**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 11th day of July 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; absent, Trustee Kolaski; yes,

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

Trustee Santoro-Cotton; yes, Chief Blondell; 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 Kolaski and seconded by Trustee Avino 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

Trustee Avino thanked everyone for taking good care of his grandma that fell. She is doing okay.

Commander Jeff Peistrup thanked everyone that showed up to Rich Appelhans’ Walk Out and said, “it was nice”.

*Swearing in of firefighter Dominick Koss*

Motion by Trustee Avino and seconded by Trustee Rybak to take a Recess.

AYES: 6 NAY: 0 MOTION CARRIED

Went into Recess at 7:05pm

Returned from Recess at 7:23pm

Roll Call: Trustee Skyba; yes, Trustee Romano; absent, Trustee Kolaski; yes,

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

Trustee Santoro-Cotton; yes, Chief Blondell; yes.

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

1-Special Board of Trustee Meeting Minutes held June 10th, 2019

2-Regular Board of Trustee Meeting Minutes held on June 20th, 2019

3-Approve and keep closed the Closed Session Meeting Minutes from June 10th, 2019

4-Approve and keep closed the Closed Session Meeting Minutes from June 20th, 2019

Roll Call: Trustee Skyba; yes, Trustee Romano; absent, Trustee Kolaski; yes,

Trustee Avino; yes 1&3 and abstain 2&4, Trustee Cichon; yes,

Trustee Rybak; yes, Trustee Santoro-Cotton; abstain.

AYES: 6 NAY: 0 MOTION CARRIED

**TREASURER'S REPORT**

Schedule of Assets

(Arising from Cash Transactions)

June 30, 2019

Assets

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

Byline Bank checking #4303503 (0.046%) 92,960.13

Byline Bank money market #4303498 459,375.93

Byline Bank ambulance billing money market #4304492 (0.295%) 484.468.22

Byline Bank-Medical #1003102 1,057.75

Byline Bank- FSA #9990034868 3,642.30

Total checking and money market accounts $1,041,604.33

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

Belmont Bank (3.00%, 02/10/21) 663,908.93

Belmont Bank (2.30% 08/05/19) 132,395.75

Belmont Bank (2.50% 05/23/20) 450,382.12

Belmont Bank (3.00% 01/21/21) 552,608.07

Belmont Bank (2.30% 07/19/19) 388,487.86

Total certificates of deposit $2,187,782.73

Total checking, money market and certificates of deposit $3,229,387.06

Motion by Trustee Santoro-Cotton and seconded by Trustee Rybak to approve June account payable expenditures in the amount of $429,288.38 and the treasurer’s report as presented form the Financial Statement.

Trustee Cichon stated that Trustee Romano feels “we are on track” with money being spent.

Chief Blondell explained that ID Network was originally approved for $21,000. This was not the case and the actual invoice for what Chief Vavra approved was $24,657. Discussion.

Questions on a couple of invoices.

Roll Call: Trustee Skyba; yes, Trustee Romano; absent, Trustee Kolaski; yes,

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

Trustee Santoro-Cotton; yes.

AYES: 6 NAY: 0 MOTION CARRIED

**Chiefs’ Report:**

Chief stated that all Trustees have received a written report.

Explained what CAD is and some of the benefits we have by using it, for example measuring scenes to know how much hose is needed, a helpful feature if you are in trouble, and how radio communication will be cut down. It works with Emergency Reporting and automatically fills information in. We will be doing preplans in the future.

We are still trying to work out the issue with Comcast and will keep the board informed.

Chief Vavra has disconnected his service on the cell phone and we will arrange for pick up of the phone.

Truck 104 is back in service.

Cyndi and I met with Wintrust Bank, discussed Max Safe and how they can insure $3.5 million. Currently their Money Market Account is making 2.4%. Discussed financing vehicles and fire engines in the future. They feel they will be able to give a better rate than the state currently has at 6%. Discussion.

Trustee Cichon stated that the Building and Equipment Committee agreed that we need a vehicle. Chief Blondell will send an email to follow up. Trustee Santoro-Cotton discussed Chicago PD Credit Union. Discussion.

Trustee Skyba asked about the 7g position and running out of money. Chief Blondell stated that as of July 1 there is money in the budget. Trustee Skyba questioned the Labor/Management meeting in the Chief report. Chief Blondell explained that this should be done quarterly, and he is reestablishing this. There needs to be an open line of communication other than contract time. We need to be transparent and it is the Chief and D/C with the Union Representatives.

Chief Blondell stated that he spoke to the grant writer who wanted to point out that he tried to do his job effectively. He sent many emails and never heard back. An example would be asking for a copy of a smoke detector policy. Discussion.

Trustee Skyba states that the grant writer should be in communication with the Finance Committee.

Trustee Skyba stated that he talked to someone from Lauterbach and Amen when he was at the conference and she would be willing to come out to talk to the board. Chief Blondell stated that we have a good working relationship and have our own representatives with Lauterbach and Amen. When we know what the board would like to have discussed, we can have them come out. Discussion.

Motion by Trustee Avino seconded by Trustee Santoro-Cotton to approve the Chief’s report for June 2019.

AYES: 6 NAY: 0 MOTION CARRIED

**President's Report:** Trustee Cichon stated they would discuss the Chief position in Closed Session.

Trustee Romano arrived at 8:03pm

**Committee Reports:**

Building and Equipment Committee- Trustee Rybak stated they have started to remodel the bathroom and the wall is up. We will need to have a meeting soon.

Policy & Strategic Planning Committee- Trustee Kolaski stated we met yesterday. Discussed items. Currently there is nothing to recommend. Would like to meet next week after we get information from the attorney.

Chief Blondell stated that he spoke to Attorney Flaherty who is the Commissioners’ attorney regarding their Rules and Regulations. He states it would be relatively cheap to create a new one. A copy of their current Rules and Regs has been sent to him. Per Attorney Flaherty, Commissioners adopt their own Rules and Regulations and give a copy to the Board of Trustees.

Trustee Kolaski stated that he feels the Strategic Plan should be from the whole board and other stake holders. The Policy Committee can compile the information. Would like to do this sooner rather than later. Considering a survey to be completed at the Open House. Discussion.

Community Relations Committee-Trustee Avino stated that we met yesterday and discussed the following: Safety Signs, Open House, Brick Paver, Golden Tickets, Firefighters reading to children, Island in the City, Smoke House, Knox Box Program, putting Newsletter is on hold, FF/PM recognition, Social Media, and the Norwood Park Facebook page has gone line.

FF Lupo is running the Facebook page with administration having access. FF Lupo is working on ways to limit comments.

Chief Blondell state he spoke with Attorney Flaherty regarding our logo. He says a Service Mark will protect the District.

The Brick paver program will have a booth at Open House. Will need to sell at least 60 to cover the costs. Discussion on separate bank account, which will be done. Bricks will cost $100 for small and $175 for large. FF Henmueller is leading this project.

Trustee Skyba stated that at the conference we received an award along with the Village of Norridge and Village of Harwood Heights for sprinkler systems. Discussion.

Finance & Information Technology Committee- Trustee Romano stated that we need a meeting.

Fire Commissioner Report- No report

Attorney Report- No report

**Old Business:**

 None

**New Business**

Motion by Trustee Skyba and seconded by Trustee Romano to approve the payout of sick time, vacation time, and personal days to retired firefighter Richard Appelhans in the amount of $22,058.40. ($18,000 paid out on the July 16, 2019 payroll and $4,058.40 banked for medical insurance premium per the contract).

Total Vacation/Personal Time $15,550.08

Total Sick Time $6,508.32

Total Payout for all days $22,058.40

Trustee Romano reviewed the calculations.

Roll Call: Trustee Skyba; yes, Trustee Romano; yes, Trustee Kolaski; yes,

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

Trustee Santoro-Cotton; yes.

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Rybak and seconded by Trustee Santoro-Cotton to approve the consent agenda as follows:

1. Amend Cannon Solutions America (CSA) 60-month lease agree to a monthly cost of $131.00, plus the cost per click for copies.
2. Approve the payment and disconnect of the unsuccessful Metro E-Fiber Line to Comcast Business at a cost of $12,421.83.

Cannon is revised to add faxing capabilities.

Discussion on the Comcast Business line. Chief Blondell explained the process and what dispute process he has been going through. They have a contract signed by the previous administrator and so we are running out of options, we will not send the check until every avenue has been exhausted.

Roll Call: Trustee Skyba; no, Trustee Romano; yes, Trustee Kolaski; yes,

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

Trustee Santoro-Cotton; yes.

AYES: 6 NAY: 1 MOTION CARRIED

1. Motion by Trustee Romano and seconded by Trustee Skyba 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 Romano; yes, Trustee Kolaski; yes,

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

Trustee Santoro-Cotton; yes.

AYES: 7 NAY: 0 MOTION CARRIED

Went into Closed Session at 8:38pm.

Returned from Closed Session at 9:55pm, no decisions made, no votes taken.

Roll Call: Trustee Skyba; yes, Trustee Romano; absent, Trustee Kolaski; yes,

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

Trustee Santoro-Cotton; yes, Chief Blondell; yes.

Motion to approve Fire Chief is table pending approval of contract.

Special meeting will be help on July 16, 2019 to discuss contract.

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

AYES: 7 NAY: 0 MOTION CARRIED

Meeting adjourned at 9:59 P.M.

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Joanne Rybak Andrew Cichon

Secretary President