

**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 20th day of February, 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 Jarosz; yes, Trustee Strempek; yes,

 Trustee Lymperopulos; yes, Trustee Romano; yes,

 Trustee Kolaski; yes, Attorney Flaherty; yes,

 Fire Chief/Administrator Vavra; yes, Deputy Chief Johnson; yes.

PLEDGE

The pledge was said at the start of the meeting.

COMMUNICATION WITH THE AUDIENCE (Public Participation)

A motion was made by Trustee Kolaski and seconded by Trustee Jarosz 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

Swearing in of Fire Chief/Administrator Terrence Vavra.

Recess at 7:45pm

Return from recess at 8:11pm

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,
Fire Chief/Administrator Vavra; yes, Deputy Chief Johnson; yes.

Motion by Trustee Skyba and seconded by Trustee Lympelopulos to approve payment of all current disbursements in the amount of \$521,112.49.

Trustee Romano discussed what made the expenses higher than usual.

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

AYES: 7 Nay: 0 MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Jarosz to approve the minutes of the Regular meeting held on January 9th, 2017.

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 Strempek to approve the minutes of the Special meeting held on January 11th, 2017.

Roll Call: Trustee Lympelopulos; yes, Trustee Strempek; yes,

Trustee Jarosz; yes, Trustee Martell; yes,
Trustee Skyba; 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 minutes of the Special meeting held on January 29th, 2017.

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 Jarosz and seconded by Trustee Kolaski to approve and keep closed the minutes of the Closed Session meeting held on January 9th, 2017.

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 Romano to approve and keep closed the minutes of the Closed Session meeting held on January 11th, 2017.

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 Kolaski and seconded by Trustee Strempek to approve and keep closed the minutes of the Closed Session meeting held on January 29th, 2017.

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

TREASURER'S REPORT

Schedule of Assets
(Arising from Cash Transactions)
January 31st, 2017

Assets

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

Byline Bank checking #4303503 (0.046%)	7,267.47
Byline Bank money market #4303498 (0.295%)	70,697.64
Byline Bank ambulance billing money market #4304492 (0.295%)	523,634.22
Byline Bank-Medical #1003102	410.74
Byline Bank- FSA #9990034868	<u>551.50</u>
Total checking and money market accounts	<u>\$602,561.57</u>

Certificates of deposit (interest rate and maturity):

Byline Bank (1.00%, 03/02/17)	635,844.90
Belmont Bank (1.00% 08/05/18)	127,919.69
Byline Bank (1.00% 03/17/17)	431,655.00
Belmont Bank (1.29%, 09/26/17)	204,921.88
Belmont Bank (1.00% 08/21/16)	531,234.32
Belmont Bank (1.00% 07/19/18)	<u>376,272.79</u>

Total certificates of deposit 2,307,848.58

Total checking, money market and certificates of deposit \$ 2,910,410.15

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

Trustee Romano states that the short term CD was deposited into the general fund and used. Property tax money should begin coming in and there will be 2 CD maturing in March.

Trustee Martell stated that he is projecting that we will be about \$100,000 in the red at the end of the fiscal year (not including depreciation).

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

Chiefs' Report:

Chief Vavra reported that he will begin scheduling the men and performing a SWOT analysis with each of them so that he can come up with a mission and a vision.

Deputy Chief Johnson reported that retired Chief Stenson's cake/coffee event went great.

In one day 2 of the department's ambulances broke down. Both had alternator issues (2 on each ambulance). Discussion.

The engines and truck have been going to Global for preventative maintenance. They are stating there is undercarriage issues due to the salt and recommend doing an undercarriage wash 2 times a year.

Discussion on when Truck 104 may need to be replaced. Deputy Chief Johnson states approximately 5 years.

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

AYES: 7 NAY: 0 MOTION CARRIED

President's Report: Trustee Martell commented on the process of the chief search and thanked the Board of Trustees, Attorney Flaherty, Deputy Chief Johnson and Cyndi for their help during this process.

Committee Reports:

Finance Committee- Trustee Romano stated we will get together to develop a cash flow analysis.

Building and Equipment Committee- Trustee Lymperopulos stated that the roof is finished except for the copper around the radio room. Discussion.

Information Technology Committee-Trustee Strempek stated next month he will report on websites, emails and some other ideas.

Policy Committee- Trustee Skyba stated that everyone received the changes to the Rules and Regulations to add to their book. We will be talking about hiring qualifications with the Commissioners. Discussion on mandatory retirement age Ordinance.

Strategic Planning Committee- Trustee Martell stated they will meet at the end of April.

Human Capital Committee- Trustee Skyba stated there is nothing at this time.

Community Relations Committee-Trustee Jarosz stated that there is nothing at this time.

Pension Fund- Trustee Romano stated that they are currently looking at pricing for Fiduciary insurance. Things are going well with MB Financial. Trustee Martell stated he was unable to attend the meeting, states the actuarial was less than what the District paid. The Pension Fund is under budget and the Board always put in the required amount or more.

Old Business: none

New Business:

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

Leigh Unger 144 hours \$4,718.16
Claude Erlewein 144 hours \$5,376.24
Steven Henmueller 72 hours \$2,392.56
Total elective sick time buyback \$12,486.96.

Trustee Romano reviewed the calculations.

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

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Strempek to approve the payment of \$22,369.72 to the 2% Foreign Fire Insurance Board.

Trustee Martell explained that this tax is paid by insurance companies that are not based in Illinois.

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

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Strempek to release Kevin Stenson pursuant to the terms of his employment agreement dated July 1, 2015 through June 30, 2017

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

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Martell to approve Resolution #17-1, A Resolution in honor of Chief Kevin J. Stenson.

Deputy Chief Johnson read the Resolution.

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 Romano to approve the (3) three year contract with Paramedic Services of Illinois, Inc. for billing services from February 1, 2017 through January 31, 2020 at a rate of 3%.

Trustee Martell stated that we went out to bid and went from paying 5% to 3%. He stated that the Board is doing their job.

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 Kolaski to approve \$115.88 for lunch while attending the NIAFPD conference for the following Trustees: Martell, Romano, Skyba, Kolaski and Lympelopulos. Check to be issued to Mark Lympelopulos for reimbursement.

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 Lyemperopulos to appoint Fire Chief/Administrator Terrence M. Vavra as the Norwood Park Fire Protection District Open Meetings Act Officer.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Martell to appoint Fire Chief/ Administrator Terrence M. Vavra as Program Administrator, Deputy Chief Daniel Johnson and Administrative Assistant Cynthia Stec as committee members for the Identity Theft Prevention Program.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Lyemperopulos to appoint Fire Chief/Administrator Terrence M. Vavra, Deputy Chief Daniel Johnson and Administrative Assistant Cynthia Stec as the Norwood Park Fire Protection District's Privacy Officers.

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

Attorney Report:

Attorney Flaherty handed out a draft copy of the mandatory retirement age Ordinance to be discussed.

New law began as of January 1st. Employee Sick Leave Act, where if give paid sick leave, you are required to allow the employees to use 50% accrued sick leave on members other than themselves. When the CBA is renewed, we will need to visit it, and the staff that is not in the CBA will need to look and see if we are compliant.

Attorney Flaherty asked if Board would be interested in streamlining the agenda, for example a consent agenda. He will send example agenda for review.

Trustee Martell asked if the mandatory retirement age is on the day you turn 63 or the last day you are 63, it needs clarification. Discussion. Attorney Flaherty will clarify the some other language.

Research was provided to the trustees regarding the rights and responsibilities that trustees have.

Motion by Trustee Skyba and seconded by Trustee Romano 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 9:04.

Returned from Closed Session at 9:41, no decision made, 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, Attorney Flaherty; yes,
Fire Chief/Administrator Vavra; yes, Deputy Chief Johnson; yes.

AYES: 7 NAY: 0 MOTION CARRIED

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

VOICE VOTE

AYES: 7 NAY: 0 MOTION CARRIED

Meeting adjourned at 9:52 P.M.

Andrew Skyba
Secretary

Robert Martell
President