

**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 13th day of July 2020 at 6:30 P.M. at 7447 W. Lawrence Ave., Harwood Heights, IL 60706.

The meeting was called to order and upon roll call the following named members answered present:

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

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

AYES: 7 NAY: 0 MOTION CARRIED

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

- 1- Adopt the Regular Board of Trustee Meeting Minutes held on June 08, 2020.

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

AYES:7 NAY: 0 MOTION CARRIED

TREASURER'S REPORT

Schedule of Assets
(Arising from Cash Transactions)
June 30, 2020

Assets

Checking and money market accounts:

Byline Bank ambulance billing money market #4304492	109,566.63
Wintrust -MM #27766	1,347,234.57
Wintrust- Checking #9771	9,923.97
Wintrust- Ambulance #2671	487,834.82
Wintrust- Medical #0599	4,313.18

Wintrust- Donation #4129	653.34
Wintrust- FSA #0713	5,461.24
Total checking and money market accounts	<u>\$1,964,987.75</u>

Certificates of deposit (interest rate and maturity):

Belmont Bank (3.00%, 02/10/21)	683,834.90
Belmont Bank (2.30% 08/05/20)	135,647.96
Belmont Bank (3.00% 01/21/21)	569,193.54
Belmont Bank (2.50% 01/19/21)	<u>398,032.92</u>
Total certificates of deposit	<u>\$1,786,709.32</u>
Total checking, money market and certificates of deposit	<u>\$3,751,697.07</u>

Motion by Trustee Santoro-Cotton and seconded by Trustee Evans to approve the June’s accounts payable expenditures in the amount of \$408,060.53 and the Treasurer’s Report as presented from the Financial Statements for June 2020.

Trustee Avino stated it was good to see everyone. Last month there was a question regarding the deposit of a matured CD, additional information was asked for and presented. Lauterbach and Amen prepares the financial statement and everything is audited annually.

There was an increase in expenses this month. We are watching our spending, especially due to Covid. The Truck has issues and we will have to decide things moving forward.

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

AYES: 7 NAY: 0 MOTION CARRIED

Chiefs’ Report:

Chief stated that all Trustees have received a written report.

Chief expressed a special thank you for helping make Boot Day a success. We were able to raise \$10,000. He appreciates all the hard work from the firefighters and trustees that helped.

The drive thru Boot Day was a good recon for us to see how we may handle flu shots this year. Discussion. Cyndi and I have discussed different options for administering the flu shots. We will meet with Resurrection and the Community Relations committee; many residents rely on this program and the generous donation from Mary Field.

In August we will have a budget hearing and approve the final budget. We need to schedule a Finance Committee meeting.

We contacted our auditors at Sikich to get on the calendar. Next year we will have to go out for bid.

Today is the last day for entry level firefighters to submit their points. We will have an official list soon. There is a motion on the agenda to fill the vacant spot on shift.

The Liability Umbrella coverage was increase to \$10 million as of July 1, 2020.

There is an MCD meeting tomorrow, I hope to receive 2 prices, one for equity member and one for client. I will then meet with the committee. We are expecting a 5%-10% increase. Discussion.

IEMA paperwork has been signed tonight by President Cichon. This is the first step in getting reimbursed for Covid expenses.

Shell gas station is opening next store shortly. We plan to take our diesel tanks out of service. We applied for Shell cards and should be receiving them soon so all equipment can fill up there. Discussion on our current tanks and process of taking them out of service.

Chief has spoken to a doctor out of Stanford regarding mental health of our employees. We are going to be a pioneer in the fire service by taking part of the program he is offering. There will be a text sent every week on multiple topics, the employee answers a 1-10 scale and the communication is with the doctor and employee only. This will allow the doctor to monitor if he sees an issue and help that individual confidentially. There is no cost to the District, and this is a part of our mental health program.

Firefighter Christensen just became certified as a Fire Investigator.

The pergola that was in the back of the building was taken down by the firefighters. It was detaching from the building and was not safe. There is concrete that will need to be repaired.

The administration has been attending meetings with the state, government, ALGH, Leadership, finance, and for reimbursement for Covid related expenses.

The ALGH rider program is going great and have already had a couple hired by PSI to work here.

Bunk room renovations are continuing, and the 2% Fund is helping with the costs.

PPE supplies are going well.

All trustees received the Fire Prevention report and Training reports.

Trustee Kolaski asked what preplans details. Chief explained what information is gathered and how it is entered into CAD.

Questions on the hours of the gas station next store, Chief said the owner stated it was going to be 24/7. Discussion on the traffic concerns. Chief states that we will adjust as needed to make things work.

We are hoping to hire the 1st candidate as of August 1st.

Trustee Avino stated that he spoke with he Chief of Harwood Heights police and he commended the firefighters/paramedics on the great job they did on an incident on Forest Preserve Drive. Discussion.

Trustee Skyba asked if the Shell station did any traffic studies. Chief asked the village and they did not have anything to share. Discussion.

Chief explained that the firefighters/paramedics will figure out the best time to refuel

Motion by Trustee Avino seconded by Trustee Rybak to approve the Chief's report for June 2020.
AYES: 7 NAY: 0 MOTION CARRIED

President's Report: Trustee Cichon states that he is excited to see everyone in person. In the upcoming months we have new major goals and there is equipment needed. We need to continue to move forward.

Committee Reports:

Finance Committee- Trustee Avino stated there are large items on the agenda, paying off the loan has been extensively discussed. Chief states that we could pay off the loan now and have enough money until we cash the next CD. Discussion regarding refinancing. Chief explained that our last CD rate was .5% and we are paying about 4%. Spoke with both the attorney and accountant and they feel it is important to pay off the loan. Some trustees state they are concerned about cash flow. Chief explained that we can investigate a line of credit after the loan is paid off. We cannot before because we have \$1,000,000 in CDs as collateral. Discussion

Trustee Evans asked about property tax money, Chief explained that Lauterbach and Amen feel a large amount is in escrow so there shouldn't be a change this year. They feel we may see in a couple years the market adjustment from Covid-19. Cyndi and the Chief have attended seminars on property tax and are staying on top of things. Discussion of remaining CDs.

Building and Equipment Committee- Trustee Evans stated that the Chief covered most things in his report. We will need to make some decisions on the Fire Truck. We have a few years before we must do something with our fuel tanks. We are waiting to hear about receiving grant money. Chief stated that Commander Koszczuk is working on the windows replacement costs and if we will need to go out for an RFP.

Policy & Strategic Planning Committee- Trustee Kolaski stated it is great to see all. There is nothing to report but will need to schedule a meeting hopefully at the end of July.

Community Relations Committee-Trustee Santoro-Cotton stated it was great to see everyone. There will not be an Open House this year. Working on options for the flu shot program. Chief stated that he and Cyndi have been discussing options. Discussion. Possibly making a PDF form that can be filled out, or forms picked up or delivered. Having 2 lines, one for completed form and one for individuals that need to complete the form. Discussion.

Pension Fund Member & Commissioner Oversight- Trustee Skyba stated there is a Pension Board meeting coming up. He stated that he reached out to the Commissioner and have not been getting a response.

Old Business:

None

New Business

Motion by Trustee Cichon and seconded by Trustee Avino to hire the first candidate from the eligibility list, per the recommendation of the Norwood Park Fire Board of Commissioners, effective August 1, 2020, contingent upon the passing of all appropriate testing.

Chief explained the process.

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

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Avino and seconded by Trustee Santoro-Cotton to pay off the Norwood Park Fire Protection District loan with Belmont Bank, Loan #9500005392 as soon as funds become available with maturing CDs.

Trustee Skyba asked why the \$460,000 CD that was cashed was not put aside. Explained that it was put in the General MMA. There is concern for possible dooms day and needing money. Chief explained that a \$1,000,000 in CDs is being held as collateral, we would not be able to use that money if needed. Discussion. Chief explained that he has brought this up over 8 months ago and that we will be looking into a line of credit in case funds are needed.

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

AYES: 7 NAY: 0 MOTION CARRIED

Consent Agenda

Motion by Trustee Santoro-Cotton and seconded by Trustee Evans to approve the consent agenda:

- ratify payment to Industrial Organization solutions, Inc- in the amount of \$5,766.00 for entry level firefighter test process.
- ratify payment to Macqueen Equipment- in the amount of \$5,405.25 for preventative maintenance on Engine 102.

Discussion on the testing process and costs.

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

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Avino 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 Kolaski; yes, Trustee Avino; yes,
Trustee Cichon; yes, Trustee Rybak; yes, Trustee Santoro-Cotton; yes,
Trustee Evans; yes.

AYES: 7 NAY: 0 MOTION CARRIED

Went into Closed Session at 7:55pm

Returned from Closed Session at 8:57pm

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

Motion by Trustee Santoro-Cotton and seconded by Trustee Evans to adopt and approve Resolution #20-2, a Resolution relating to the terms of employment for the position of Administrative Assistant to the Chief of the Fire Department.

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

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Santoro-Cotton and seconded by Trustee Cichon to adjourn the meeting.

AYES: 7 NAY: 0 MOTION CARRIED

Meeting adjourned at 8:57pm.

Joanne Rybak
Secretary

Andrew Cichon
President