

**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 13<sup>st</sup> day of May 2019 at 7:31 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; absent, Trustee Kolaski; yes,  
Trustee Avino; yes, Trustee Cichon; yes,  
Trustee Rybak; yes, Fire Chief/Administrator Vavra; yes,  
Attorney Flaherty; 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 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: 6 NAY: 0                                   MOTION CARRIED

No comments from audience.

Motion by Trustee Kolaski and seconded by Trustee Rybak to approve the Regular Board of Trustee Meeting Minutes held on April 18<sup>th</sup>, 2019.

Roll Call:                   Trustee Skyba; yes, Trustee Martell; yes,  
Trustee Romano; absent, Trustee Kolaski; yes,  
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 and keep closed the minutes of the Closed Session meeting held on April 18<sup>th</sup>, 2019.

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

AYES: 6 NAY: 0                                   MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Avino to approve payment of all current disbursements in the amount of \$399,216.84.

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

AYES: 6 NAY: 0 MOTION CARRIED

**TREASURER'S REPORT**

Schedule of Assets  
(Arising from Cash Transactions)  
April 30, 2019

Assets

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

Byline Bank checking #4303503 (0.046%)	87,448.81
Byline Bank money market #4303498	1,289,819.57
Byline Bank ambulance billing money market #4304492 (0.295%)	334,908.30
Byline Bank-Medical #1003102	6,462.42
Byline Bank- FSA #9990034868	<u>4,570.65</u>
Total checking and money market accounts	<u>\$1,723,209.75</u>

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

Belmont Bank (3.00%, 02/10/21)	658,992.31
Belmont Bank (2.30% 08/05/19)	132,395.75
Belmont Bank (2.35% 06/23/19)	447,752.52
Belmont Bank (3.00% 01/21/21)	548,648.18
Belmont Bank (2.30% 07/19/19)	<u>388,487.86</u>
Total certificates of deposit	<u>\$2,176,276.62</u>
Total checking, money market and certificates of deposit	<u>\$3,899,486.37</u>

Motion by Trustee Martell and seconded by Trustee Skyba to approve the Treasurer’s report as presented from the Financial Statement for April 2019.

Trustee Martell stated that on page 5 of the financial report shows that as of April 30<sup>th</sup> we have an excess of \$348,000. We will have a shortage of about \$300-\$350,000 for the fiscal year which is better than the prior year. We have \$3.9 million cash on hand and have slowed the deficit. There are CDs coming due in June, July, and August of this year.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes, Trustee Romano; absent, Trustee Kolaski; yes, 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 stated there are several projects on the agenda for approval.

The ambulance was blessed by our Chaplain prior to the board meeting this evening.

Motion by Trustee Kolaski seconded by Trustee Cichon to approve the Chief's report for April 2019.

AYES: 6 NAY: 0            MOTION CARRIED

### **Deputy Chief's Report:**

D/C Blondell discussed the blow-up safety house and his conversation with the Harlem Irving Plaza where it is used for the longest period. Discussing the logistics and where it can be placed. HIP offering to pay a portion or for an additional training aid. Discussed sponsorships.

Trustee Skyba stated that the fire inspection numbers are up and had questions regarding dates and numbers. D/C Blondell explained that this was the inspection of the mall which can be completed more quickly since stores are right next to each other.

**President's Report:** Trustee Martell stated thanks everyone for his 23 ½ years on the board. They have done a lot of good things. There have been challenges, but we kept moving forward. Fiscally we are in a good spot.

### **Committee Reports:**

Finance & Information Technology Committee- Trustee Martell stated that by June 30<sup>th</sup> the board will need to approve a firm for the actuary and OPEB. Will also have to transfer funds if needed.

Building and Equipment Committee- Trustee Cichon stated they are going to check and see what needs to be done and what does not need to be done.

Policy Committee- Trustee Kolaski stated there is nothing to report.

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

Human Capital Committee- Trustee Rybak stated there is nothing to report.

Community Relations Committee-Trustee Avino stated the newsletter was delivered to the post office on May 1<sup>st</sup> and has still not been delivered to the home. Chief will contact the Postmaster. Discussion on bulk mail 3<sup>rd</sup> class. Discussion on boot days for the Illinois Fire Safety Alliance. Trustee Avino brought up events he would like to see if we can get out to. Commander Peistrup will work on the logistics of getting the safety signs distributed throughout the neighborhood and in high risk areas.

Fire Commissioner & Pension Board Governance & Oversight Committee- Trustee Skyba stated there nothing to report regarding the commissioners. Pension fund he will refer to Attorney Flaherty.

Fire Commissioner Report- No report

Attorney Report- Attorney Flaherty stated that the pension fund ruled on the motion to intervene with a 4-0 vote (1 abstained). Discussion. Firefighter Stephan Swank was newly elected to the pension fund.

SB37 is in the House, it passed the Senate. This is regarding full-time firefighters working in part-time departments. There were no pension bills that passed. A super majority voted would be needed. Trustee Martell discussed the 10-year freeze on taxes, Attorney Flaherty stated that nothing passed. Discussion on legal marijuana and sports gambling.

**Old Business:**

None

**New Business**

Motion by Trustee Martell and seconded by Trustee Skyba to approve Lauterbach and Amen, LLP to provide monthly accounting assistance to the Norwood Park Fire Protection District for fiscal year ended June 30, 2020 at a cost of \$1,127 per month and year-end audit support for fiscal year June 30, 2020 at a cost of \$1,105.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Avino to approve the reappointment of Demetrius “Jimmy” Mougolias as Fire Commissioner of the Norwood Park Fire Protection District for a three-year term, from June 1, 2019 to May 31, 2022.

Trustee Rybak asked if this could be tabled. Discussion on attendance. Chief stated that he has been very active and helpful with the Lieutenant’s testing process and new entry level firefighting test.

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

AYES: 3 NAY: 3

Motion is tabled until the next regularly scheduled board meeting. Commissioner Mougolias will continue to serve until a replacement is found if he is reappointed per Attorney Flaherty.

Motion by Trustee Martell and seconded by Trustee Cichon to approve the purchase and installation of a Microwave- MM from Chicago Communication at a cost of \$32,231.

Trustee Skyba asked why we didn't have to go for RFP? Attorney Flaherty stated that section 11k of the act allows for telecommunication to be exempt.

Chief stated the return on investment is 16 months for the T-1 lines.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Rybak and seconded by Trustee Cichon to approve the purchase and installation of a Base Radio (to be installed at Norridge Water Tower) from Chicago Communication at a cost not to exceed \$20,000.

Trustee Skyba stated that he didn't understand the reason for this. Chief stated that it has reached its end of life and there are no replacement parts. New radios would become repeater sights.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion to approve the purchase and installation of 4 Toughbook Computers and Mounts from CDS at a cost not to exceed \$26,000. Units to be installed in the Command Vehicle, Engine, and two Ambulances.

Trustee Skyba asked if this went to the Building and Equipment Committee. Trustee Cichon stated that it did.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Cichon and seconded by Trustee Rybak to approve the purchase of Vehicle Software for reporting/dispatch/etc. from ID Networks at a cost not to exceed \$21,000.

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

Trustee Rybak; yes.

AYES: 6 NAY: 0

MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Cichon to approve the purchase of 2 computers, printers, scanners and UPS units from Blue Collar Computer (BCC) at a cost not to exceed \$4,000.

Chief stated that this will be for the upgrade of the Chief and Administrative Assistants computers, 4 monitors, 9 UPS units and labor.

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

AYES: 6 NAY: 0

MOTION CARRIED

Motion to approve the remodel of 8 small bathrooms at a cost of \$10,000. Work to be performed by employees.

Trustee Martell asked Attorney Flaherty if we can have employees do the work. Attorney Flaherty stated that Prevailing Wage is not an issue. Discussion regarding Worker Compensation. Chief stated that the 8 bathrooms are the 2 public bathrooms on office side, senior firefighter's quarters, Commander's quarters, Lieutenant's quarters and Chiefs. They plan to replace the toilets, vanities and faucets until the money runs out. He will pay the firefighters overtime to complete the job.

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

AYES: 6 NAY: 0

MOTION CARRIED

Motion by Trustee Cichon and seconded by Trustee Rybak to approve the purchase and installation of flooring in the Commander's, Lieutenant's, and Senior's living quarters by Pauls Hardwood at a cost not to exceed \$7,000.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,  
Trustee Romano; absent, Trustee Kolaski; yes,  
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 begin the hiring process (background, polygraph, psych, and medical) for the next candidate on the entry level firefighter eligibility list.

Chief stated that he will replace Firefighter Appelhans when he retires in July.

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

AYES: 6 NAY: 0 MOTION CARRIED

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

- A-1 in the amount of \$4,475.34 for the preventative maintenance/repairs to #108, #109, #111, and #112.
- Adams Brothers Garage Door in the amount of \$1,700.00 for the repair of overhead door #6.
- Emergency Vehicle Service Inc. in the amount of \$5,698.32 for preventative maintenance on Engine 102.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion to go into Closed Session was passed.

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

AYES: 6 NAY: 0 MOTION CARRIED

Meeting adjourned at 8:29 P.M.

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Andrew Skyba  
Secretary

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Robert Martell  
President