

**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 via Zoom Cloud Meeting ID #843 9317 7284 Password #612368 on the 8<sup>th</sup> day of June 2020 at 6:33 P.M.

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, Attorney Flaherty; no.

Also present: Cyndi Stec, Jeff Peistrup, and Marty Lupo.

The pledge was said at the start of the meeting.

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

A motion was made by Trustee Kolaski and seconded by Trustee Santoro-Cotton 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

Attorney Flaherty joined the meeting at 6:35.

Motion by Trustee Kolaski and seconded by Trustee Avino approve the following minutes:

- 1- Adopt the amended Regular Board of Trustee Meeting Minutes held on May 11, 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)  
May 31, 2020

Assets

**Checking and money market accounts:**

Byline Bank ambulance billing money market #4304492	102,798.97
Wintrust -MM #27766	1,741,587.88

Wintrust- Checking #9771	9,471.56
Wintrust- Ambulance #2671	416,464.46
Wintrust- Medical #0599	9,790.65
Wintrust- Donation #4129	4,772.67
Wintrust- FSA #0713	7,263.24
Total checking and money market accounts	<u>\$2,292,149.43</u>

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

Belmont Bank (3.00%, 02/10/21)	678,770.71
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>\$1,781,645.13</u>
Total checking, money market and certificates of deposit	<u>\$4,073,794.56</u>

Motion by Trustee Evans and seconded by Trustee Cichon to approve the May's accounts payable expenditures in the amount of \$391,443.41 and the Treasurer's Report as presented from the Financial Statements for May 2020.

Trustee Avino explained that the Treasurer's report is in the packet. There were 2 Finance Committee meetings that he will discuss during committee reports.

Trustee Skyba had a question on where the money from the CD that matured is. It was explained that the money was deposited into the General MMA. Discussion on proof showing it was deposited.

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

AYES: 6 NAY: 0 ABSTAIN: 1 MOTION CARRIED

**Chiefs' Report:**

Chief stated that all Trustees have received a written report.

Chief reported that the entry firefighter written test is being conducted remotely. There was an increase in the cost due to having to complete it this way. Applicants were charged \$35 which will help offset the costs. Entry firefighters will finish taking the written exam by the end of the week and then we will have oral interviews to complete.

Trustee Skyba asked about the Grant Writer, Chief explained that the Board gave the directive to discontinue his services awhile ago. Discussion.

Trustee Skyba asked why there are late fees on the credit cards and why are we paying them? Chief explained that by the time signatures are obtained, some bills have been late. Currently, there is limited people working at the credit card companies and you cannot speak to someone to dispute the charges.

Trustee Skyba asked how many Covid calls we had. Chief explained that there is no way to give a number and our paramedics/firefighters treat everyone as they are potentially positive for Covid.

Chief reported that Cyndi completed her bachelor's degree of Science in Accounting and Finance Management.

We are in Phase 3 for Covid-19 and the campus remains closed.

The ALGH paramedic rider program is going well, and PSI will be 1 or 2 hired to work here.

We have been using Leyden's Quint due to our fire engines being out of service for repairs. Our truck is being used for limited calls.

The brick pavers have been installed in front of the station.

Fire Prevention Bureau is back and working on essential items to keep businesses in our District moving forward.

PPE supplies are going well, and we received more from IEMA.

Cyndi is working on reimbursement from FEMA for Covid related costs.

Officer meetings are now biweekly. We are monitoring everyone's health; temperatures are being taken.

The Belmont CD has been cashed and put into the MMA.

Norwood Park has been held off Box Alarm Cards do to not have bullet proof vests. This is something our men and women should have regardless. The 2% Fund is purchasing bullet proof vests for the crews.

Boot Day is an amazing program and we normally raise a good amount of money for the cause. This year we are going to have a drive through Boot Day at the station. We have had to suspend our programs like CPR and car seat installation due to the Governor's directive. This will be a nice way to have the community see the fire house safely.

Chief has met with the Chairman of MCD to discuss our renewal and the option to become an equity member. We currently pay \$96,000, they are quoting an increase to \$141,000. We have purchased equipment that ties us to them. Chief asked Attorney Flaherty if we had to go out to bid. Attorney Flaherty stated there is an IGA arrangement with the municipalities. There is a cost worth staying. You could go for RFP. Chief stated that if we were to go somewhere else, 911 would be answered in town and then transferred to other entity.

Chief explained that we are using an outdated process for having checks signed. We currently have 2 trustees come in and physically sign the checks. Typically, a Chief and one other person on the board would sign the checks. This process is an internal control and does not have to be a policy change. Attorney Flaherty stated it is not by statute, but it makes sense to have the 2 signers as the Chief and Treasurer. It is unique that the Chief is not a signer.

Also, our policy currently states that the Chief has a \$5,000 spending limit. We have had it at \$1,000, while most District have the Chief's limit at \$10,000. Attorney states that policy 1.26- purchasing, has anything over \$5,000 to be preauthorized. Trustee Rybak asked who set the \$1,000 limit, they believe a

previous trustee and it continued due to past practice. Trustees agree that Chief should use the \$5,000 limit.

Trustee Kolaski asked if the Chief could do a Robo call for Boot Day? Chief stated that he already reached out to the mayors and will be doing this.

Discussion on other options to advertise: High School marque, Village marque, signs on ground, etc.

Trustee Rybak asked about Open House. Chief stated that most departments are canceling theirs. He will set up a meeting with Trustee Santoro-Cotton. Trustee Rybak stated that we could maybe have a holiday open house. Chief states we will reevaluate at the end of summer.

Trustee Evans asked why all the Trustees are signers. Chief stated that it was past practice.

Trustee Cichon states that having one trustee and the Chief as a signer would make things timelier and run smoother.

Discussion.

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

AYES: 6 NAY: 0 MOTION CARRIED

**President's Report:** Trustee Cichon states that he hopes all are safe and that the next meeting can be in person. Thank you to the 2% Fund for purchasing the vests.

#### **Committee Reports:**

Finance Committee- Trustee Avino stated that the minutes to the Finance Committee meetings are on the agenda. We will get details on the CD that was cashed and deposited into the MMA.

At the finance committee meetings, we discussed the loan payoff which will need to be discussed as a board, dispatch renewal, checking signing to make sure it is more efficient, tentative budget and finances. The firefighters are having to use Leyden's truck; we need to make hard decisions.

Building and Equipment Committee- Trustee Evans stated that we need to investigate a stipend for Lt. Davila. Chief stated that we would have to wait on any stipends until CBA negotiations because they are defined. Trustee Evans says to stay safe.

Policy & Strategic Planning Committee- Trustee Kolaski stated they will meet and discuss policy 1.26.

Community Relations Committee-Trustee Santoro-Cotton stated that there is currently nothing to report but will meet with the Chief.

Trustee Skyba asked why more was not done for the passing of Retired Firefighters Robert Striedl, Retired Robert Kubala, and former Trustee Don McCormick. Chief stated that we did recognize our Retired firefighters that passed with bunting on the building, notice on the marque, and lowering the flag to half-staff. We followed family wishes. The fire department was not notified of Mr. McCormick's passing.

The District will have this in their 2020 Annual Report.

Pension Fund Member & Commissioner Oversight- Trustee Skyba stated that the Nagrocki hearing is delayed and no date has been set. He is in touch with the commissioners and will set up a meeting with them.

Attorney Report- Attorney Flaherty stated that the Nagrocki Pension hearing was able to move along with an electric meeting, but Mr. Nagrocki was against it. We will need to wait until we go into the next Phase after June 28.

If an employee gets Covid, the statutory presumption is that they received it at work.

OMA is permanently changed so that if there is a pandemic or disaster, you are allowed to hold remote meetings. Discussion.

Attorney Flaherty welcomed Trustee Evans and looks forward to meeting her in person.

Trustee Rybak asked how you do a Closed Session remotely?

Attorney Flaherty stated that you can have a waiting room and eject individuals to the waiting room or have a meeting with an ID and password.

Trustee Skyba states that the merging of the Pension Funds is moving along. Attorney Flaherty stated that there is a temporary Board and there will be an election soon. Possibly by the middle of next year they will begin taking funds.

#### **Old Business:**

Motion by Trustee Rybak and seconded by Trustee Skyba to approve increasing the Liability Umbrella Coverage to 10 million dollars.

Trustee Skyba asked how much more it will cost. Chief explained it would cost \$3,250 more annually. Currently it is 5 million. Chief explained that the Insurance Broker said it was rare for a department our size to have only a 5-million-dollar umbrella policy. Attorney Flaherty agreed.

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

#### **New Business**

Motion by Trustee Skyba and seconded by Trustee Evans to adopt and approve Ordinance #20-1, the Norwood Park Fire Protection District Tentative Budget and Appropriation for fiscal year 2020-2021.

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 Cichon to approve the consent agenda:

-minutes of the Building and Equipment Committee meeting dated May 6, 2020.

-minutes of the Finance Committee meeting dated May 6, 2020.

- minutes of the Finance Committee meeting dated May 26, 2020.
- payment to NORCOMM- in the amount of \$4,660.00 for MABAS service fees
- payment to Old World Brick Paving- in the amount of \$3,120.00 for the installation of the brick pavers.
- ratify the payment to Emergency Vehicle Service- in the amount of \$6,779.05 for Engine 101 Maintenance A, repair drag link, alignment, and repair of coolant leaks.

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 8:13pm.

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Joanne Rybak  
Secretary

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Andrew Cichon  
President