

**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 15<sup>th</sup> day of August 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; absent, Trustee Romano; absent, Trustee Kolaski; yes, Trustee Avino; yes, Trustee Cichon; yes, Trustee Rybak; yes, Trustee Santoro-Cotton; absent, Chief Blondell; yes; Attorney Flaherty; yes.

The pledge was said at the start of the meeting.

Public Hearing (Budget and Appropriations 2019-2020)

Motion by Trustee Romano and seconded by Trustee Avino to adjourn the Public Hearing and resume the Regular Meeting.

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

AYES: 5 NAY: 0 MOTION CARRIED

**COMMUNICATION WITH THE AUDIENCE** (Public Participation)

A motion was made by Trustee Avino and seconded by Trustee Romano 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.

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

AYES: 5 NAY: 0 MOTION CARRIED

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

- 1-Regular Board of Trustee Meeting Minutes held July 11<sup>th</sup>, 2019
- 2-Special Board of Trustee Meeting Minutes held on July 16<sup>th</sup>, 2019
- 3-Approve and keep closed the Closed Session Meeting Minutes from July 11<sup>th</sup>, 2019
- 4-Approve and keep closed the Closed Session Meeting Minutes from July 16<sup>th</sup>, 2019

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

AYES: 5 NAY: 0

MOTION CARRIED

**TREASURER'S REPORT**

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

Assets

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

Byline Bank checking #4303503 (0.046%)	92,948.09
Byline Bank money market #4303498	1,261,086.08
Byline Bank ambulance billing money market #4304492 (0.295%)	548,541.25
Byline Bank-Medical #1003102	2,626.89
Byline Bank- FSA #9990034868	<u>2,549.83</u>
Total checking and money market accounts	<u>\$1,907,752.14</u>

**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 (2.50% 01/19/21)	<u>390,696.17</u>
Total certificates of deposit	<u>\$2,189,991.04</u>
Total checking, money market and certificates of deposit	<u>\$4,097,743.18</u>

Motion by Trustee Romano and seconded by Trustee Kolaski to approve July account payable expenditures in the amount of \$425,484.51 and the treasurer's report as presented form the Financial Statement.

Trustee Romano stated that the expenses were what we expected. We have a few CDs coming due.

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

AYES: 5 NAY: 0

MOTION CARRIED

**Chiefs' Report:**

Chief stated that all Trustees have received a written report.

Chief explained the new report format he is using.

As of this week we have finished using GoFormz and have switched over to Inspect ER, we will be saving about \$1,000 a year.

We have been using Brycer for Fire Prevention Bureau compliance with our businesses, it has really worked well.

As of yesterday, the District charged our first fee for a plan review. We are expecting to receive about a \$1,000 a month in Fire Prevention fees to help offset the cost of 7g. Discussion.

Discussed car seats installation. Chief Blondell estimated 70% of installations were for non-residents. Current car seat installation policy is that the districts certified installers would provide this service at any time they are available. This policy is causing interruption in service and training and the Chief recommended a scheduled install date once a month. Discussion. We would need to make a policy for this.

It was discussed that \$20 for an installation would be appropriate.

Discussion of frequent responses to the same residence. One of which has called 36 times in 6 weeks to assist up and down the stairs. We are up 163 calls from last year which is causing wear and tear on our personnel and equipment. A firefighter has requested a motorized stair chair to assist with carrying patients up the stairs.

Discussion on the new mandates for paramedics treating Police K9s and Fire Marshal K9s. We now could do CPR on dogs and provide oxygen with special masks. Discussion.

This weekend is the Harwood Heights Fest. We have supplied Trustee Rybak with handouts, pens, and stickers.

We need to decide where to go with the Grant Writer. There is a discrepancy with the amount of Surface Pros we received with the Grant Writer and previous Chief. Discussion.

Discussion on going paperless for Board Meetings. Part of the Surface Pro grant we received was to go paperless. Discussion on how Chief would like to have board packets emailed to all Trustees and then the day of the meeting, there will be a Surface Pro or other device here with the packet loaded up so they can see the information. Discussion. Attorney Flaherty states that this is what most departments are doing.

We have printers on all the ambulances currently, this week, Phil Goldman will be removing all the printers and has put cords in so they can be printed at the hospital.

Work has been ongoing in the bathrooms. There was \$10,000 approved by the board. Discussion on what has been completed so far. We are still under budget.

We have discussed our fleet and how it is getting older. We have discussed our 5-year plan and will form a committee with firefighters with a good understand of fire service apparatus . Discussed the issues with the Truck. The first vehicle to be replaced is the Fire Prevention Bureau because it is embarrassing. We do not need anything fancy, no lights, radios, etc. We will have the Fire Prevention Bureau on it, but nothing else. Discussion.

Attorney Flaherty stated that if it is part of the state bid, you are alright, and you do not have to go for bid. Trustee Rybak asked if we could go for a referendum for a Truck. Attorney Flaherty states you can go for a bond referendum for capital which is would be for a vehicle. He states that 2021 may be a good time to try, you do not want to go for a referendum during a presidential year.

Trustee Kolaski asked what can be done about repeat calls. Trustee Rybak states that Norwood Park (Chicago) has started to charge for this. Discussion. Attorney Flaherty states he can prepare an Ordinance that after a certain number of calls, we will begin charging. Discussion.

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

AYES: 5 NAY: 0 MOTION CARRIED

**President's Report:** Trustee Cichon stated that he feels that everything is going in the right direction and positive. He would like to get the Chief contract done. Very ecstatic with the personnel and the board. Chief Blondell stated that he feels he can speak for the personnel and say that they are very happy with the direction the board is going.

### **Committee Reports:**

Finance Committee- Trustee Romano stated we will be transferring the money to Wintrust next week.

Building and Equipment Committee- Trustee Rybak stated most of the items were discussed by Chief Blondell. Explained the stair chair. Had a building committing and took a tour, we will have to have another and see what we have left to complete.

Policy & Strategic Planning Committee- Trustee Kolaski stated we need another policy meeting. He spoke to Attorney Flaherty regarding the speaking at a board meeting that we have 3 minutes and 5 minutes. Discussion.

Community Relations Committee-Trustee Avino stated everyone has a set of minutes. Information has been discussed. The Harwood Heights Fest is this weekend and there will be a table on Saturday for sure. Chief Blondell explained that we have a busy day of block parties as well. We are going to try and get a couple firefighters in to cover the block parties and the fest. Explained the overtime list and discussed overtime for public education. Chief stated that if we have a commitment to community relations and public education, then we are going to have to expect to spend some money due to the increase in call volume. Trustee Avino states that he has been at some block parties and there was a great response to the fire personnel that attended. Next thing we need to plan is the Open House and we need to schedule a meeting. Trustee Rybak asked if there will be room for others at Open House, for example SAC would like to attend. Discussed new ideas.

Fire Commissioner Report- No report

Attorney Report- Attorney Flaherty stated received a letter today from Pension Board Attorney requesting our records regarding Al Nagrocki.

Chief asked me to get a Service Mark/Trademark on our logo. US Government has a Trademark. The State of Illinois also has one that is only good in Illinois, but the cost would be \$10. It is a 4-page form and simple to use. By doing this, you have the ability to protect this

Bill that passed to law is an exception from bidding has expanded to out-of-state Co-Op.

Districts do not have to publish in a daily newspaper, it can be in weekly. You also do not have to publish promotional testing.

States that there has been discussion about pension reform which would not happen until after November.

**Old Business:**

None

**New Business**

Motion by Trustee Romano and seconded by Trustee Avino to adopt and approve Ordinance #19-4, the Norwood Park Fire Protection District Budget and Appropriation for fiscal year 2019-2020.

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

AYES: 5 NAY: 0 MOTION CARRIED

Motion by Trustee Rybak and seconded by Trustee Kolaski to approve the purchase of a power stair chair from Ferno at a cost not to exceed \$7,000.00.

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

AYES: 5 NAY: 0 MOTION CARRIED

The possible action on appointment of/contract with Fire Chief was tabled.

Motion by Trustee Rybak and seconded Romano by Trustee to approve the Consent Agenda

4. Amend the ID Network CAD Software payment from \$21,000 to \$24,657.
5. Amend Rich Appelhans' accumulated sick time to \$4,059.42 of which \$1,784.22 will be going on the books for medical insurance
6. Approve Finance Committee Meeting Minutes dated June 17, 2019.
7. Approve Policy Committee Meeting Minutes dated June 10, 2019.
8. Approve Community Relations Committee Meeting Minutes dated June 10, 2019.
9. Motion to ratify the following purchases:
  - Emergency Vehicle Services** in the amount of \$1,235.49 for engine 101 annual maintenance and oil change
  - **Blue Collar Computer (BCC)** in the amount of \$1,301.00 for monthly 365 and correcting multiple computer issues.
  - American Express** in the amount of \$2,208.46 for FPB Code Books, Triton Class- Chief Blondell, postage, monthly charges for Stamps.com and GoFormz.

Trustee Romano asked Chief Blondell to explain the ID Network change in price. Chief explained that previous Chief had asked for approval for \$21,000. After he resigned, we received the invoice which was \$24,657. When we asked ID Networks about the charges, they produced the original invoice for \$24,657 and said that is what the charges were all along.

Trustee Romano reviewed the Appelhans amendment.

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

AYES: 5 NAY: 0 MOTION CARRIED

Motion by Trustee Rybak and seconded by Trustee Cichon 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; absent, Trustee Romano; yes, Trustee Kolaski; yes,  
Trustee Avino; yes, Trustee Cichon; yes, Trustee Rybak; yes,  
Trustee Santoro-Cotton; absent.

AYES: 5 NAY: 0 MOTION CARRIED

Went into Closed Session at 8:10pm.

Returned from Closed Session at 8:44pm, no decisions made, no votes taken.

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

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

AYES: 5 NAY: 0 MOTION CARRIED

Meeting adjourned at 8:46 P.M.

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Joanne Rybak  
Secretary

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Andrew Cichon  
President