Opening of sealed bids for Emergency Contract Ambulance Services.*

Paramedic Services of Illinois

July 1, 2019-June 30, 2020 \$976,308

July 1, 2020-June 30, 2021 \$995,844

July 1, 2021-June 30, 2022 \$1,015,764

This is a 2% increase each year.

Motion by Trustee Rybak and seconded by Trustee Romano to table action on the bid(s) for a determination by staff and/or consultant as to the compliance with specifications.

Finance Committee will meet to review.

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

*Opening of sealed bids for Bunker Gear (18 Full Sets).*

Air One- Athletix \$57,186.

Conway Shield- Stealth \$51,660.

Conway Shield \$44,010.

Motion by Trustee Cichon and seconded by Trustee Avino to table action on the bids for a determination by staff and/or consultant as to the compliance with specifications.

Discussion. Currently we have Morning Pride through Global (Air One).  
Building and Equipment Committee will meet to review.

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 Romano to approve the Regular Meeting Minutes held on February 21<sup>st</sup>, 2019.

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

Trustee Rybak; yes.

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Rybak to approve and keep closed the minutes of the Closed Session meeting held on February 21<sup>st</sup>, 2019.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Romano and seconded by Trustee Avino to approve payment of all current disbursements in the amount of \$421,371.77.

Trustee Romano stated that last month was high due to timing, this month is more in-line with our norm.

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)  
February 28, 2019

#### Assets

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

Byline Bank checking #4303503 (0.046%)	87,249.76
Byline Bank money market #4303498	371,054.63
Byline Bank ambulance billing money market #4304492 (0.295%)	212,917.52
Byline Bank-Medical #1003102	2,572.28
Byline Bank- FSA #9990034868	<u>6,043.58</u>
Total checking and money market accounts	<u>\$679,837.77</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)	548,648.18
Belmont Bank (2.30% 07/19/19)	<u>386,316.02</u>

Total certificates of deposit \$2,166,040.17  
Total checking, money market and certificates of deposit \$2,845,877.94

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

Trustee Romano stated that he was projecting to receive \$650,000 in property tax money in February, but only received \$542,000. We should receive \$1,600,000. in March. Ambulance billing is down this month, most likely due to timing issues. We have a 3-month reserve so we should be okay.

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.

Chief stated the 1<sup>st</sup> notice of the Cook County Economic Interest Statement has been emailed, please check your Norwood Park emails for it.

We maintained an ISO 3 rating. Silver lining is that last time we had 70.6 points and this time received 77.11, so there is the potential to reach Class 2, which is the top 15%. We will be having a meeting with the ISO representative to discuss options. ISO mostly helps commercial properties with insurance. Chief thanked Deputy Chief Blondell and Leigh Unger for all their hard work.

Looking to switch to Emergency Reporting (ER) for our fire reporting system. Currently we use Firehouse and they have changed and are not responsive. With ER, we can share data and have not heard of any issues from departments that are currently using it. Almost everyone in Division 20 uses it. We will also be using it for Fire Prevention. Discussion.

Call volume has increased per day.

Finally, Chief will be going in to have surgery Thursday, will be out approximately 10 days.

Trustee Rybak had a question on the Fire Prevention report and how often reinspection's occur. Deputy Chief explained the report and how the new IGAs will help achieve this.

Deputy Chief Blondell stated that the District is 100% on track to complete all inspections.

We will have to wait for 6 months before we can have a review of ISO.

Motion by Trustee Kolaski seconded by Trustee Rybak to approve the Chief's report for February 2019.

AYES: 7 NAY: 0 MOTION CARRIED

### **Deputy Chief Report:**

Deputy Chief Blondell asked if there were any questions with the Training Report or FPB Report.

States with ISO we can increase live fire training, but we would have to pay overtime for our personnel. There is facility training where this can be done.

Dispatch has a computer system they could use to send closest vehicle, but since we are a one station department, it normally is not necessary. If it is the pleasure of the board, we can investigate it.

Discussion.

Will review with Building and Equipment Committee to see if it would be worth the expense.

Also wanted to mention the Commander Erlewein also worked very hard on ISO.

**President's Report:** Trustee Martell congratulated the men on the great work for ISO, getting the highest score ever.

Wished Chief Vavra good luck on his surgery.

### **Committee Reports:**

Finance & Information Technology Committee- Trustee Romano stated they need to schedule a date to meet for and review PSI's proposal. He will send out dates.

Building and Equipment Committee- Trustee Cichon stated they had a meeting and went over vehicles. Commander Erlewein sent pricing to do repairs on vehicles instead of purchasing all new vehicles. The pick-up is on the agenda. There was discussion on the options for the bathrooms. Waiting on some bids. Another meeting is needed.

Policy Committee- Trustee Kolaski stated they met a couple times. Section 3 of the Policy Manual was reviewed. The Chief did a lot of the legwork and verifying information with the attorney. Gave the firemen a copy of the changes and have not heard back. The Investment Policy also has one small change to it for collateral. It will be on the agenda for approval next month.

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

Human Capital Committee- Trustee Rybak stated that we are waiting on the education piece from Dr. Hassard. We are starting with heart failure for our scope and will need to apply for a grant through Amita.

Community Relations Committee-Trustee Avino stated that the bronze plaque of donors for the monument is on the agenda for approval. The safety signs and newsletter should be ready to go in April.

Fire Commissioner & Pension Board Governance & Oversight Committee- Trustee Skyba stated there is a Commissioners meeting Thursday and that he is still digesting the information from the Pension Fund meeting.

Discussion that the May meeting will be when the Commissioners position will need to be renewed. Commissioner Mougolias term is up this May.

Fire Commissioner Report- No report

**Old Business:**

None.

**New Business**

First reading of Chapter 3 and Investment Policy (Section G, sub-section j) in the Policy Manual. Trustee Kolaski stated that everyone has received a copy to review, any questions to bring forward.

Motion by Trustee Skyba and seconded by Trustee Romano to pass and approve Resolution #19-2. A Resolution Authorizing Surplus Equipment (portable and mobile radios).

Trustee Rybak asked if we should keep any for MIH. Chief stated the plan is to donate to TRT and HazMat teams. The mobile radios will go to IL Fire Chiefs for departments that are in need of radios.

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 Kolaski to pass and approve Resolution #19-3, A Resolution Authorizing Surplus Equipment (snow plow).

Chief states that this was the only thing viable on the pick-up truck from the fire.

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 2019 Ford F-250 XL 4x4 Pick-Up truck from Currie Motors Fleet through the Suburban Purchasing Cooperative (SPC) at a cost of \$38,044.00. This is the State Purchase price and does not include radios, lights or graphics.

Trustee Martell stated he would borrow the money from the loan to conserve cash.

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 proceed with the Intergovernmental Fire Code agreements with the Villages of Harwood Heights and Norridge.

Chief stated that last month the Board approve revising the codes, the IGAs will use the updated codes. This will allow the FPB to fined and this is the adjudication process to handle it.

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 Skyba approve the purchase of a Thermal Imager Camera from W.S. Darley at a cost of \$3,935.00.

Discussion on how the 2% Foreign Fire Fund purchased one and the District is purchasing one. Deputy Chief Blondell explained when and how one is used. Thermal Imager Camera was brought in to demonstration to the Board.

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 Cichon to approve the purchase of a bronze donor recognition plaque for the monument from Bevel Granite at a cost of \$4,295.00, cost includes delivery and installation.

Chief states that this is a much less expensive option then etching into the granite. Discussion on where to mount this. The recommendation from Bevel Granite to place it on the back of the monument.

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 Martell to approve the purchase of Emergency Reporting at a one-time set up fee of \$720 and annual cost of \$2,400. Total cost for year 1 is \$3,120.

Discussion on how the current information will be packaged and transferred over. We will also use this for preplans and inspections.

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 Kolaski to approve HAAS GPS reporting for 5 years at a cost of \$7,895.

Chief explained that this is on 5 vehicles: 102, 104, 105, 107, and 111.

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 Skyba to approve the purchase of 600 Today's Heros goody bags at \$1.92 each for Public Education from Alert All. Total cost, including shipping is \$1,152.

Chief stated that this is for Fire Prevention Week which is October 6<sup>th</sup>-12<sup>th</sup>. Open House is on October 5<sup>th</sup>.

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 Avino to ratify the following purchases:  
- Selective Insurance in the amount of \$6,826. for additional ambulances and increase to cover replacement value of vehicles.  
- Adams Brother Garage Door in the amount of \$1,708. For the spring replacement on apparatus bay door #3.  
Ferno and Emergency Vehicle Services were pulled from the consent agenda.



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 Romano to ratify the payment to Ferno in the amount of \$16,725.32 for a power cot in the 3<sup>rd</sup> ambulance.

Trustee Cichon would like to table this and send it to committee. Chief states that this is for the backup ambulance and then all three ambulances will be the same. There is still a possible grant out for it. Trustee Cichon asked about the possibility of financing it or waiting to see if we receive the grant. Chief stated that he already purchased it and it has been delivered. Discussion.

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

AYES: 4 NAY: 3 MOTION CARRIED

Motion by Trustee Romano and seconded by Trustee Kolaski to ratify the payment to Emergency Vehicle Services (EVS) in the amount of \$14,021.14 for the repairs to Engine 101 for bumper repair and warning devices, repair of leaking heater hose, chassis alignment, front spring bushings rear brakes and installation of HAAS system.

Trustee Martell asked if this was considered an emergency purchase/repair. Chief stated that part of it was annual maintenance and some of it was from the accident it was in which we received approximately \$6,000 reimbursement from the insurance. Discussion.

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

AYES: 7 NAY: 0

MOTION CARRIED

Went in Closed Session at 8:56 PM

Returned from Closed Session at 10:30 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 Kolaski to keep Closed all 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

Motion by Trustee Skyba and seconded by Trustee Martell to table the salary increase for Chief Terrence Vavra per the contract, retroactive to February 13, 2019.

AYES: 7 NAY: 0

MOTION CARRIED

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

AYES: 7 NAY: 0

MOTION CARRIED

Meeting adjourned at 10:33 P.M.

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Andrew Skyba  
Secretary

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Robert Martell  
President