

**MINUTES OF A 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 10th day of June, 2014 at 7:04 P.M. at 7447 W. Lawrence Avenue, Harwood Heights, Illinois, 60706.

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 Jarosz; yes, Trustee Szczurek; yes,

 Trustee Strempek; yes, Trustee Lympelopulos; absent,

 Trustee Romano; absent, Chief Stenson; yes.

The pledge was said at the start of the meeting.

COMMUNICATION WITH AUDIENCE (Public Participation)

A motion was made by Trustee Martell and seconded by Trustee Szczurek 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: 5 NAY: 0

MOTION CARRIED

Presentation by Gary Kosnoff and Jeffrey Van Spankeren from Linden Group Health Services.

Cyndi Stec explained information regarding IMRF and the increase in the employer rate.

A motion was made by Trustee Jarosz and seconded by Trustee Martell to approve the payment of all current disbursements in the amount of \$418,205.50.

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

 Trustee Jarosz; yes, Trustee Szczurek; yes,

 Trustee Strempek; yes, Trustee Lympelopulos; absent,

Trustee Romano; absent.

AYES: 5 NAY: 0

MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Strempek to approve the minutes of the Regular meeting held on May 13th, 2014.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Jarosz; yes, Trustee Szczurek; yes,
Trustee Strempek; yes, Trustee Lympelopulos; absent,
Trustee Romano; absent.

AYES: 5 NAY: 0

MOTION CARRIED

Motion by Trustee Szczurek and seconded by Trustee Jarosz to approve the minutes of the Closed Session meeting held on May 13th, 2014.

Roll Call: Trustee Strempek; yes, Trustee Szczurek; yes,
Trustee Jarosz; yes, Trustee Martell; yes,
Trustee Skyba; yes, Trustee Lympelopulos; absent,
Trustee Romano; absent.

AYES: 5 NAY: 0

MOTION CARRIED

TREASURER'S REPORT

Schedule of Assets
(Arising from Cash Transactions)
May 31st, 2014

Assets

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

Plaza Bank checking #4303503 (0.046%)	\$5,098.32
Plaza Bank money market #4303498 (0.295%)	789,710.17
Plaza Bank ambulance billing money market #4304492 (0.295%)	320,697.66

Plaza Bank-Medical #1003102	<u>1,651.69</u>
Total checking and money market accounts	<u>1,117,157.84</u>
Certificates of deposit (interest rate and maturity):	
Plaza Bank (0.65%, 09/02/14)	624,032.29
Belmont Bank and Trust (1.00% 08/23/14)	541,974.25
Plaza Bank (0.64% 07/17/14)	124,881.92
Plaza Bank (0.65% 09/18/14)	422,949.25
Plaza Bank (0.65% 12/23/14)	473,192.43
Belmont Bank (1.00% 08/21/14)	518,150.69
Belmont Bank (1.00% 07/19/14)	<u>366,096.58</u>
Total certificates of deposit	<u>3,071,277.41</u>
Total checking, money market and certificates of deposit	<u>\$ 4,188,435.25</u>

Motion by Trustee Skyba, seconded by Trustee Szczurek to approve the Treasurer's report as presented from the Financial Statement for May 2014.

Trustee Martell stated that there are CD's that are maturing in July. Rates are low where we have the CD's at right now. There are other banks that are offering 1.5% that are not in our district and we may need to do that. Discussion. Trustee Martell stated that currently we are positive on a cash basis on the financial report and we look good going into next month. Discussion.

Roll Call: Trustee Strempek; yes, Trustee Jarosz; yes,
Trustee Skyba; yes, Trustee Martell; yes,
Trustee Szczurek; yes, Trustee Lymperopulos; absent,
Trustee Romano; absent.

AYES: 5 NAY: 0

MOTION CARRIED

Chiefs Report:

All Trustees received a copy of the alarm report.

All Trustees received a copy of the inspection report along with the list of completed inspections for this month.

The transition into the LGH system is going well. We have completed one round of training and have two left. We will switch over on July 1st but we will be using the Good Sam S.O.P.S for the month of July. During the month of July we will be training with the LGH S.O.P.S and we will start using them on August 1st. There is a lot of paperwork with IDPH, Good Sam, LGH and Image trend our reporting system. We purchased one computer for under \$1,000 instead of the tough books for \$4,000. We are buying a rugged case and will see if we can make this work. These are much faster and user friendly. We will need to purchase one more before we go live. We will also need to purchase air cards for the laptops in order to send EKGs to the ER.

We are experiencing problems with the roof on the addition. There is a lot of pooling due to a bad pitch and we have water coming in the back wall making its way all the way into the basement. I have had one company out and they said we needed some masonry work on the back wall where the water was coming in and half the roof would need to be built up and reroofed and the other half would need to be built up, torn off and reroofed. I have another company coming out to give a report and quote and I will reach out to a third one.

The exhaust extraction system is on hold until the parts come in. I was told yesterday that the parts will be in next week and the install should be complete by the 24th.

We have our first meeting June 24th with Foster Coach on the new Ambulance. It looks like we need to go with a gasoline engine in order to stay with the Ford E450. We will be debating that at the meeting with the manufacturer. Foster Coach has the State group purchase price.

On the agenda is the resolution for the terms of employment for the Adm. Asst. The resolution states that her increase will become effective only upon a motion by the Board of Trustees concurring with the Chiefs satisfactory evaluation. Cyndi received a very good evaluation from me and it is my recommendation to allow an increase. Cyndi is also asking permission from the Board to attend Northeastern University to pursue a degree in accounting and Finance. I think this is a good idea and it will make her more valuable to the department with this education.

I have been working with US energy consultants on our utility bills. The maximum savings we could get was with a 24 month agreement. This should save us \$4,500 for gas and \$5,200 in electric over a two year period. We would be using Constellation for gas and Direct Energy for electric.

The tentative budget is on the agenda; let me know if you have any questions. We worked with Treasurer Martell, accountant Wes from Lauterbach and Attorney Shawn Flaherty.

There is a motion to approve the audit for the upcoming year. Last year we paid \$9,500 for the District and the pension. The cost this year went up \$500 to \$10,000 for both.

We just received an invoice from Lauterbach with a 3% increase for the upcoming year. We will now be paying \$1,030 per month and \$1,030 for the yearend audit work. Last year we paid Paul Smit \$6,000 for the year end audit work.

Motion by Trustee Skyba and seconded by Trustee Martell to accept the Chief's Report for May 2014 as presented.

AYES: 5 NAY: 0

MOTION CARRIED

President Report:

Nothing to report at this time.

Committee Reports:

Finance Committee- Trustee Martell stated that the EAV has decreased again this year. We will do what we have to do to capture more revenue. We will be using the same auditors this year. Discussion on doing a shared proposal with the Pension Fund for a funding policy.

Building and Equipment Committee- Chairman Szczurek stated there is nothing to report at this time other than trying to gather information about the roof and why it is leaking.

Technology and PR Media Committee- Chairman Strempek stated there is nothing to report at this time.

Policy Committee- Chairman Skyba stated there is nothing to report at this time.

Pension Fund- Trustee Martell stated they have a meeting in July.

Old Business:

None

New Business:

Motion by Trustee Szczurek and seconded by Trustee Strempek to adopt and approve Ordinance #14-1, the Norwood Park Fire Protection District Tentative Budget and Appropriation for fiscal year 2014-2015.

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

Trustee Jarosz; yes, Trustee Szczurek; yes,

Trustee Strempek; yes, Trustee Lymperopulos; absent,

Trustee Romano; absent.

AYES: 5 NAY: 0

MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Jarosz to approve Resolution #14-3, A Resolution for payments of Prevailing wages for the Norwood Park Fire Protection District, Cook County, Illinois.

Roll Call: Trustee Strempek; yes, Trustee Jarosz; yes,
Trustee Szczurek; yes, Trustee Martell; yes,
Trustee Skyba; yes, Trustee Lymperopulos; absent,
Trustee Romano; absent.

AYES: 5 NAY: 0

MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Martell to approve Resolution #14-4, A Resolution Relating to the terms of employment for the position of Administrative Assistant to the Chief of the Norwood Park Fire Protection District.

Discussion on pay increase and health insurance.

Roll Call: Trustee Jarosz; yes, Trustee Szczurek; yes,
Trustee Strempek; yes, Trustee Skyba; yes,
Trustee Martell; yes, Trustee Lymperopulos; absent,
Trustee Romano; absent.

AYES: 5 NAY: 0

MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Skyba to approve a change in our EMS system. Norwood Park Fire Protection District will exit the Good Samaritan EMS System on July 1st, 2014 at 0700 hours and become part of the Advocate Lutheran General EMS System.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Jarosz; yes, Trustee Szczurek; yes,
Trustee Strempek; yes, Trustee Lympelopulos; absent,
Trustee Romano; absent.

AYES: 5 NAY: 0

MOTION CARRIED

Motion by Trustee Strempek and seconded by Trustee Szczurek to accept the audit proposal from Knutte and Associates for fiscal year ending June 30, 2014 at a total cost of \$10,000 (\$7,750 for the District Audit and \$2, 250 for the Pension Fund Audit).

Trustee Martell asked if we have been paying for the pension fund, Chief explained that the District has paid for the pension fund in the years past. Discussion on the increase.

Roll Call: Trustee Strempek; yes, Trustee Jarosz; yes,
Trustee Skyba; yes, Trustee Martell; yes,
Trustee Szczurek; yes, Trustee Lympelopulos; absent,
Trustee Romano; absent.

AYES: 5 NAY: 0

MOTION CARRIED

Motion by Trustee Jarosz and seconded by Trustee Martell to approve the two year utility agreement with Constellation Energy for natural gas beginning July 1st, 2014.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Jarosz; yes, Trustee Szczurek; yes,
Trustee Strempek; yes, Trustee Lympelopulos; absent,
Trustee Romano; absent.

AYES: 5 NAY: 0

MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Skyba to approve the two year utility agreement with Direct Energy for electric beginning October 1st, 2014.

Trustee Skyba questioned why two years? Chief stated that this was the best savings.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Jarosz; yes, Trustee Szczurek; yes,
Trustee Strempek; yes, Trustee Lympelopulos; absent,
Trustee Romano; absent.

AYES: 5 NAY: 0

MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Martell to approve Administrative Assistant Cyndi Stec to take classes at Northeastern University College of Professional Studies, to complete and receive her Bachelors of Science, Majoring in Accounting and Finance.

Roll Call: Trustee Strempek; yes, Trustee Jarosz; yes,
Trustee Szczurek; yes, Trustee Martell; yes,
Trustee Skyba; yes, Trustee Lympelopulos; absent,
Trustee Romano; absent.

AYES: 5 NAY: 0

MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Strempek to go into Closed Session to discuss personnel, possible litigation.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Jarosz; yes, Trustee Szczurek; yes,
Trustee Strempek; yes, Trustee Lympelopulos; absent,
Trustee Romano; absent.

AYES: 5 NAY: 0

MOTION CARRIED

Went into Closed Session at 8:24PM

Returned from Closed Session 8:40PM all Trustees present.

Motion by Trustee Jarosz and seconded by Trustee Strempek to approve the emergency expenditure for the hiring of a licensed structural engineer or architect for the evaluation of the addition roof at a cost not to exceed \$7,500.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Jarosz; yes, Trustee Szczurek; yes,
Trustee Strempek; yes, Trustee Lymperopulos; absent,
Trustee Romano; absent.

Motion was made by Trustee Skyba and seconded by Trustee Szczurek to adjourn the meeting.

AYES: 5 NAY: 0

MOTION CARRIED

Meeting adjourned at 8:41 P.M.

Andrew Skyba
Secretary

Douglass Strempek
President