

**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 9<sup>th</sup> day of March 2020 at 6:30 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 Kolaski; yes, Trustee Avino; yes,  
Trustee Cichon; yes, Trustee Rybak; yes, Trustee Santoro-Cotton; yes,  
Trustee Evans; absent, 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 Avino 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.

Trustee Skyba arrived at 6:31 P.M.

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

AYES: 6 NAY: 0 MOTION CARRIED

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

- 1- Regular Board of Trustee Meeting Minutes held on February 10, 2020.
- 2- Approve and keep closed the Closed Session Meeting Minutes from February 10, 2020.

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

AYES:6 NAY: 0 MOTION CARRIED

**TREASURER'S REPORT**

Schedule of Assets  
(Arising from Cash Transactions)  
February 29, 2020

Assets

**Checking and money market accounts:**

Byline Bank ambulance billing money market #4304492

59,745.75

Wintrust -MM #27766	689,865.00
Wintrust- Checking #9771	7,574.21
Wintrust- Ambulance #2671	308,046.40
Wintrust- Medical #0599	10,351.99
Wintrust- Donation #4129	6,917.57
Wintrust- FSA #0713	11,830.34

Total checking and money market accounts \$1,094,295.26

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

Belmont Bank (3.00%, 02/10/21)	673,798.26
Belmont Bank (2.30% 08/05/20)	134,824.50
Belmont Bank (2.50% 05/23/20)	450,382.12
Belmont Bank (3.00% 01/21/21)	565,069.31
Belmont Bank (2.50% 01/19/21)	<u>395,589.94</u>
Total certificates of deposit	<u>\$2,219,664.13</u>
Total checking, money market and certificates of deposit	<u>\$3,313,959.39</u>

Motion by Trustee Rybak and seconded by Trustee Santoro-Cotton to approve the February's accounts payable expenditures in the amount of \$431,696.03 and the Treasurer's Report as presented from the Financial Statement.

Trustee Avino explained that the one Byline Account is showing a negative balance, that is an account that is closed, and the District received verification that the charge will be reversed. Chief explained that on page 9, the Liability Fund is showing it is over budget, that will return to a positive number once the post payment is applied.

Roll Call: Trustee Skyba; yes, Trustee Kolaski; yes, Trustee Avino; yes,  
Trustee Cichon; yes, Trustee Rybak; yes, Trustee Santoro-Cotton; yes,  
Trustee Evans; absent.  
AYES: 6 NAY: 0 MOTION CARRIED

**Chiefs' Report:**

Chief stated that all Trustees have received a written report.

The small bathroom remodels have been completed.

We have been receiving the 55% of the tax money. In June is when we receive 45%.

We have applied for small grants for equipment and an extractor.

7g (our Fire Prevention Bureau) is almost out of the money budgeted for it. To prevent the FPR from closing, we would like to transfer the money from the MIH-7g to Corporate 7g. If we do not do this, we will end up having to close the Bureau for a couple of months. On the agenda for next month, I would like to have a motion to allow this transfer.

Discussion. Chief explained 7g in more detail.

Chief also explained that the Trustees need to consider increasing the 7g pay to \$25.00 which is what it was supposed to be. Discussion

Chief reached out to Tom Lupo from Norwood Park Township to discuss possible donation of a cardiac monitor. We have 2 cardiac monitors that are going to be obsolete in February and need replacing.

Chief met with Lutheran General EMSS and Dr. Hassard, discussed how the Lucas device will become mandatory for all frontline ambulances. We currently have one that is on the engine which responds to all possible cardiac arrests. We will need to purchase another one within 18 months.

We are making a 5-year plan committee. After we have some things in place, we will meet with the Building and Equipment Committee.

Chief discussed our current preparations for Covid-19. We have information on our website and Facebook page with links to the CDC's page. We have purchased 500 N95 masks. We have discussed making one ambulance a "flu" ambulance. Mainly, we are taking precautions and washing hands. Norwood Park is prepared.

Trustee Rybak asked about self-quarantine. Discussion.

Chief explained that we are limiting exposure. Discussion.

Trustee Skyba asked why we are not calling it a pandemic. Chief explained that currently it is considered community spread.

Trustee Skyba asked about Senate bill 2749, a bill that is out about Foreign Fire. Discussion.

Chief reported that the new locks are almost all installed. We have key fobs; the Trustees will be given theirs tonight. Firefighter Mark Blondell installed a new door in the kitchen. It will be completed shortly.

Chief states that he has talked with the attorney and Lauterbach and Amen regarding their thoughts on paying off the loan. Chief would like to pay it off and they agree that it makes sense to do that. The money we have in CDs is being held to collateralize that loan. The breakdown was shared with the board and it is showing we are spending about \$50 thousand on interest. When the loan was first discussed, they were advised by Lauterbach and Amen that it was not in the best interest of the District. The board would like to meet with Lauterbach and Amen to hear opinion. Chief explained that it is pretty straight forward, we are having to keep one million in CDs as collateral for the life of the loan even as loan amount is paid down. Trustee Cichon feels that is not difficult to make this decision. Trustee Skyba wants to meet with Lauterbach and Amen. Trustee Rybak wants to know how we are going to fund the apparatus. Trustee Avino would like to have a special meeting with Lauterbach and Amen. Chief will try and get a meeting set up.

Motion by Trustee Santoro-Cotton seconded by Trustee Evans to approve the Chief's report for February 2020.

AYES: 6 NAY: 0 MOTION CARRIED

**President's Report:** Trustee Cichon stated that he has nothing to report, wants the District to keep moving forward. If there are any questions, please call him.

## **Committee Reports:**

Finance Committee- Trustee Avino stated that they had a meeting on February 17<sup>th</sup>. It was productive and we discussed monthly accounting and how the audit is completed and filed. We will meet with the accountant to review the services they are providing and continue to mind our pennies.

Building and Equipment Committee- Trustee Evans is not present. Chief explained that he met with her, Chief got her up to speed on the equipment and the building. We have a rust issue on engine 101. We will need to have the board make a decision once we get all the information gathered. From what we know so far, the warranty will only cover 12% of the body. Discussion on possible legal action. Discussion.

Policy & Strategic Planning Committee- Trustee Kolaski stated he has nothing to report and refers to the Chief regarding the status of the policy changes that were discussed. Chief reported that Attorney Flaherty stated the CBA supersedes policy, he recommends changing the CBA 1<sup>st</sup> and then move forward with the policy. Trustee Kolaski stated that at their conference, there was discussion on Marijuana and the fire service. Chief states that currently, there are many waiting to see which fire department is going to be the first to challenge this. We will hear more in the upcoming months.

Discussed a change in policy with the Police Department Chiefs. The officers will no longer go into the scene unless they are absolutely needed. The engine company is currently not going in either. Chief mentioned that if we were to make a flu crew, we would have to have a meeting to discuss financing.

Trustee Cichon mentioned to the Chief that we do not currently charge residents for their deductible; the office staff will gather more information on this and get back to the board.

Community Relations Committee-Trustee Santoro-Cotton stated that there is currently nothing to report.

Trustee Rybak asked if we considered putting an ad on Facebook for entry level testing notification. Chief will see what can be done for about \$50.

Pension Fund Member & Commissioner Oversight- Trustee Skyba stated that he missed the last Pension meeting but spoke with Mr. Russo and seems all is going well. He wants to schedule a meeting with the Commissioners.

Chief states that the applications are live and as of today we have about 50 applicants. We plan to have the written test at the Harwood Heights Community Center.

The Nagrocki hearing is now scheduled for May 26<sup>th</sup>, May 6<sup>th</sup> is the regular meeting.

## **Old Business:**

None

## New Business

Motion by Trustee Santoro-Cotton and seconded by Trustee Cichon to approve the contract with Old World Brick Paving for the installation of 275 square feet brick pavers at a total cost of \$4,950.00

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Avino to approve the purchase and delivery of blank brick pavers, at a cost not to exceed \$2,000, from Lurvey.

The initial brick orders will pay for the installation and the rest should be profit.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Santoro-Cotton and seconded by Trustee Rybak to approve the payout of elective sick time buyback to the following:

Art Koszczuk 72 hours \$3,087.12

Total elective sick time buyback \$3,087.12.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Rybak and seconded by Trustee Avino to approve the Norwood Park Fire Protection District 2019 Annual Report.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Santoro-Cotton and seconded by Trustee Rybak to approve the following items from Nasco at a cost not to exceed \$2,500:

- Life/form "Airway Larry" Adult Airway Management Training Head
- Simulaids Infant Airway Management Trainer with Board
- Simulaids Sani-Baby CPR Manikins- Pack of 4

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Cichon and seconded by Trustee Santoro-Cotton to approve the next increment of \$10,000 for building renovations at the Norwood Park Fire Protection District

Chief explains that initially, Chief Vavra requested \$50,000. Chief Blondell changed that to request \$10,000 at a time until the jobs are complete. This is the 2<sup>nd</sup> installment of \$10,000.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Avino and seconded by Trustee Santoro-Cotton to approve the purchase of 10 fire helmets and 3 sets of frontline firefighter bunker gear from Air One Equipment at a cost not to exceed \$13,500.

There is an updated list of expiration dates and guidelines. There is also a grant written for more gear (not including this).

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Rybak and seconded by Trustee Kolaski to approve the purchase of 2 sets of back up firefighter bunker gear and 2 pair of Fire boots from Paul Conway at a cost not exceed \$5,500.

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

AYES: 6 NAY: 0 MOTION CARRIED

Consent Agenda:

Motion by Trustee Cichon and seconded by Trustee Avino to approve the consent agenda and ratify the following purchases:

- Motion to approve the minutes of the Community Relations Committee minutes dated February 10, 2020.
- Motion to approve the minutes of the Finance Committee meeting dated February 17, 2020.
- **Chase Card Service**- in the amount of \$1,529.61 for chairs at entrance, Triton classes, white boards.
- Air One Equipment**- in the amount of \$1,264.02 for gear repair, canisters, and CBRN.

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

AYES: 6 NAY: 0 MOTION CARRIED

Motion 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.

Motion to go into Closed Session was tabled.

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

AYES: 6 NAY: 0            MOTION CARRIED

Meeting adjourned at 7:40pm.

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Joanne Rybak  
Secretary

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Andrew Cichon  
President