

**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 10th day of April, 2017 at 7:36 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 Lyemperopulos; yes, Trustee Romano; yes,

 Trustee Kolaski; yes, Fire Chief/Administrator Vavra; yes.

PLEDGE

The pledge was said at the start of the meeting.

COMMUNICATION WITH THE AUDIENCE (Public Participation)

A motion was made by Trustee Skyba and seconded by Trustee Strempek 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

Frank Avino stated that the board does a wonderful job. Trustee Martell congratulated Frank Avino and Andy Skyba on winning the election, he will be sad to see Doug Strempek go.

Trustee Martell stated the order of events is as follows: the canvass will be completed in the end of April, the next regular meeting is 3rd Monday in May where they will accept the canvass. At the June meeting the old board will open the meeting, finish any business and approve minutes, adjourn Sine Die and the board members will be sworn in. We will have cake for Doug and the newly elected members. The trustees will need to set a time to take Trustee Strempek out to dinner (not on District money) as a goodbye.

Attorney Flaherty will be here at the May meeting.

Motion by Trustee Romano and seconded by Trustee Kolaski to approve the minutes of the Regular meeting held on March 13th, 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 Lympelopulos to approve and keep closed the minutes of the Closed Session meeting held on March 13th, 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 Skyba to approve payment of all current disbursements in the amount of \$434,882.73.

Trustee Romano stated the Illinois Fire Chief's bill was included which was for the chief search which was \$20,153.77 and Roesch Ford for \$3,080.60 which was for the repair for ambulance #106.

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

TREASURER'S REPORT

Schedule of Assets
(Arising from Cash Transactions)
March 31th, 2017

Assets

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

Byline Bank checking #4303503 (0.046%)	15,190.37
Byline Bank money market #4303498 (0.295%)	1,612,208.54
Byline Bank ambulance billing money market #4304492 (0.295%)	486,450.32
Byline Bank-Medical #1003102	410.74
Byline Bank- FSA #9990034868	<u>4,753.38</u>
Total checking and money market accounts	<u>\$2,119,013.35</u>

Certificates of deposit (interest rate and maturity):

Belmont Bank (1.25%, 09/10/18)	637,404.90
Belmont Bank (1.00% 08/05/18)	128,240.83
Belmont Bank (1.35% 06/23/18)	432,714.03
Belmont Bank (1.29%, 09/26/17)	205,570.67
Belmont Bank (1.00% 08/21/16)	532,567.97
Belmont Bank (1.00% 07/19/18)	<u>376,272.79</u>
Total certificates of deposit	<u>\$ 2,312,771.19</u>

Total checking, money market and certificates of deposit \$ 4,431,784.54

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

Trustee Romano stated there were two CD's that came due. We invested them both with Belmont Bank; they were able to give us the best rates. Explained that we have a large number of \$4.4 million but that is not "free cash" and will discuss it more during the Finance Committee report.

Trustee Martell asked Chief Vavra if we received most of our property tax money. Chief Vavra stated we just received a check this morning for Personal Property Replacement tax, most of the money has come in.

Chief Vavra stated that we are over budget right now in a couple areas; Trustee Martell stated that we will need to move money in the June meeting to cover the expenses.

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

Trustee Jarosz; yes, Trustee Strempek; yes,

Trustee Lympelopulos; yes, Trustee Romano; yes,

Trustee Kolaski; yes

AYES: 6 NAY: 0

MOTION CARRIED

Chiefs' Report:

Chief Vavra included report in Trustee's packet.

There is a committee made up of firemen and paramedics, along with the chiefs to look at the best options for the ambulances.

They continue to work with Consolidate Dispatch and MCD to remain involved with the discussion. Some of the numbers are still coming in and they are working to get a clear number. Chief met with Norcomm and they are in the process of updating their quote.

Chief met with Doug Strempek regarding options for IT.

Chief has almost completed interviews with employees. He is working on a new Vision and Mission Statement. He has the employees give words that describe our department and how do you want to be viewed by the outside.

Statistical information: Call by time of day shows 70% of calls are from 7am to 7pm. This information will assist when we look at staffing to see if we need to staff higher during the day and less at night. Volume by vehicle- even though most calls are EMS, there is fire equipment responding with them to the call. Discussed the potential monetary savings with having a chase vehicle going on calls and not the engine or truck. Discussion. Chief explained that there are a couple different models out there; we just need to figure out procedurally how to do it, what is the best for the department and what is safest.

Motion by Trustee Lympelopulos and seconded by Trustee Kolaski to accept the Chiefs' Report for March 2017 as presented.

AYES: 7 NAY: 0

MOTION CARRIED

President's Report: Trustee Martell stated he went over dates for swearing in and Trustee Strempek's last meeting. In the June meeting we will select a president, treasurer and secretary. In the July meeting we will appoint committees. He asked the Chief to do some research. The Fire Commissioner coming due is Andy Cichon in May. The law changed where they no longer have to meet certain criteria, but it

does matter what political party they belong to and they must sign an affidavit regarding that. You cannot have more than 2 members in the same political party.

Discussed the two Pension Board members which are approved by the board. Trustee Romano and Trustee Martell no longer wish to be on the Pension Board, Trustee Romano will remain on as Treasurer and non-voting member.

Committee Reports:

Finance Committee- Trustee Romano stated we had a meeting last week; it was a preliminary discussion of the budget process. Chief and Deputy Chief were there as well. Trustee Romano did a 12 month rolling cash revenue report. Explained the need for cash expense reserves and accruals. When taking this into account, we have \$2.4 million in reserve in the high end and \$600,000 on the low end dependent on the time of year for a three month reserve. Discussed pension obligation increases and how next year it will be 1.6 million. Discussed with Chief and Deputy Chief the need to go out to bid whenever possible and the need to continue to watch our expenditures.

Trustee Martell stated that Chief Stenson always got 3 proposals if over \$1,000. If it is over \$20,000 you have to go for bid. For consolidated dispatch we have to have a RFP. Discussion on writing the RFP. The ambulance will also have to be a RFP for re-chaises, but not for Government bid on new ambulance.

Doug presented preliminary numbers on IT items that are going to be needed.

Building and Equipment Committee- Trustee Lymperopulos stated there is nothing to report. Trustee Martell asked if there are any leaks with the new roof, Chief stated not that he knows of. Chief commented that the RPZ will need to be taken care of, we can get it at a cheaper cost and have it installed at more reasonable fee and then tested. Discussion.

Information Technology Committee-Trustee Strempek stated he is still working on come things with the Chief. Presented to Finance Committee the phone system that may need to be replaced at a cost of about \$14-\$15,000. Will sit down about the email system and will meet on 19th with Grant Writer for available grant options. Chief stated that we are also looking at computers in the vehicles which will help with routing and timekeeping. Also, looking at training room and meeting room to upgrade the AV. Discussion on CAD system and locators in vehicles/computers.

Policy Committee- Trustee Skyba stated they received guidance and information from Attorney Flaherty. They will have a meeting and then a recommendation for the age ordinance. It will be on the next agenda.

Strategic Planning Committee- Trustee Martell stated that once Chief is done with interviews we will meet.

Human Capital Committee- Trustee Skyba stated there is nothing at this time. He would like guidance on where this committee would like to go.

Community Relations Committee-Trustee Jarosz stated he has been busy, but will look into Rotary and other Chamber of Commerce.

Pension Fund Committee- Trustee Martell stated there is a meeting this month and there is an election for the retiree member. There is nothing to report.

Old Business: none

New Business:

Trustee Martell had Chief Vavra look into Fiduciary Liability Insurance- Mitch from Corkill stated we have a million dollar coverage on all directors per claim and a five million umbrella that goes on top of that. He redid the proposal for the District and Pension Board so it was separate. The other boards are protected by this coverage.

Motion by Trustee Romano 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 Lyemperopulos; yes, Trustee Romano; yes,
Trustee Kolaski; yes

AYES: 7 NAY: 0 MOTION CARRIED

Went into Closed Session 8:39.

Returned from Closed Session at 8:56, no decision made, no votes taken.

Chief commented about the new license plates the chief and deputy chief received.

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

Trustee Lympelopulos; yes, Trustee Romano; yes,

Trustee Kolaski; yes, Fire Chief/Administrator Vavra; yes

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

VOICE VOTE

AYES: 7 NAY:_0

MOTION CARRIED

Meeting adjourned at 9:01 P.M.

Andrew Skyba
Secretary

Robert Martell
President