

**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 15th day of May, 2017 at 7:30 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 Lympelopulos; yes, Trustee Romano; yes,

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

 Attorney Flaherty; 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 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

Motion by Trustee Jarosz and seconded by Trustee Kolaski to approve the minutes of the Regular meeting held on April 10th, 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 Skyba and seconded by Trustee Kolaski to approve and keep closed the minutes of the Closed Session meeting held on April 10th, 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 Strempek to approve payment of all current disbursements in the amount of \$396,713.40.

Trustee Romano stated this was an unusually low month for bills. Chief states that we have been good stewards of the District's money and account percentages are good.

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)
April 30th, 2017

Assets

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

Byline Bank checking #4303503 (0.046%)	22,122.82
Byline Bank money market #4303498 (0.295%)	1,247,986.45
Byline Bank ambulance billing money market #4304492 (0.295%)	514,823.25
Byline Bank-Medical #1003102	1,003.27
Byline Bank- FSA #9990034868	<u>3,944.44</u>
Total checking and money market accounts	<u>\$1,789,880.23</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>377,196.87</u>
Total certificates of deposit	<u>\$ 2,313,695.27</u>

Total checking, money market and certificates of deposit \$ 4,103,575.50

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

Trustee Romano stated that the balances look good; we have some in reserve for upcoming expenses. Ambulance billing was low this month; the Chief stated this was due to timing. All CD's are locked in at good rates; we have one CD that will be due in September.

Trustee Martell stated that in August when we receive tax money it will reflect the reassessment which was a 17% increase for Norwood Park and around 12% increase for Leyden.

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 included report in Trustee's packet.

Chief will close on house on the 25th of this month; he will be living for 6-8 weeks at his daughter's house.

Deputy Chief Johnson and he went to FDIC and spent 11 hours on the floor meeting with vendors. Received a tremendous education on things and got some good deals on items. Was able to purchase a training program at a 50% discount. Spoke with Firehouse regarding scheduling and will be working with them.

Trustee Martell asked if it is normal to have employees call in at 6:30AM the day of shift. Chief stated that it is a normal practice. Discussion.

Right now we are at 1,054 calls for the year which is the same volume as last year. We did make some operational changes; prior practice was for Commanders to respond to Automatic Aid in other towns. We are not doing that and Commanders will remain in the District unless they call for an officer on the scene. Discussion.

We had an Officer's meeting and it went great. It was the Commanders, Lieutenants, Deputy Chief and Chief in attendance. Discussion. Chief is empowering the Officers.

Interviews have been completed with everyone. The mission and vision words are in your packet. Explained the process of how this came about. Chief would like to bring this back in June to see Trustees feelings.

Chief asked if this Agenda format was better- the Trustees stated it was.

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

AYES: 7 NAY: 0

MOTION CARRIED

President's Report: Trustee Martell stated he wanted to congratulate Trustee Skyba and Trustee Elect Avino. The board has done a lot and he hates to see Trustee Strempek leave. Trustee Martell wanted to thank all trustees for everything. Things are moving along and we have done some really great things.

Next month is a bifurcated meeting. Discussion.

Committee Reports:

Finance Committee- Trustee Romano stated there is nothing to report at this time. Chief stated we will need to have a budget meeting before the June meeting.

Building and Equipment Committee- Trustee Lympelopulos stated there is nothing to report. Discussion on the radio room copper roof. Will need to tuck-point in about a year.

Information Technology Committee-Trustee Strempek stated he is meeting the Chief on Friday. The internet is slow; Comcast was able to increase the speed at no additional cost. We need to get a switch and currently has 2 quotes so he is working on another quote. Working on getting a new email program. Discussion.

Policy Committee- Trustee Skyba stated they will present under old business the Ordinance for mandatory retirement age for firefighters.

Strategic Planning Committee- Trustee Martell stated we will meet in July. We will update the SWOT analysis and move forward.

Human Capital Committee- Trustee Skyba stated there is nothing to report.

Community Relations Committee-Trustee Jarosz stated he is working on the permanent plaque for the donors.

Pension Fund Committee- Trustee Romano stated that at the last Pension Meeting there was an election for the retiree position. There was a vote and Ray McGovern won the election. Investments are doing better. Trustee Martell stated that they are spending more than they are receiving and have to sell of investments to cover this.

Attorney Report:

Attorney Flaherty stated he has 2 items to update in Closed Session.

There are some Bills advancing- one is state standard for Fire Chief. Another bill that was stalled for full time workers who work part time at another department they would have to pay pension contribution to the full time department.

New Trustee will need to take Open Meeting Act; Trustee Elect Avino stated he is already certified. Discussion. He will also be taking training in Peoria that will allow for pay increase.

The head of Illinois Fire Chief's, Tim Sashko, resigned recently. They are looking for new leadership.

Old Business:

Motion by Trustee Skyba and seconded by Trustee Kolaski to approve Ordinance #17-1, An Ordinance amending the mandatory retirement age for the Norwood Park Fire Protection District.

This Ordinance rescinds Ordinance #00-2. Attorney Flaherty stated this is a clarification on when the Ordinance takes effect at age 63- which is the first day. It also made the Fire Chief/Administrator exempt from this. Discussion.

Trustee Lympelopulos asked how many firemen will this effect by having it age 63. Discussion. Chief states this is to help minimize the risk of injury or illness.

Attorney Flaherty states we are entitled by state law to specify a retirement age. 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

New Business:

Motion by Trustee Jarosz and seconded by Trustee Martell to adopt and ratify the canvass of the Norwood Park Fire Protection District election, already performed by the Cook County Clerk, and declares, Frank Avino, Jr. and A. Andrew Skyba have each been elected to serve a six-year term as Trustee of the District.

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 approve the reappointment of Andrew J. Cichon as Fire Commissioner of the Norwood Park Fire Protection District for a three year term, from June 1, 2017 to May 31, 2020.

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 payout of elective sick time buyback to the following:

Randy Davis 144 hours \$4,784.88.
Total elective sick time buyback \$4,784.88.

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 Jarosz to approve Resolution #17-2, A Resolution authorizing the sale of surplus equipment.

This is 3" hose that is old and has been taken out of service. Chief stated they will offer it to Triton College for their fire science program to pull hose but not to charge it. Villages use it occasionally and any leftover hose will be taken to firemen's flea market and sell it.

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 contract with Administrative Consulting Specialist, for a period of one year from date of execution, for grant writing services.

Chief stated that Norwood Park have never used this service before but the Village of Norridge does and Chief has worked with them when in Buffalo Grove. They perform grant research, filing and follow up. This is the base product but can expand to policy and procedure and/or accreditation. The first grant is for 3 Service Pro computers and we could get 3 computers a year for 3 years. Discussion. Also looking into grants for ballistic vests and helmets. 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

Trustee Martell states that we have had a contract with Village of Norridge for approximately \$94,500 a year for Dispatch services. This contract ends November 30, 2017. MCD takes effect August 1st, since Norridge is honoring our contract. There is a RFP for Dispatch services since this is for \$20,000 and we have had success with our Paramedic contract and Ambulance Billing. Attorney Flaherty stated this is a little different than other RFPs. This is not a strict sealed bid where you have to take the lowest responsible offer. Dispatch is exempt from this so there is some latitude.

Trustee Martell stated they need to be competitive. Chief states there are only a few in the area that can meet the coverage area that they will send it to. Discussion.

Chief explained the purpose of why the consolidation law took place. Discussion.

Trustee Martell asked if the RFP is going to be sent to the County. Chief stated that they are just getting into this and have never dispatched fire. Discussion. He will send to County.

Trustee Martell asked Attorney Flaherty what happens if a town pulled out of the dispatch group where they fall below 25,000. Attorney Flaherty stated they would merge with another. Discussion.

Motion by Trustee Skyba and seconded by Trustee Romano to approve the Request for Proposal- Public Safety Emergency Dispatch Services to go out for 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

Motion by Trustee Martell and seconded by Trustee Strempek to go into Closed Session Pursuant to Section (2)(c)(1) of the Open Meetings Act (to discuss the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body); and/or section (2)(c)(11) of the Act (pending, probable or imminent litigation).

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 8:50pm

Returned from Closed Session at 9:34pm, 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, Fire Chief/Administrator Vavra; yes,
Attorney Flaherty; yes.

Trustee Wayne Jarosz read his letter of resignation effective as of May 15, 2017.

Attorney Flaherty stated you have 60 days from today to fill the vacancy.

Trustee Martell thanked Trustee Jarosz for all he has done for the District.

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

VOICE VOTE

AYES: 7 NAY: 0 MOTION CARRIED

Meeting adjourned at 9:36 P.M.

Andrew Skyba
Secretary

Robert Martell
President