

**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 20th day of June 2019 at 7:00 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 Romano; yes, Trustee Kolaski; yes,
Trustee Avino; absent, Trustee Cichon; yes, Trustee Rybak; yes,
Trustee Santoro-Cotton; absent, Deputy Chief Blondell; yes,
Attorney Flaherty; yes.

The pledge was said at the start of the meeting.

Trustee Santoro-Cotton joined the meeting via teleconference at 7:02pm

COMMUNICATION WITH THE AUDIENCE (Public Participation)

A motion was made by Trustee Skyba 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: 6 NAY: 0 MOTION CARRIED

No comments from audience.

Motion by Trustee Romano and seconded by Trustee Skyba to approve the following minutes:

Regular Board of Trustee Meeting Minutes held on May 13th, 2019

Special Board of Trustee Meeting Minutes held May 23rd, 2019

Approve and keep closed the Closed Session Meeting Minutes from May 23rd, 2019

Roll Call: Trustee Skyba; yes, Trustee Romano; yes, Trustee Kolaski; yes,
Trustee Avino; absent, Trustee Cichon; yes, Trustee Rybak; yes,
Trustee Santoro-Cotton; yes.

AYES: 6 NAY: 0 MOTION CARRIED

TREASURER'S REPORT

Schedule of Assets
(Arising from Cash Transactions)
May 31, 2019

Assets

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

Byline Bank checking #4303503 (0.046%)	81,884.47
Byline Bank money market #4303498	890,431.00
Byline Bank ambulance billing money market #4304492 (0.295%)	423,665.05
Byline Bank-Medical #1003102	3,882.92
Byline Bank- FSA #9990034868	<u>3,990.46</u>
Total checking and money market accounts	<u>\$1,403,853.90</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)	552,608.07
Belmont Bank (2.30% 07/19/19)	<u>388,487.86</u>
Total certificates of deposit	<u>\$2,180,236.51</u>
Total checking, money market and certificates of deposit	<u>\$3,584,090.41</u>

Motion by Trustee Kolaski and seconded by Trustee Skyba to approve May account payable expenditures in the amount of \$451,898.15 and the treasurer's report as presented from the Financial Statement.

The expenditures were higher than last month, discussion on why. Trustee Romano stated that on page 5 of the Financial Report it shows that we are currently \$34,000 in the black which is a dramatic difference from last year. There is a CD due next week. Discussion.

Roll Call: Trustee Skyba; yes, Trustee Romano; yes, Trustee Kolaski; yes,
Trustee Avino; absent, Trustee Cichon; yes, Trustee Rybak; yes,
Trustee Santoro-Cotton; yes.

AYES: 6 NAY: 0 MOTION CARRIED

Chiefs' Report:

Deputy Chief Blondell stated that Chief Vavra's last written report was given to all trustees.

Explained how the statistics were from Firehouse and we have now switched to Emergency Reporting (ER). There is going to be a policy change for who is creating the reports.

Our firefighter who was off has been cleared to return to work.

Discussion on CAD and the interface charge that is going to be \$852 to link to ER.

Deputy Chief Blondell and Administrative Assistant Stec have met with all the vendors we have outstanding purchases with and are researching some additional concerns.

The third power cot is still in the box in the bay which we believe we did not need at a cost of over \$16,000. We were 10 days past the 90-day return when the company was contacted. They are only

offering a \$5,000 credit or to sell it on our behalf for \$5,000. Deputy Chief Blondell expressed our disappointment with these options. It is going to cost \$1,800 to have it installed into the third ambulance. Discussion.

We met with Trustee Cichon and Trustee Rybak and discussed the newsletters. Most fire departments use a more contemporary form that is measurable to communicate with their residents. Firefighter Lupo has a degree in communication and we would like to use his skills to start social media for the District, it is measurable and free. Discussion.

Trustee Rybak stated that we should maybe do a newsletter once a year.

Regarding the Grant Writer, Deputy Chief Blondell stated that he will waive the money owed if we continue to use him, but we will need to pay a retro amount if we discontinue his service. Discussion on Surface Pros that we have received and how we would like to use them towards going to paperless board meetings. Trustee Skyba stated that he would like to hear from the Grant Writer.

Attorney Flaherty stated that paperless is the trend and the packets would be preloaded on whatever device is made available for the board. Discussion.

Deputy Chief Blondell stated that this has been an awkward transition phase, but we are moving ahead. We are looking to shop around the MMAs. Discussion on Wintrust Bank and how each branch is a separate charter.

Trustee Skyba asked how the stretcher was purchased. Trustee Cichon stated that it was ordered without asking by the previous chief. Discussion on \$10,000 loss. Agreed to have it installed. Discussion on motorized stair chair to help with moving patients Attorney Flaherty stated that patient assists are not emergency calls and if there is an injury, the firefighter will not be entitled to PSEBA. Discussion.

Motion by Trustee Rybak seconded by Trustee Skyba to approve the Chief's report for May 2019.

AYES: 6 NAY: 0 MOTION CARRIED

President's Report: Trustee Cichon stated that Deputy Chief Blondell has said a lot and there has been much to do in the last two weeks. He appreciates everyone's patients. He is happy with everyone's attitude and we are moving forward.

Discussion on having a retreat for the trustees. Attorney Flaherty stated that it would have to be posted like a meeting and minutes taken, you do not have to go into Closed Session.

Committee Reports:

Finance & Information Technology Committee- Trustee Romano stated that he met with Deputy Chief Blondell and Cyndi to review the tentative budget, kudos to them. It is a decrease from last year. We are switching our services for actuarial work to Lauterbach and Amen which is going to be a \$4,000 savings. This is acceptable practice since there is different divisions in their company performing the work.

Attorney Flaherty stated that you only need a separate company to perform you audit.

Trustee Skyba asked about Lauterbach and Amen attending a couple meetings. Discussion.

Building and Equipment Committee- Trustee Cichon stated we are going to see what we actually need. Deputy Chief Blondell has his work cut out for him. Deputy Chief Blondell discussed the meeting regarding the base radio with the engineer and salesman. We will have to pay a restocking fee, but they are confident that we are going to be okay postponing that purchase for a few years. Also discussed bunker gear and how we are no longer getting all 18 sets because we feel it is not currently needed. We are going to get 4-5 sets and start a rotation that is sustainable. We are going to also need to start thinking about the large purchases of a fire engine and fire truck in the coming years.

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

Strategic Planning Committee- Nothing to report.

Human Capital Committee- Trustee Rybak stated there is nothing to report, we hope to have a meeting in the next few weeks. Waiting on the education piece.

Community Relations Committee-Nothing to report.

Fire Commissioner & Pension Board Governance & Oversight Committee- Trustee Skyba stated there is a vote to hire the new candidate.

Fire Commissioner Report- No report

Deputy Chief Blondell stated that firefighter Appelhans' last day is Thursday, July 11, 2019. We will have a walk out for him from 2-4pm

Attorney Report- Attorney Flaherty stated the Governor has passed a balance budget by increasing fees and taxes. There was no decision on pensions, but they did form a committee.

Fire District bills that passed will give some relief from bidding and some publication requirements. The Nagrocki case is waiting for a new medical.

Old Business:

Motion by Trustee Kolaski and seconded by Trustee Romano 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.

Roll Call: Trustee Skyba; yes, Trustee Romano; yes, Trustee Kolaski; yes,
Trustee Avino; absent, Trustee Cichon; yes, Trustee Rybak; yes,
Trustee Santoro-Cotton; yes.

AYES: 6 NAY: 0 MOTION CARRIED

New Business

Motion by Trustee Kolaski and seconded by Trustee Skyba to accept the resignation letter of Fire Chief/Administrator Terrence Vavra effective June 20, 2019.

Roll Call: Trustee Skyba; yes, Trustee Romano; yes, Trustee Kolaski; yes,
Trustee Avino; absent, Trustee Cichon; yes, Trustee Rybak; yes,
Trustee Santoro-Cotton; yes.

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Romano and seconded by Trustee Rybak to approve the payout of vacation time and personal days to Terrence Vavra in the amount of \$2,850.59 paid out on July 1, 2019. Trustee Romano reviewed the numbers.

Roll Call: Trustee Skyba; yes, Trustee Romano; yes, Trustee Kolaski; yes,
Trustee Avino; absent, Trustee Cichon; yes, Trustee Rybak; yes,
Trustee Santoro-Cotton; yes.

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Cichon and seconded by Trustee Kolaski to hire candidate Dominick Koss from the eligibility list, per the recommendation of the Norwood Park Fire Board of Commissioners, effective July 16, 2019 contingent upon the passing of all appropriate testing.

Roll Call: Trustee Skyba; yes, Trustee Romano; yes, Trustee Kolaski; yes,
Trustee Avino; absent, Trustee Cichon; yes, Trustee Rybak; yes,
Trustee Santoro-Cotton; yes.

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Romano to approve the consent agenda as follows: Requested to pull #9 from the consent agenda.

1. To adopt and approve Ordinance #19-3, the Norwood Park Fire Protection District Tentative Budget and Appropriation for fiscal year 2019-2020.
2. To approve the Pension Fund Tax Levy Actuarial Valuation by Lauterbach and Amen for:
Fiscal Year End June 30, 2019 at a cost of \$2,900
Fiscal Year End June 30, 2020 at a cost of \$2,990
Fiscal Year End June 30, 2021 at a cost of \$3,080
Fiscal Year End June 30, 2022 at a cost of \$3,170
(The Norwood Park Pension Fund will reimburse the District for 50% of the cost.)
3. To approve Fire Pension Fund GASB 67/68 Actuarial Valuation by Lauterbach and Amen for:
Fiscal Year End June 30, 2019 at a cost of \$2,400
Fiscal Year End June 30, 2020 at a cost of \$2,475
Fiscal Year End June 30, 2021 at a cost of \$2,550
Fiscal Year End June 30, 2022 at a cost of \$2,625
(The Norwood Park Pension Fund will reimburse the District for 50% of the cost.)

4. To approve Implementation and Preparation of GASB 74/75 (OPEB) Actuarial Valuation by Lauterbach and Amen for:
 - Fiscal Year End June 30, 2019 at a cost of \$2,600
 - Fiscal Year End June 30, 2020 at a cost of \$850
 - Fiscal Year End June 30, 2021 at a cost of \$2,700
 - Fiscal Year End June 30, 2022 at a cost of \$860

5. To approve the committee appointments as presented by the President.

6. To approve the changing the time of the Norwood Park Fire Protection District Board of Trustees meeting time from 7:30pm to 7:00pm for the remaining 2019 meetings.

7. To enter into a 60-month lease agreement with Canon Solutions America (CSA) for the copy/scan/fax machine at a monthly cost of \$120.00, plus the cost per click for copies. Cannon is part of the National (IPA) Intergovernmental Purchasing Alliance).

8. To ratify the following purchase(s):
 - Conway Shield** in the amount of \$2,411.50 for Firefighter Lupo’s Bunker Gear.
 - **MABAS Division XX** in the amount of \$6,000 for annual dues.
 - NORCOMM Public Safety Communication** in the amount of \$4,481 for annual dues.

Roll Call: Trustee Skyba; yes, Trustee Romano; yes, Trustee Kolaski; yes,
 Trustee Avino; absent, Trustee Cichon; yes, Trustee Rybak; yes,
 Trustee Santoro-Cotton; yes.

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Romano and seconded by Trustee Kolaski to approve the committee appoints as presented by the President:

Finance Committee

Trustee Romano- Chair
 Trustee Cichon
 Trustee Rybak

Policy & Strategic

Planning Committee

Trustee Kolaski-Chair
 Trustee Skyba
 Trustee Santoro-Cotton

Community Relations Committee

Trustee Avino- Chair
 Trustee Santoro-Cotton
 Trustee Kolaski

Building & Equipment Committee

Trustee Rybak- Chair
 Trustee Avino
 Trustee Romano

Pension Fund Board Member

Trustee Skyba

Roll Call: Trustee Skyba; yes, Trustee Romano; yes, Trustee Kolaski; yes,
Trustee Avino; absent, Trustee Cichon; yes, Trustee Rybak; yes,
Trustee Santoro-Cotton; yes.

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Cichon and seconded by Trustee Rybak 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.

Roll Call: Trustee Skyba; yes, Trustee Romano; yes, Trustee Kolaski; yes,
Trustee Avino; absent, Trustee Cichon; yes, Trustee Rybak; yes,
Trustee Santoro-Cotton; yes.

AYES: 6 NAY: 0 MOTION CARRIED

Went into Closed Session at 8:18pm.

Returned from Closed Session at 9:23pm, no decisions made, no votes taken.

Motion by Trustee Romano and seconded by Trustee Skyba to appoint Deputy Chief David Blondell as Acting Fire Chief effective June 21, 2019.

Roll Call: Trustee Skyba; yes, Trustee Romano; yes, Trustee Kolaski; yes,
Trustee Avino; absent, Trustee Cichon; yes, Trustee Rybak; yes,
Trustee Santoro-Cotton; absent.

AYES: 5 NAY: 0 MOTION CARRIED

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

AYES: 5 NAY: 0 MOTION CARRIED

Meeting adjourned at 9:26 P.M.

Joanne Rybak
Secretary

Andrew Cichon
President