

**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 14th day of September, 2015 at 7:31 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 Strempek; yes,

 Trustee Lyemperopulos; yes, Trustee Romano; yes,

 Trustee Kolaski; yes, Attorney Flaherty; yes,

 Chief Stenson; yes.

The pledge was said at the start of the meeting.

COMMUNICATION WITH 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

Opening of the Roof Bids:

L. Marshal \$89,300

Master Project Inc. \$42,000

Amsterdam Enterprises \$59,000 + \$10,770 additional work

Vision Construction \$19,896

Motion by Trustee Lympelopulos and seconded by Trustee Strempek to authorize the Building & Equipment Committee to analyze the roofing bids to make a recommendation of the lowest responsible bid.

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

AYES: 7 NAY: 0

MOTION CARRIED

Discussion about the roofing bids and options.

A motion was made by Trustee Skyba and seconded by Trustee Jarosz to approve the payment of all current disbursements in the amount of \$412,231.54.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Romano to approve the minutes of the Regular Session meeting held on August 10th, 2015.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Strempek to approve the minutes of the Closed Session meeting held on August 10th, 2015.

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

AYES: 7 NAY: 0

MOTION CARRIED

TREASURER'S REPORT

Schedule of Assets
(Arising from Cash Transactions)
August 31th, 2015

Assets

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

Plaza Bank checking #4303503 (0.046%)	\$4,931.37
Plaza Bank money market #4303498 (0.295%)	1,497,509.21
Plaza Bank ambulance billing money market #4304492 (0.295%)	751,338.55
Plaza Bank-Medical #1003102	<u>1,739.91</u>
Total checking and money market accounts	<u>2,255,519.04</u>

Certificates of deposit (interest rate and maturity):

Plaza Bank (0.65%, 03/02/16)	628,060.76
Belmont Bank and Trust (1.00% 08/23/16)	548,766.72
Belmont Bank (1.00% 08/05/16)	126,332.91
Plaza Bank (0.65% 03/18/16)	426,370.60
Belmont Bank (1.00% 08/21/16)	524,644.58
Belmont Bank (.996% 07/19/16)	<u>370,674.72</u>

Total certificates of deposit	<u>2,624,850.29</u>
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Total checking, money market and certificates of deposit	<u>\$ 4,880,369.33</u>
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Motion by Trustee Skyba, seconded by Trustee Jarosz to approve the Treasurer's report as presented from the Financial Statement for August 2015.

Trustee Romano stated that our cash on hand went up due to tax money received. Expenditures continue to be around \$420,000.

Trustee Martell stated that we structured our CD's by design to come due throughout 2016 and rates at renewal should be going up.

Roll Call: Trustee Skyba; yes, Trustee Jarosz; yes,
Trustee Lyemperopulos; yes, Trustee Kolaski; yes,
Trustee Romano; yes, Trustee Strempek; yes,
Trustee Martell; yes.

AYES: 7 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.

Last week I attended the Norridge Village Board meeting to present Awards of Valor to the policemen who pulled the disabled resident out to safety during the structure fire at 4401 Opal on July 16th. Trustee Martell wanted to attend but I did not give enough notice to arrange his schedule. Trustee Strempek attended the ceremony. The Village was very appreciative.

I met again with the group for consolidated dispatch. The meeting was held with a consultant who explained the process. The consensus by the group was to get a quote from the consultant on a feasibility study and a recommendation. We would then make a decision whether we want to proceed or not. The Attorney for the Village of Norridge believes we can keep the status quo between us and Norridge. The consultant quote will be between \$15,000 and \$20,000 split 4 ways. I have also received a quote from Norcom on taking over our dispatch. I have passed out the quotes to everybody. Discussion. Finance Committee will be kept informed.

On the agenda is a quote from Lauterbach for the GASB 67 report. This is new to us and Lauterbach prepared it for 2014 without our knowledge. They discounted it \$1,000 for that purpose. This report is

a pension report that is usually paid by the District. The pension fund pays for the actuary. The invoice for last year is \$1,000 and this year is \$2,000. Our auditors are waiting for this report to complete the audit.

I have passed out an official letter of retirement from Commander Paul Striedl. Discussion on the date it was received. His last day will be February 6th, 2016. The next one on the promotional list is Jeff Peistrup and the list expires December 7, 2015. If he is promoted in November, effective December 1st, I can move him to another shift that has an officer on vacation the whole month of December. I will need to appoint a Commander to replace Striedl beginning February 6th. Trustee Martell states this will go to the Human Capital committee to discuss the resignation and promotion. Chief Stenson stated this has to be acted on by the October or November meeting. There will also be a need to be promote a Commander – Chief Stenson is recommending Lt. Koszczuk to be appointed as Shift Commander. Trustee Martell stated that there will also be a need to hire a firefighter to fill a position. Discussion.

We have the Lieutenants exam coming up. The oral exam will be November 3rd and 4th and the written is scheduled for December 2nd. Hopefully we have a third Commissioner to help with the process. The firefighter entry level exam is scheduled for January 9th, 2016.

We had an incident last week where one of our paramedics was treating a suicidal patient and the patient spit blood into the paramedic's eye. The patient is being charged with felony aggravated assault with a \$100,000 bond.

Rich Busser has been working with D/C Johnson on automating the Fire Inspections. He has incorporated our reports with Drop Box so we can do all of our inspections on an iPad. These reports and any information would be wirelessly transferred into our database. We can also use it for preplanning. We would need to purchase an iPad with data and it would be set up where all inspections are automatically emailed to the business. His charge for developing the system is \$900 and this includes training and support for a period of time. We should be able to eventually do all of our maintenance on iPads. Trustee Martell states that this will go into the IT committee to review. Chief would like to purchase an iPad so that we can see how it is done.

Truck #104 went in the shop today, there is a fuel pump leak and the fuel tank needs new straps to secure. This piece of apparatus is due to go in for annual service on November 2nd. While it is in the shop we are going to go ahead and get the annual service done.

Our Open House is scheduled for October 3rd. I hope all can make it; we can use all the help we can get.

Motion by Trustee Romano and seconded by Trustee Kolaski to accept the Chief's Report for August 2015 as presented.

Trustee Strempek asked if we are still going to be proceeding with the SCBA Confidence Trailer that Deputy Chief Kovalcik presented and the board passed. Chief Stenson stated that they will not be continuing to move forward with this. Discussion.

The SCBA confidence trailer project has been abandoned.

Discussion of iPads and possibility of talking to Norwood Park Township with purchasing them on our behalf. Chief stated that the ambulance reports with Image Trend are going to have an iPad version released soon, which is the direction we are going in, so we may want to buy multiple iPads. Discussion on email addresses which will also be discussed at the IT meeting. Attorney Flaherty stated that if you are a private citizen serving on the board, FOIA's will allow your private personal emails to be FIOA. Having email for district email only will cover the Open Meeting Act.

AYES: 7 NAY: 0

MOTION CARRIED

President Report:

Trustee Martell stated there is nothing to report at this time. He will be calling a meeting with the Strategic Planning Committee meeting in the next week. Discussion. Next year will be the 75th Anniversary and there is a committee for that- Trustees, Martell, Strempek and Skyba are on it. He asked that they talk to the villages to see about having the village vehicle stickers reflect our anniversary.

Committee Reports:

Finance Committee- Trustee Romano stated there is nothing to report at this time.

Building and Equipment Committee- Chairman Lympelopulos stated we will review the roof bids. B&F will review and give a recommendation and then the committee will make a recommendation. Discussion.

Information Technology Committee - Chairman Strempek stated there is nothing to report at this time.

Policy Committee- Trustee Skyba stated they are in review of the Rules and Regulation and will schedule a meeting. Trustee Martell asked for a date to see when we can get moving on this. Discussion. Trustee Kolaski will assist Trustee Skyba with the Rules and Regulations.

Strategic Planning Committee- Trustee Martell discussed when they could meet next week.

Human Capital Committee- Discussion. There will be a meeting to discuss the new hire, Lieutenant promotion and Commander promotion in the near future.

Community Relations Committee- Trustee Jarosz stated to make sure the paper is aware of the Open House.

Pension Fund-Trustee Romano stated they had a meeting regarding a firefighter's disability claim and it was approved. Next meeting is scheduled in October.

Old Business:

None.

New Business:

Motion by Trustee Jarosz and seconded by Trustee Skyba to approve the payout of sick time, vacation time and personal days to disabled firefighter Bradley Virgils to be paid out on the September 16th, 2015 payroll.

Vacation/Personal days- 14 days- \$11,168.64

Sick Time Buyback remaining- \$18,589.85

Total Payout: \$29,758.49

Trustee Martell and Trustee Romano reviewed the numbers. Trustee Lympelopulos asked when he is officially off the books. He is off as of August 31st. Discussion on how days are earned and the change with the contract for new employees so they do not earn days in arrears. Discussion.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Strempek and seconded by Trustee Romano to approve the payment for the completion of GASB 67 Reports by Lauterbach and Amen:

\$1,000.00 for the 2014 GASB 67 Report

\$2,000.00 for the 2015 GASB 67 Report

For a total of \$3,000.00.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Kolaski to go into Closed Session to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employee (5 ILCS 120/2(c)(1), Selection of person to fill vacancy in public office (5ILCS 120/2(c)(3)) and Litigation (5 ILCS 120/2(c)(11)).

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

AYES: 7 NAY: 0

MOTION CARRIED

Went into Closed Session at 8:30 PM

Return to open session at 9:41. No votes taken. No decisions made.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Jarosz; yes, Trustee Strempek; yes,
Trustee Lympelopulos; yes, Trustee Romano; yes,
Trustee Kolaski; yes, Attorney Flaherty; yes,
Chief Stenson; yes.

Motion by Trustee Skyba and seconded by Trustee Romano to appoint Andy Cichon as Fire Commissioner of the Norwood Park Fire Protection District to fill the vacancy until May 31, 2017.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Jarosz; yes, Trustee Strempek; yes,
Trustee Lympelopulos; no, Trustee Romano; yes,
Trustee Kolaski; yes.

AYES: 6 NAY: 1

MOTION CARRIED

Discussion about Commissioner classes.

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

AYES: 7 NAY: 0

MOTION CARRIED

Meeting adjourned at 9:46 P.M.

Andy Skyba
Secretary

Robert Martell
President