

**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 8<sup>th</sup> day of February, 2016 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 Lympelopulos; yes, Trustee Romano; yes,  
  
                                  Trustee Kolaski; yes, Deputy Chief Johnson; yes.

The pledge was said at the start of the meeting.

**COMMUNICATION WITH AUDIENCE (Public Participation)**

A motion was made by Trustee Kolaski and seconded by Trustee Romano 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 Emergency Medical Services Bids.

**Paramedic Services of Illinois**

03-01-16 to 06-30-16	\$385,968 0% increase
07-01-16 to 06-30-17	\$1,157,904 0% increase
07-01-17 to 06-30-18	\$1,181,064 2% increase
07-01-18 to 06-30-19	\$1,204,680 2% increase

Trustee Martell stated that Metro Paramedic Services submitted 2 bids one is a comparable and one is a risk sharing model which we did not ask for and will disqualify that bid.

**Metro Paramedics Services**

03-01-16 to 06-30-16	\$244,091
07-01-16 to 06-30-17	\$976,364
07-01-17 to 06-30-18	\$1,005,654
07-01-18 to 06-30-19	\$1,035,824

Trustee Martell talked about the risk share model and how it should not be considered since that is not what the bid specs requested. Trustees agreed.

No other bids received.

Motion by Trustee Lympelopulos and seconded by Trustee Kolaski to table action on the bids for a determination by legal counsel and staff as to the compliance with specifications.

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

AYES: 7 NAY: 0

MOTION CARRIED

Trustee Martell stated that the bids will be sent to the attorney for review, the staff and the Finance Committee will analyze.

A motion was made by Trustee Skyba and seconded by Trustee Jarosz to approve the payment of all current disbursements in the amount of \$462,921.25.

Roll Call: Trustee Skyba; yes, Trustee Jarosz; yes,  
Trustee Martell; 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 Strempek to approve the minutes of the Regular Session meeting held on January 11<sup>th</sup>, 2016.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Romano to approve the minutes of the Closed Session meeting held on January 11<sup>th</sup>, 2016.

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

AYES: 7 NAY: 0

MOTION CARRIED

### **TREASURER'S REPORT**

Schedule of Assets  
(Arising from Cash Transactions)  
January 31<sup>st</sup>, 2016

#### Assets

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

Plaza Bank checking #4303503 (0.046%)	\$6,806.09
Plaza Bank money market #4303498 (0.295%)	104,830.82
Plaza Bank ambulance billing money market #4304492 (0.295%)	399,397.42
Plaza Bank-Medical #1003102	<u>1,305.80</u>
Total checking and money market accounts	<u>512,340.13</u>

Certificates of deposit (interest rate and maturity):	
Plaza Bank (0.65%, 03/02/16)	630,090.29
Belmont Bank and Trust (1.00% 08/23/16)	550,144.38
Belmont Bank (1.00% 08/05/16)	126,650.06
Plaza Bank (0.65% 03/18/16)	427,748.38
Belmont Bank (1.00% 08/21/16)	525,961.68
Belmont Bank (.996% 07/19/16)	<u>372,538.19</u>
Total certificates of deposit	<u>2,633,132.98</u>
Total checking, money market and certificates of deposit	<u>\$ 3,145,473.11</u>

Motion by Trustee Skyba seconded by Trustee Jarosz to approve the Treasurer’s report as presented from the Financial Statement for January 2016.

Trustee Romano stated we have a couple of CDs coming up early in March and we need to determine what we want to do. Trustee Romano will contact Trustee Martell about contacts. Property Tax bills came out and will be collecting 55% in the first half. Trustee Martell stated that this will partially reduce the deficit we are in since we are running in the red.

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

AYES: 7 NAY: 0

MOTION CARRIED

**Chiefs Report:**

All Trustees received a copy of the alarm report and training report.

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

The entry level Firefighter written and oral exams have been completed. We do have the final list after the points have been posted. The final list will be posted March 1<sup>st</sup>, keeping in mind that we are operating 1 man short. If the board chooses to take action on hiring a firefighter we would need to wait until March 1<sup>st</sup>. There is about a 60 day process to get a new employee tested and ready to start.

We will be running one man short on Gold Shift since Commander Paul Striedl retired on Friday after 30 years of service. There will be some overtime due to being short from the one firefighter filing for disability, but this is the slow time of the year for vacations and holidays.

Our fire alarm system is original to the building and outdated. We use Tyco to monitor and there is a new system that is wireless which they are willing to install in our building for free, with the understanding that if others are interested in it they can come and view it. There is an increase cost in monitoring and maintenance fee per month. We can put it in committee to discuss.

Rich Busser has been working on the maintenance sheets for the IPads. Everyone is happy with the updated Fire Prevention reports.

Engine 101 completed its preventative maintenance. It needed a full brake job on both front and rear. They did have to bring it back because the engine was drifting; they had it repaired. The front line engine still needs to go to Cummins for a warranty issue later this month. All other apparatus annual maintenance has been completed.

The electrical panels are on the agenda, I have sent the quotes to the Building and Equipment committee. Whoever we choose we will ask for a quote to run a circuit for the new sign. Trustee Lympelopulos asked that on the T&M Electric bid why he did not specify what they will be doing? Discussion. Deputy Chief Johnson stated that he spoke with T&M who was under the impression we understood what was going to be done and did not write it out.

With our 75<sup>th</sup> anniversary, we are going to need to determine a budget. Discussion.

The digital sign is on the agenda, we have given everybody the 3 quotes and we believe the lowest bidder has the best sign. It will be a multi-color LED system. Once the old sign is removed we will inspect the foundation and might need some tuck pointing. We will also need to run a new circuit for the sign.

Shawn got back to us with the changes to the Board of Trustee Policy manual; I am meeting with the Union President on the changes, who will send it to their attorney for review. Trustee Martell stated that Trustee Romano's negotiation committee should reconvene since it is a contract between the Association and the District. If not negotiation committee then the finance committee for review. Discussion. It is not a negotiation it is a matter of language so it will go back to the policy committee.

Last month there was an Oak Park firefighter that passed away and the wake/funeral was held at Zion Lutheran Church and I was in charge of logistics. Deputy Chief discussed the events, firefighters from our Department attended and he was very proud.

Motion by Trustee Skyba and seconded by Trustee Strempek to accept the Chief's Report for January 2016 as presented by the Deputy Chief.

AYES: 7 NAY: 0

MOTION CARRIED

**President Report:**

Trustee Martell stated he will defer to the committees.

**Committee Reports:**

Finance Committee- Trustee Romano stated they have been working on the audit and pushed for an extension due to changes with depreciation and other things. Upon receiving the revision there were things changed that were not asked to be and other things not changed. They will be having a meeting with a member of the audit firm on Wednesday the 10<sup>th</sup> at 7:30pm. If all goes well we hope to have another meeting and be able to have it approved before the 1<sup>st</sup> extension expires. If not, we will have to file another extension. There is a motion to approve the audit, but we will have to table it

As mentioned in Treasurer's report there are CD's coming due and will have to get contact info from Trustee Martell.

Building and Equipment Committee- Trustee Lymperopulos stated that the Deputy Chief covered almost everything. Only other item will be the roof. Deputy Chief Johnson stated that the company did come out and finish the core samples; they should have the RFP with specifications ready for May for a June 1<sup>st</sup> bid. It has to be after next fiscal year. He stated we are on target for everything at this time.

Information Technology Committee - Chairman Strempek has nothing to report at this time.

Policy Committee- Trustee Skyba stated we will be meeting about the Trustee Policy review.

Strategic Planning Committee- Trustee Martell stated they met and more meetings will occur in March. We did a SWOT analysis and will work on a plan.

Human Capital Committee-Trustee Skyba stated there is nothing to report at this time, but will be holding a meeting this month. We have additions and other things that need to be addressed.

Community Relations Committee- Trustee Jarosz stated we had our first meeting. Sarah Romano was there and we have the ball rolling. Next meeting will be February 25<sup>th</sup>. August 27<sup>th</sup> is the projected date for the party. Discussion.

Pension Fund-Trustee Romano stated he missed the last meeting as did Trustee Martell. They asked the Pension President Jeff Peistrup for an update, he stated that it was not a great quarter financially. The accountant and actuary were there.

**Old Business:**

None.

**New Business:**

Motion by Trustee Romano and seconded by Trustee Strempek to approve the payout of elective sick time buyback to the following:

- Paul Kossifologos- 96 hours \$3,063.36
- Leigh Unger- 53 hours \$1,696.12
- Steven Henmueller- 72 hours \$2,296.32

Total elective buyback \$7,055.80.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Skyba to approve the payout of sick time, vacation time and personal days to retiring Commander Paul Striedl; \$21,813.00 paid out on the February 16, 2016 payroll and \$27,874.39 banked for medical insurance premiums per the contract.

- Vacation/Personal- days- \$24,731.71
- Sick Time Buyback total- \$24,955.68
- Total Payout: \$49,687.39

Trustee Romano explained that this was reviewed at the Finance Committee and is accurate. Trustee Skyba asked about setting aside money in our budget going forward. Trustee Romano states that we should be making a monthly accrual for this amount. Trustee Martell states that there is an amount that is in the audit for the sick and vacation time and need to restrict amounts which we started doing in the budget. Discussion.

Roll Call: Trustee Martell; yes, Trustee Skyba; 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 Martell to table the audit for the 2015 fiscal year as presented by Knutte & Associates.

Trustee Skyba asked if we will be voting on it next month. Trustee Martell stated that we will have to have a special meeting. Possibly be able to approve the Ambulance bid as well. Discussion on the audit and issues.

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 Skyba and seconded by Trustee Martell to approve the payment of \$20,782.20 to the 2% Foreign Fire Insurance Board.

Trustee Martell explained that Illinois has a 2% tax for insurance that is purchased out of state, we then receive this amount and it goes to the 2% Fire Board for the betterment of the men.

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

AYES: 7 NAY: 0

MOTION CARRIED



Discussion on the three bids that were received for the electrical work, this did not go to committee due to urgency of needed repair. Deputy Chief Johnson explained what he was told by the vendors. Discussion. One vendor did not have detailed bid and there is a concern of the work that would be done. This work is not for the building addition that part of building is up to code.

Motion by Trustee Jarosz and seconded by Trustee Kolaski to approve JF Industries to replace 4 electrical panels at a cost of \$8,500.00.

Trustee Skyba asked if there should be additional costs involved, since there is possible added cost on the bid. Discussion. If masonry work needed, they will use Felber.

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

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Jarosz and seconded by Trustee Strempek to approve the purchase of 50 badges (10 gold badges, 40 silver badges) for the Norwood Park Fire Protection District’s 75<sup>th</sup> Anniversary from Artistic Engraving at a cost of \$5,087.00.

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

Discussion of bids that were received for the signs. Since we have a bid under the \$20,000 requirement we do not need to go for RFP. Deputy Chief Johnson discussed the difference between the signs.

Trustee Martell stated his concern is the brightness at night with residential across the street. Deputy Chief explained that the DOT will not allow a sign to be too bright and he is sure they are aware of it.

Motion by Trustee Strempek and seconded by Trustee Lymperopulos to approve the purchase and installation of a digital sign from MK Sign at a cost of \$19,885.00.

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

AYES: 7 NAY: 0

MOTION CARRIED

Closed Session was tabled.

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

AYES: 7 NAY: 0

MOTION CARRIED

Meeting adjourned at 8:47 P.M.

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Andy Skyba  
Secretary

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Robert Martell  
President