

**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 9th day of September 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.

COMMUNICATION WITH THE AUDIENCE (Public Participation)

A motion was made by Trustee Skyba 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.

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

Motion by Trustee Skyba and seconded by Trustee Santoro-Cotton to approve the following minutes:

- 1-Regular Board of Trustee Meeting Minutes held August 15th, 2019.
- 2-Special Board of Trustee Meeting Minutes held on August 26th, 2019
- 3-Approve and keep closed the Closed Session Meeting Minutes from August 15th, 2019

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

TREASURER'S REPORT

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

Assets

Checking and money market accounts:

Byline Bank checking #4303503	92,930.65.09
Byline Bank money market #4303498	381,523.87
Byline Bank ambulance billing money market #4304492	16,267.43

Byline Bank-Medical #1003102	3,202.07
Byline Bank- FSA #9990034868	1,349.48
Wintrust -MM #2776	1,500,335.11
Wintrust- Checking #9771	(13.76)
Wintrust- Ambulance #2671	587,398.06
Wintrust- Medical #0599	(13.76)
Wintrust- Donation #4129	4,217.16
Wintrust- FSA #0713	(13.76)

Total checking and money market accounts \$2,587,182.55

Certificates of deposit (interest rate and maturity):

Belmont Bank (3.00%, 02/10/21)	663,908.93
Belmont Bank (2.30% 08/05/19)	133,156.61
Belmont Bank (2.50% 05/23/20)	450,382.12
Belmont Bank (3.00% 01/21/21)	556,730.98
Belmont Bank (2.50% 01/19/21)	<u>390,696.17</u>
Total certificates of deposit	<u>\$2,194,874.81</u>
Total checking, money market and certificates of deposit	<u>\$4,782,057.36</u>

Motion by Trustee Avino and seconded by Trustee Cichon to approve August account payable expenditures in the amount of \$404,711.95 and the treasurer's report as presented form the Financial Statement.

Trustee Cichon stated that he spoke with Trustee Romano and that all looked good.

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.

The CAD workstation has been installed and a couple of firefighters have been trained on it.

The grant writer has been notified that we will not be using his services anymore. He will be sending us all of our passwords. Lieutenant Koy will be working on some grants.

Firefighter Randy Davis will be retiring on October 3rd. Chief has reached out to the commissioners to begin the process of hiring a candidate of the eligibility list.

Commander Peistrup is preparing to get certified by the state and ALGH 3 units as BLS-non-transport vehicles, this will be the command vehicle, truck 104, and chief vehicle.

Chief attended a leadership meeting with the chiefs of the police departments, mayors, park and library members. They will be meeting on a regular basis.

Before Chief Vavra left, he ordered a millimeter wave radio for on top of the Harwood Heights water tower. ChiCom was told that there would be no issue with it going on the water tower. Harwood Heights is now requesting an engineer report before this can be completed. Discussion.

Squad 110 has arrived (pick-up with plow), it still needs to be outfitted.

We will be having a 9/11 ceremony. It will be a small service with some of the off-duty firefighters coming in and the police departments from both towns. Chief will be reaching out to both mayors. This is a sacred service that we perform in remembrance.

The new Safety House is not going to be ready for Safety Town and unsure for the Open House. Discussion on sending a loaner; but having difficulty reaching the salesman. Discussion.

We would like to have the agenda in the next few months a motion to move payroll back to Lauterbach and Amen. This would begin in January.

This is a very busy time for us. We have the actuary and audit that we are preparing for. Commander Erlewein is doing the administrative work for the OSFM audit.

We are hoping to make Open House more fun. Firefighter Mark Blondell is building a house that will show how smoke travels and the importance for closing your door at bedtime (Close before you doze). Trustee Rybak is seeing if the service dogs can attend. Discussion.

Training report- trustees have received a report.

Inspection report- Fire Marshal Leigh Unger is now using Emergency Reporting. We will now have the ability for more than one inspector to be on the street at the same time if needed.

Motion by Trustee Skyba seconded by Trustee Santoro-Cotton to approve the Chief's report for August 2019.

AYES: 6 NAY: 0 MOTION CARRIED

President's Report: Trustee Cichon stated that this is a busy time. There is a vacancy in the Deputy Chief position. Things are moving forward and going great.

Committee Reports:

Finance Committee- Nothing to report

Building and Equipment Committee- Trustee Rybak stated that everything is moving along. Will need to meet regarding vehicles. The committee will be given an updated spreadsheet on the bathrooms.

Policy & Strategic Planning Committee- Trustee Kolaski stated there is nothing to report. The chief received the rules for the Board of Commissioners.

Community Relations Committee-Trustee Avino stated they need to have a meeting. Chief says that firefighter Lupo is doing a great job with Facebook. Discussing the possibility of doing a live stream at Open House.

Discussion of when the safety signs will be taken down. Decided that November 1st would be the date. Commander Peistrup has a detailed list of where signs are. The hope is that residents will take their signs down for the winter and put it back up next year. The firefighters will pick up signs that are still out.

Fire Commissioner Report- No report

Old Business:

None

New Business

Motion by Trustee Avino and seconded by Trustee Skyba to begin the hiring process (background, polygraph, psych, and medical) for the next candidate on the entry level firefighter eligibility list.

Trustee Skyba asked how this is done. Chief explained the process

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

Motion by Trustee Santoro-Cotton and seconded by Trustee Skyba to approve the payment to Target Solutions in the total amount of \$5,348.16. \$3,311.16 for annual maintenance and training platform, \$2,037.00 for Check It platform.

Chief explained the training program and how it is charged per employee. Discussion on the Check It platform.

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

Motion by Trustee Skyba and seconded by Trustee Cichon to approve Image Trend CAD Distribution at a cost of \$3,500.

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

Motion by Trustee Santoro-Cotton and seconded by Trustee Avino to approve Resolution \$19-6, A Resolution Authorizing the Sale of Surplus Vehicles.

This is for squad 109 that has around 80-thousand miles on it. Chief will look into the best option for the District.

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

Motion by Trustee Santoro-Cotton and seconded by Trustee Cichon to approve the purchase of a new squad for the Fire Prevention Bureau through a Co-Op at a cost not to exceed \$29,000.

Trustee Cichon stated that this was previously discussed in the Building and Equipment Committee meeting. Chief explained that we will need to be looking at our fleet and make a plan. Discussion of possible vehicle bond in the future.

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

Motion by Trustee Avino and seconded by Trustee Rybak to ratify the following purchases:

-AT&T Mobility- in the amount of \$1,421.10 for the iPad with FirstNet and monthly wireless fees/air cards.

-Emergency Vehicle Services in the amount of \$1,076.07 for engine 101 transmission service and wiring issues.

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

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

AYES: 6 NAY: 0 MOTION CARRIED

Went into Closed Session at 8:03pm.

Returned from Closed Session at 10:03pm, 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, Fire Chief Blondell; yes.

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

AYES: 6 NAY: 0 MOTION CARRIED

Meeting adjourned at 10:04 P.M.

Joanne Rybak
Secretary

Andrew Cichon
President