

**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 13th day of June, 2016 at 7:39 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; via phone,

 Trustee Kolaski; yes, Chief Stenson; yes.

Motion by Trustee Martell and seconded by Trustee Kolaski to allow Trustee Romano to attend by audio conference.

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

 Trustee Martell; yes, Trustee Strempek; yes,

 Trustee Kolaski; yes, Trustee Lympelopulos; yes.

AYES: 6 NAY: 0

MOTION CARRIED

The pledge was said at the start of the meeting.

Opening of the Roof Bids:

RE Burke Roofing	\$344,900 bid bond of 10% of amount bid
CSR Roofing	\$363,621 performance bond \$6,000
A1 Roofing	\$387,400 bid bond of 10% of amount bid
DCG Roofing Solutions	\$393,750 bid bond of 10% of amount bid
F&G Roofing	\$475,000 bid bond of 10% of amount bid
Vision Construction and Roofing	\$125,000 to \$145,000 there is no bond but would do one of 10%

Question on why performance bond of \$6,000 versus having a 10% bid bond. Phil Mahon from STI stated they should all be at least 10% bond.

Member from Vision explained his product. Trustee Martell stated that this would not be a tear off, but a repair of the roof.

Discussion on R values and Phil from STI explained the 3 types of decks on the building and issues.

The entire roof will go down to the deck and replace the vapor barrier. The specs were made for a 30 year life with a 15 year warranty if proper maintenance is performed.

The bids will go to STI-with Phil Mahon to review.

Trustee Jarosz asked if the maintenance system would have to meet the federal R rating standards- Phil stated no since it is a repair and not a tear off.

Trustee Martell asked if STI will be on site during installation, Phil stated that yes they will be as well as the manufacturers will be present.

They only have to disconnect a blower vent otherwise things should be fine. There would possibly be extra costs involved, a 5% contingency would normally be needed.

COMMUNICATION WITH AUDIENCE (Public Participation)

A motion was made by Trustee Strempek 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 Skyba and seconded by Trustee Martell to approve the payment of all current disbursements in the amount of \$417,536.28.

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 Kolaski and seconded by Trustee Jarosz to approve the minutes of the Regular Session meeting held on May 9th, 2016.

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

Trustee Lympelopulos; yes, Trustee Romano; abstain,
Trustee Kolaski; yes.

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Lympelopulos to approve the minutes of the Special meeting held on May 25th, 2016.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Jarosz to approve the Closed Session meeting held on May 25th, 2016.

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

AYES: 7 NAY: 0

MOTION CARRIED

TREASURER'S REPORT

Schedule of Assets
(Arising from Cash Transactions)
May 31st, 2016

Assets

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

Plaza Bank checking #4303503 (0.046%)	\$7,735.09
Plaza Bank money market #4303498 (0.295%)	882,011.78
Plaza Bank ambulance billing money market #4304492 (0.295%)	396,894.46
Plaza Bank-Medical #1003102	<u>474.63</u>
Total checking and money market accounts	<u>\$1,287,115.96</u>

Certificates of deposit (interest rate and maturity):

Byline Bank (1.00%, 03/02/17)	631,101.96
Belmont Bank and Trust (1.00% 08/23/16)	552,879.99
Belmont Bank (1.00% 08/05/16)	127,279.83
Byline Bank (1.00% 03/17/17)	428,435.17
Belmont Bank (1.00% 08/21/16)	528,577.04
Belmont Bank (.996% 07/19/16)	<u>373,463.27</u>

Total certificates of deposit 2,641,737.26

Total checking, money market and certificates of deposit \$ 3,928,853.22

Motion by Trustee Martell seconded by Trustee Romano to approve the Treasurer's report as presented from the Financial Statement for May 2016.

We have a CD coming due in July which we can use to pay for the roof. Trustee Romano stated that the financial report is currently showing an excess in revenues vs expenses, would like to have everyone keep in mind that with one month left of the fiscal year, we will end up with deficit spending.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,
Trustee Jarosz; yes, Trustee Strempek; yes,
Trustee Romani; yes, Trustee Lympelopulos; yes,
Trustee Kolaski; 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 new candidate is on the agenda tonight. He is the number 1 candidate on the eligibility list. He has passed his background, psych and polygraph. He is scheduled for his medical physical tomorrow and will complete a stress test on Friday. He is currently working for Metro at the Elmhurst Fire Department. I will give him his conditional offer of employment tomorrow if it is approved tonight, as long as he passes all appropriate testing. He will begin on July 1st on Gold Shift.

Update on the 75th anniversary. We have raised \$25,675 up to this point, we are confident that we will reach our goal of \$40,000. The August 25th party is set with the catering from SMOKE. This is for the active and retired employees and the current Trustees and Commissioners and families. The monument is starting this week, it will have the 9 foot middle piece with a fireman holding the child, one side piece will have the fireman's prayer and the other side piece will have the granite hollowed out and the 911 steel mounted and covered with bullet proof glass. This will also have some wording on the 343 firefighters who lost their lives. The front lawn will be all stamped concrete with the foundation for the monument. The cost for the monument, concrete and foundation will be about \$40,000. On the 27th we will start at Biagios at 5pm, with dinner and some speeches from dignitaries with their proclamations. At 7pm we will head over to the firehouse to unveil the monument and have cake, cookies and coffee. We are working on invitations and save the dates at this time. Hats off to Deputy Chief Johnson who has collected pretty much all of this money. Anybody that donates \$1,000 or more will have their names engraved in some kind of plaque. On the day of the anniversary we will have something temporary made up to show all the donations and contributors. All the pictures of the current employees have been taken and Wayne will be putting together the 75th anniversary picture. Discussion of doing a group shot of the Trustees and Commissioners.

We received the IPRF grant and deposited into the general fund. I believe it was for \$14,400. We need to spend this on Firefighter safety. We have purchased a couple sets of bunker gear this year for \$5,000 and we need to purchase approximately 40 lengths of 2.5 inch hose at approximately \$400 each or \$16,000. I would like to put this on the July agenda after I get three quotes. Our current hose is now out of date even though it tests out perfectly.

We need to send a letter to another disabled fireman about his health insurance. I am putting the letter together and would like to send it out tomorrow but we need to come up with a date for a special meeting in case he wants to challenge it. We can have the meeting prior to our next monthly meeting on July 11th at 7pm. If he doesn't challenge, we can cancel the meeting.

We are in need of replacing our industrial dryer. It is 28 years old and has worked great. We are now having to push start the drum for it to work. If we buy one from the same company it would be about \$3,800. They told us it was time to get a new one. I can go out and get prices from other manufacturers or stick with the one that got us 28 years. Discussion.

We had three concrete contractors come out to measure the front for quotes for the stamped concrete and the foundation. They were all told that it needed to be prevailing wage and they needed to have it in by today. I received one from G-Cat for \$17,100 and the others I have not received. I have a motion on the agenda not to exceed \$17,100 and hopefully the other bids will come in.

Brad Virgils came in today and signed his PSEBA form for his insurance. At the next meeting there will need to be a vote saying that he will get this benefit.

Contacted Tim Sharpe today to do pension actuary and GASB 67 & 68 for \$2,500 and the pension fund will pay their part. Discussion on when it will get done. OPEB is being done by a different company. Discussion on the portion that is self-funded.

Motion by Trustee Skyba and seconded by Trustee Jarosz to accept the Chief's Report for May 2016 as presented by the Chief.

AYES: 7 NAY: 0

MOTION CARRIED

President Report:

Trustee Martell stated he has nothing to report but wanted to thank the board for working very hard and Chief Stenson, Deputy Chief Johnson and Cyndi for everything they are doing. There is a lot going on.

Committee Reports:

Finance Committee- Trustee Romano stated there is nothing to report but we need to get together to talk about the payment of the roof and to discuss the payroll, W2's and other accounting issues. Chief stated that we are meeting with Paychex in the morning to listen to what they have to say.

Building and Equipment Committee- Trustee Lympelopulos stated the concrete will be voted on and the staff should contact the contractor and let them know so it gets scheduled. After discussion on the roof and hearing about the alternate method Phil explained options and this is not the route for us. Discussion. We will wait to see what the recommendation is from STI.

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

Policy Committee- Trustee Kolaski stated they had a meeting with the chief; the policy is on the agenda for approval.

Strategic Planning Committee- Trustee Martell stated we're supposed to have a meeting but we will wait until the other projects slow down.

Human Capital Committee-Trustee Skyba stated they have not met but will soon.

Community Relations Committee- Trustee Jarosz stated that the Chief covered it but would like to have another meeting with the committee.

Pension Fund-Trustee Romano stated that at the last meeting they have asked to have Lauterbach and Amen get more up to date information. Discussion. Also, there was a hearing for an injured fireman and he was awarded a non-duty disability by a unanimous vote.

Trustee Kolaski is asking about the minutes for the committees and where they should go, Chief said to turn them into Cyndi and she can type them up and if needed can post and give them to the board members.

Old Business:

None.

New Business:

Motion by Trustee Lymperopulos and seconded by Trustee Jarosz to table the motion to accept the lowest responsible bid for the roof replacement project per the recommendation of STI.

Chief stated that they will probably need a special meeting before it gets too late and they cannot get a company to do the job. Discussion.

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Strempek and seconded by Trustee Romano to adopt and approve Ordinance #16-1, the Norwood Park Fire Protection District Tentative Budget and Appropriation for fiscal year 2016-2017.

Trustee Martell stated that the finance committee did not meet to go over the tentative budget, but will for the final budget. Also the pension number used is from June 30, 2015 and the final budget we hope to have the numbers from June 30, 2016. Chief states that this may be difficult to do. We will have it for the Levy.

Trustee Martell states that this budget takes into account the savings from the elimination of the inspection position and decrease in Paramedic contract. Trustee Martell commented on the OPEB and pension liability that will increase. 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 Lympelopulos and seconded by Trustee Martell to approve Resolution #16-1, A Resolution authorizing the execution of a mutual aid agreement with the City of Park Ridge for Emergency Medical Services (EMS) Billing.

Chief explained how we do not balance bill our residents, but if Park Ridge ambulance comes in to our town to pick up our resident they will now be billed like we do and not be balanced billed which was the practice in the past.

Trustee Martell asked who wrote this agreement. Chief explained that our attorney wrote the Resolution and their attorney wrote the agreement.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Martell to approve Resolution #16-2, A Resolution for payment of Prevailing Wages for the Norwood Park Fire Protection District, Cook County, Illinois.

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

Trustee Romano; yes, Trustee Strempek; yes,

Trustee Kolaski; yes.

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Strempek to approve Resolution #16-3, A Resolution relating to the terms of employment for the position of Administrative Assistant to the Chief of the Fire Department.

Trustee Martell asked what increase she received. Chief stated 2.5% and she has done a great job this year and is taking classes towards an accounting degree.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Lympelopulos to pass and approve the amended Norwood Park Fire Protection District Board of Trustees Policy Manual.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Lympelopulos and seconded by Trustee Martell to hire candidate Simon Christensen from the eligibility list, per the recommendation of the Norwood Park Fire Board of Commissioners, effective July 1, 2016 contingent upon the passing of all appropriate testing.

Trustee Martell asked when the eligibility list expires, Chief states in about a year and a half.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Strempek and seconded by Trustee Kolaski to approve Lauterbach and Amen, LLP to provide monthly accounting assistance to the Norwood Park Fire Protection District for year ended June 30, 2017 at a cost of \$1,085 per month, and year-end audit support for fiscal year June 30, 2017 at a cost of \$1,085.

Trustee Romano asked if part of this agreement has a 30 day notice for termination? Trustee Martell asked if we went out for bid even though you don't need to, Chief states that we did not. Trustee Martell states that he is not happy with their services and the finance committee needs to meet and discuss. He states they did not catch the depreciation problem; they are not doing the accruals for vacation and sick time and the financials were late. Trustee Lymeropoulos asked if this is a company we should stay with? Trustee Romano states that it needs to go to finance committee to review and with the clause for leaving in 30 days we have our out. Discussion. Trustee Martell states that he was not happy with them taking over payroll because it is our biggest outflow of cash and it is electronic. He feels there is no internal control with them doing both. Discussion.

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

AYES: 5 NAY: 2

MOTION CARRIED

Motion by Trustee Jarosz and seconded by Trustee Strempek to approve Lauterbach and Amen, LLP to provide semi-monthly payroll services, quarterly and annual payroll tax returns including W2's to the Norwood Park Fire Protection District effective July 1, 2016 at a cost of \$220 per month.

Trustee Kolaski asked why this is as of July 1 and not calendar year with the W2's. Chief stated that is why he would like to keep them until January to finish out the year and W2's. Trustee Jarosz asked if there was a 30 day clause to cancel with them for payroll as well, Trustee Martell stated there was. Trustee Martell stated that switching accounting firms in the middle of the year is not good with the fiscal year. It is a 30 day out clause but does not spell out what will happen at the point when you leave. It is a very vague and misleading document. Trustee Lympelopulos asked if they are looking to go elsewhere, Trustee Romano stated that yes that is what they believe will happen but the finance committee is meeting to discuss it.

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

AYES: 6 NAY: 1

MOTION CARRIED

Trustee Martell stated that he voted no on principle because he wants them to know that he does not like their work.

Motion by Trustee Martell and seconded by Trustee Skyba to approve the payout of sick time, vacation time and personal days in the amount of \$8,264.61 to Alan Nagrocki who was awarded a non-duty disability, amount to be paid out on the June 16th, 2016 payroll.

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

AYES: 7 NAY: 0

MOTION CARRIED

Trustee Martell asked the chief to explain this motion- Chief stated that they had three companies to come out to bid, one does not wish to bid. The concrete is being donated by Ozinga which is about \$1,500 in concrete. G-Cat is the lowest bid. Trustee Lympelopulos states that he has seen his work and they do great work.

Motion by Trustee Lympelopulos and seconded by Trustee Martell to approve the installation and materials of the stamped concrete project and foundation of the monument from G-Cat Concrete Specialist at a cost not to exceed \$17,060.00.

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

AYES: 7 NAY: 0

MOTION CARRIED

Trustee Martell states we are doing this to balance our funds.

Motion by Trustee Martell and seconded by Trustee Lympelopulos to approve the transfer of the following:

- \$5,000 from Corporate Sick Buyback to Corporate Legal Fees
- \$5,000 from Ambulance Sick Buyback to Ambulance Legal Fees
- \$9,700 from Corporate Sick Buyback to Corporate Payroll Salaries
- \$9,700 from Ambulance Sick Buyback to Ambulance Payroll Salaries
- \$7,000 from Corporate Fire Truck Operating to Corporate Payroll Salaries
- \$7,000 from Ambulance Fire Truck Operating to Ambulance Payroll Salaries
- \$3,000 from Corporate New Equipment Purchase to Corporate Payroll Salaries
- \$3,000 from Ambulance New Equipment Purchase to Ambulance Payroll Salaries
- \$1,000 from Corporate Contingency to Corporate Payroll Salaries
- \$1,000 from Ambulance Contingency to Ambulance Payroll Salaries

Trustee Martell states that the shortages are in legal fees and salaries. Discussion.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Strempek 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) and Litigation (5 ILCS 120/2(c)(11)).

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

Went into Closed Session at 9:30 pm

Return to open session at 9:46. No votes taken.

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

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

AYES: 7 NAY: 0 MOTION CARRIED

Meeting adjourned at 9:47 P.M.

Andy Skyba
Secretary

Robert Martell
President