

**MINUTES OF THE REGULAR 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 17<sup>th</sup> day of July, 2017 at 7:31 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 Martell; yes,  
  
                                  Trustee Lympelopulos; yes, Trustee Romano; yes,  
  
                                  Trustee Kolaski; yes, Trustee Avino; yes,  
  
                                  Trustee Cichon; yes, Fire Chief/Administrator Vavra; yes.

The pledge was said at the start of the meeting.

Swearing in of Trustee Andrew Cichon

**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.

AYES: 7 Nay: 0                   MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Lympelopulos to approve the minutes of the Regular meeting held on June 12<sup>th</sup>, 2017.

Roll Call:                   Trustee Skyba; yes, Trustee Martell; yes,  
  
                                  Trustee Lympelopulos; yes, Trustee Romano; yes,  
  
                                  Trustee Kolaski; yes, Trustee Avino; yes,  
  
                                  Trustee Cichon; Abstain.

AYES: 7 NAY: 0                   MOTION CARRIED

Motion by Trustee Romano and seconded by Trustee Kolaski to approve and keep closed the minutes of the Closed Session meeting held on June 12<sup>th</sup>, 2017.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,  
Trustee Lympelopulos; yes, Trustee Romano; yes,  
Trustee Kolaski; yes, Trustee Avino; yes,  
Trustee Cichon; Abstain.

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Lympelopulos to approve payment of all current disbursements in the amount of \$439,047.79.

Trustee Martell had Chief Vavra explain certain expenses.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,  
Trustee Lympelopulos; yes, Trustee Romano; yes,  
Trustee Kolaski; yes, Trustee Avino; yes,  
Trustee Cichon; yes.

AYES: 7 NAY: 0 MOTION CARRIED

**TREASURER'S REPORT**

Schedule of Assets  
(Arising from Cash Transactions)  
June 30<sup>th</sup>, 2017

Assets

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

Byline Bank checking #4303503 (0.046%)	12,550.55
Byline Bank money market #4303498	419,072.02
Byline Bank ambulance billing money market #4304492 (0.295%)	628,033.21
Byline Bank-Medical #1003102	6,332.12
Byline Bank- FSA #9990034868	<u>2,884.75</u>
Total checking and money market accounts	<u>\$1,068,872.65</u>

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

Belmont Bank (1.25%, 09/10/18)	639,403.52
Belmont Bank (1.00% 08/05/18)	128,552.28
Belmont Bank (1.35% 06/23/18)	434,178.81
Belmont Bank (1.29%, 09/26/17)	206,235.98
Belmont Bank (1.00% 08/21/18)	533,861.37
Belmont Bank (1.00% 07/19/18)	<u>377,196.87</u>
Total certificates of deposit	<u>\$ 2,319,428.83</u>
Total checking, money market and certificates of deposit	<u>\$ 3,388,301.48</u>

Motion by Trustee Martell and seconded by Trustee Skyba to approve the Treasurer’s report as presented from the Financial Statement for June 2017.

Trustee Romano stated that we have a CD due in September. Revenues are low before tax money being received. Discussed for the end of the fiscal year that the District is deficit \$200,000 prior to depreciation and GASB reporting which will increase the amount of the deficit. We will be drawing \$800,000 in reserves for expenses and pension fund for this year’s budget. We are going to be focusing on going for bids and having estimates for everything we do.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,  
Trustee Lympelopulos; yes, Trustee Romano; yes,  
Trustee Kolaski; yes, Trustee Avino; yes,  
Trustee Cichon; yes.

AYES: 7 NAY: 0 MOTION CARRIED

**Chiefs’ Report:**

Chief Vavra included report in Trustee’s packet.

June has been the busiest month to date.

Shredding was completed and destroyed 1,248 gallons worth of documents (the company measured the documents in a 96 gallon drum).

Met with IO Solutions for testing on hiring for next year, they are working on dates.

Chief and Deputy Chief met with Triton to discuss bringing an Associates program here. The lectures would be taped and the Chief would proctor the videos here.

TV's have been installed in the training room

Chief is setting up the dates for physicals with Health Endeavors.

Chief is working on the red shirts that will be worn by personnel, Trustees, etc.

Trustee Romano asked about the Firewall, Chief explained that all pieces are not in yet. Once everything is received, Doug will assist on getting it installed.

Trustee Skyba asked about the sleeping quarters, possible changes that will be made and if 2% Fund will be paying for it. Chief stated that no decisions have been made yet.

Trustee Martell asked about the TV's for the Board Room.  
Discussion on TV's.

Motion by Trustee Skyba and seconded by Trustee Kolaski to accept the Chiefs' Report for June 2017 as presented.

AYES: 7 NAY: 0

MOTION CARRIED

**President's Report:** Trustee Martell welcomed Trustee Cichon to the Board and stated that he has the Committee Appointments on the agenda.

**Committee Reports:**

Finance Committee- Trustee Romano stated they need to meet for the 911 Dispatch and Remount of Ambulance Box.

Need to have an Actuary completed. Chief to get quotes.

Building and Equipment Committee- Trustee Lymperopulos stated they will have to review the Ambulance Box Remount bids.

Information Technology Committee-Trustee Martell states that this will be in the Finance Committee.

Policy Committee- Trustee Skyba stated he spoke with the two Commissioners and they will add the 60 hours of education to their Rules and Regulations for entry level firefighter.

Strategic Planning Committee- Trustee Martell stated they will meet prior to August meeting.

Human Capital Committee- Trustee Skyba stated there is nothing to report.

Community Relations Committee-Trustee Avino stated he will be scheduling a meeting.

Pension Fund Committee- Trustee Romano stated he will be attending the meetings as a non-voting member.

Motion by Trustee Kolaski 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) and 5 ILCS 120/2(c)(3) Selection of a person to fill a public office.

Went in to Closed Session at 8:22 P.M.

Returned from Closed Session at 8.52 P.M., no decision made, no votes taken.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,  
Trustee Lyemperopulos; yes, Trustee Romano; yes,  
Trustee Kolaski; yes, Trustee Avino; yes,  
Trustee Cichon; yes, Chief/Administrator Vavra; yes.

**New Business:**

*Opening of the bids for the Remount of Ambulance 106's Box*  
(Received via E-mail, printed and put in envelopes)

Arrow, Rock Rapids, Iowa \$84,866.00  
Foster Coach, Sterling, Illinois \$108,808.00

Trustee Lyemperopulos asked if the remount included the new vehicle, the chassis and the remount of our box onto it. Chief did specify which chassis was wanted; the question is what part of the remount package is.

Motion by Trustee Lyemperopulos and seconded by Trustee Romano to table action on the bids for a determination by staff and/or consultant as to the compliance with specifications.

This will go to the Building and Equipment Committee and then Finance Committee for review.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,  
Trustee Lyemperopulos; yes, Trustee Romano; yes,

Trustee Kolaski; yes, Trustee Avino; yes,  
Trustee Cichon; yes.

AYES: 7 NAY: 0

MOTION CARRIED

Appointment of Committees:

**Finance & Information  
Technology Committee**

Trustee Romano- Chair  
Trustee Martell  
Trustee Avino

**Policy Committee**

Trustee Kolaski- Chair  
Trustee Skyba  
Trustee Cichon

**Strategic Planning**

Trustee Martell- Chair  
Trustee Romano  
Trustee Skyba

**Fire Commissioner & Pension Board**

**Governance & Oversight**

Trustee Cichon- Chair  
Trustee Kolaski  
Trustee Lympelopulos

**Building & Equipment Committee**

Trustee Lympelopulos- Chair  
Trustee Avino  
Trustee Cichon

**Human Capital**

Trustee Skyba- Chair  
Trustee Kolaski  
Trustee Romano

**Community Relations**

Trustee Avino- Chair  
Trustee Lympelopulos  
Trustee Martell

Motion by Trustee Skyba and seconded by Trustee Lympelopulos to approve the committee appointments as presented by the President.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,

Trustee Lympelopulos; yes, Trustee Romano; yes,

Trustee Kolaski; yes, Trustee Avino; yes,

Trustee Cichon; yes.

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Kolaski to table the dental insurance renewal with MetLife PPO.

Will ask for a 30 day extension on current policy.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,  
Trustee Lyemperopulos; yes, Trustee Romano; yes,  
Trustee Kolaski; yes, Trustee Avino; yes,  
Trustee Cichon; yes.

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Romano and seconded by Trustee Skyba to approve the life insurance renewal with The Standard from August 1, 2017 through December 1, 2018.

Trustee Martell explained that The Standard quoted \$483.95/monthly and Dearborn quoted \$666.66/monthly, multiple other companies refused to quote due to the amount of retirees on the policy.

Explained that the policy is going until December 1, 2018 so that all policy start to be renewed at the same time in order to better serve employee with Employee Navigator.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,  
Trustee Lyemperopulos; yes, Trustee Romano; yes,  
Trustee Kolaski; yes, Trustee Avino; yes,  
Trustee Cichon; yes.

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Lyemperopulos to approve the destruction of Closed Session audio tapes from March 2015 up to and including January 2016.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,

Trustee Lyemperopulos; yes, Trustee Romano; yes,

Trustee Kolaski; yes, Trustee Avino; yes,

Trustee Cichon; yes.

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Martell to approve the appointment of Joe Russo to the Norwood Park Fire Protection District Pension Fund for a three year term, from July 1, 2017 to May 31, 2020.

Trustee Martell stated that Police Pension Board has 2 year terms and Fire Pension Boards has 3 year terms. We are going to stager the appointments.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,

Trustee Lyemperopulos; yes, Trustee Romano; yes,

Trustee Kolaski; yes, Trustee Avino; yes,

Trustee Cichon; yes.

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Martell to approve the appointment of Kevin McCarthy to the Norwood Park Fire Protection District Pension Fund for a two year term, from July 1, 2017 to May 31, 2019.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,

Trustee Lyemperopulos; yes, Trustee Romano; yes,

Trustee Kolaski; yes, Trustee Avino; yes,

Trustee Cichon; yes.

AYES: 7 NAY: 0

MOTION CARRIED



Motion by Trustee Martell and seconded by Trustee Avino 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), 5 ILCS 120/2(c)(3) Selection of a person to fill a public office and approval or review for public disclosure (ILCD 120/2(c)(21)).

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,  
Trustee Lympelopulos; yes, Trustee Romano; yes,  
Trustee Kolaski; yes, Trustee Avino; yes,  
Trustee Cichon; yes.

AYES: 7 NAY: 0 MOTION CARRIED

Went into Closed Session at 9:12pm

Returned from Closed Session at 10:52 P.M., no decision made, no votes taken.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,  
Trustee Lympelopulos; yes, Trustee Romano; yes,  
Trustee Kolaski; yes, Trustee Avino; yes,  
Trustee Cichon; yes, Fire Chief/Administrator Vavra; yes,

Motion by Trustee Kolaski and seconded to Trustee Lympelopulos to table the approval of Deputy Chief contract with Daniel Johnson until the August meeting.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,  
Trustee Lympelopulos; yes, Trustee Romano; yes,  
Trustee Kolaski; yes, Trustee Avino; yes,  
Trustee Cichon; yes.

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Romano and seconded by Trustee Skyba to table Resolution #17-5, 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 Martell; yes,  
Trustee Lympelopulos; yes, Trustee Romano; yes,  
Trustee Kolaski; yes, Trustee Avino; yes,  
Trustee Cichon; yes.

AYES: 7 NAY: 0 MOTION CARRIED

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

VOICE VOTE

AYES: 7 NAY: 0 MOTION CARRIED

Meeting adjourned at 10:55 P.M.

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Andrew Skyba  
Secretary

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Robert Martell  
President