

**MINUTES OF THE RESCHEDULED 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 16th day of October, 2017 at 7:38 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 Romano; yes, Trustee Kolaski; yes,  
Trustee Avino; yes, Trustee Cichon; yes,  
Fire Chief/Administrator Vavra; yes.

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 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: 6 Nay: 0                   MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Avino to approve the minutes of the Rescheduled meeting held on September 18<sup>th</sup>, 2017.

Roll Call:                   Trustee Skyba; yes, Trustee Martell; yes,  
Trustee Romano; yes, Trustee Kolaski; yes,  
Trustee Avino; yes, Trustee Cichon; yes.

AYES: 6 NAY: 0                   MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Cichon to approve the minutes of the Special meeting held on September 25<sup>th</sup>, 2017.

Roll Call:                   Trustee Skyba; yes, Trustee Martell; yes,  
Trustee Romano; yes, Trustee Kolaski; yes,  
Trustee Avino; yes, Trustee Cichon; yes.

AYES: 6 NAY: 0                   MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Romano to approve the minutes of the Special meeting held on October 2<sup>nd</sup>, 2017.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,  
Trustee Romano; yes, Trustee Kolaski; yes,  
Trustee Avino; yes, Trustee Cichon; yes.

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Skyba to approve and keep closed the minutes of the Closed Session meeting held on September 18<sup>th</sup>, 2017.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,  
Trustee Romano; yes, Trustee Kolaski; yes,  
Trustee Avino; yes, Trustee Cichon; yes.

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Avino and seconded by Trustee Cichon to approve and keep closed the minutes of the Closed Session meeting held on September 25<sup>th</sup>, 2017.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,  
Trustee Romano; yes, Trustee Kolaski; yes,  
Trustee Avino; yes, Trustee Cichon; yes.

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Kolaski to approve and keep closed the minutes of the Closed Session meeting held on October 2<sup>nd</sup>, 2017.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,  
Trustee Romano; yes, Trustee Kolaski; yes,  
Trustee Avino; yes, Trustee Cichon; yes.

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Skyba to approve payment of all current disbursements in the amount of \$398,728.34.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,  
Trustee Romano; yes, Trustee Kolaski; yes,  
Trustee Avino; yes, Trustee Cichon; yes.

AYES: 6 NAY: 0

MOTION CARRIED

**TREASURER'S REPORT**

Schedule of Assets  
(Arising from Cash Transactions)  
September 30<sup>th</sup>, 2017

Assets

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

Byline Bank checking #4303503 (0.046%)	12,626.71
Byline Bank money market #4303498	836,400.47
Byline Bank ambulance billing money market #4304492 (0.295%)	794,560.08
Byline Bank-Medical #1003102	3,467.24
Byline Bank- FSA #9990034868	<u>2,249.15</u>
Total checking and money market accounts	<u>\$1,649,303.65</u>

**Certificates of deposit (interest rate and maturity):**

Belmont Bank (1.25%, 09/10/18)	641,408.41
Belmont Bank (1.00% 08/05/18)	128,875.01
Belmont Bank (1.35% 06/23/18)	435,648.51
Belmont Bank (1.05%, 12/29/17)	206,235.98
Belmont Bank (1.00% 08/21/18)	535,201.61
Belmont Bank (1.00% 07/19/18)	<u>378,133.52</u>
Total certificates of deposit	<u>\$ 2,326,170.54</u>

Total checking, money market and certificates of deposit \$ 3,975,474.19

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

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,  
Trustee Romano; yes, Trustee Kolaski; yes,  
Trustee Avino; yes, Trustee Cichon; yes.

AYES: 6 NAY: 0

MOTION CARRIED

**Chiefs' Report:**

Chief Vavra included his report in Trustee's packet.

This month has been the first one without a Deputy Chief. Chief has needed to attend more meetings and involved in more tasks than usual, but it kept the Department moving in a positive direction.

The newsletter was published and arrived in homes and business prior to the open house. There have been many positive comments and some constructive criticism.

Open house went well. It appears the turnout was smaller than normal. We will meet to discuss how we can increase attendance for next year. The comments from those in attendance were positive.

Currently, we are 62 calls behind from last year's numbers in call volume. We are holding at an EMS to Fire call percentage of 69% EMS to 31% Fire.

Motion by Trustee Martell seconded by Trustee Cichon to approve the Chief's report for September 2017.

AYES: 6 NAY: 0

MOTION CARRIED

**President's Report:** Trustee Martell stated they will start planning meals for the Board to eat with the shift personnel.

**Committee Reports:**

Finance & Information Technology Committee- Trustee Romano stated they are working on the audit.

Building and Equipment Committee- Trustee Martell stated there was nothing to report.

Policy Committee- Trustee Kolaski stated they met to go over the Deputy Chief job description in the Policy Manual. Discussion on some proposed changes.

Strategic Planning Committee- Trustee Martell stated he has nothing to report.

Human Capital Committee- Trustee Skyba stated they had a meeting and discussed personnel, shift changes and Deputy Chief.

Community Relations Committee-Trustee Avino stated that the Halloween Bags were distributed to the schools.

Fire Commissioner & Pension Board Governance & Oversight Committee- Trustee Cichon stated there is a Commissioner meeting on October 26<sup>th</sup>.

**Old Business:**

Motion by Trustee Skyba and seconded by Trustee Martell to approve the additional charge of \$134.50 for set-up, shipping and handling for the 2,500 Halloween Trick or Treat bags, bringing the total cost to \$1,034.50, through Positive Promotion.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,  
Trustee Romano; yes, Trustee Kolaski; yes,  
Trustee Avino; yes, Trustee Cichon; yes.

AYES: 6 NAY: 0 MOTION CARRIED

**New Business**

Motion by Trustee Avino and seconded by Trustee Martell to approve the intergovernmental agreement between Municipal Consolidated Dispatch Center and The Norwood Park Fire Protection District to provide telephone answering and dispatch service effective December 1, 2017 through November 30, 2020 at the following fees:

December 1, 2017 through November 30, 2018- \$91,800

December 1, 2018 through November 30, 2019- \$93,636

December 1, 2019 through November 30, 2020- \$95,509

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,  
Trustee Romano; yes, Trustee Kolaski; yes,  
Trustee Avino; yes, Trustee Cichon; yes.

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Romano and seconded by Trustee Kolaski to approve the purchase and installation of Fire Station Alerting Receiver Enhancements by Chicago Communications at a cost of \$2,862.00, paid for with IPRF Grant money.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,  
Trustee Romano; yes, Trustee Kolaski; yes,  
Trustee Avino; yes, Trustee Cichon; yes.

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Kolaski to table the painting of exterior steel doors and radio room roof.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,  
Trustee Romano; yes, Trustee Kolaski; yes,  
Trustee Avino; yes, Trustee Cichon; yes.

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Cichon to approve Chief Terrence Vavra and Administrative Assistant Cyndi Stec to attend the Illinois Municipal Treasurers Association (IMTA) Treasurers Institute from November 12-16, 2017.

Cost of 2 hotel room for 4 nights = \$920.00

Cost of 2 for Treasurers Institute Program = \$620.00

Total cost = \$1,540.00

Travel/meal expenses will be submitted according to Resolution #16-4 upon completion.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,  
Trustee Romano; yes, Trustee Kolaski; yes,  
Trustee Avino; yes, Trustee Cichon; yes.

AYES: 6 NAY: 0 MOTION CARRIED

Motion by Trustee Romano and seconded by Trustee Cichon 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) and 5 ILCS 120/2(c)(3) Selection of a person to fill a public office.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,  
Trustee Romano; yes, Trustee Kolaski; yes,  
Trustee Avino; yes, Trustee Cichon; yes.

AYES: 6 NAY: 0 MOTION CARRIED

Went in Closed Session at 8:54 PM

Returned from Closed Session at 11:00 PM, no decision made, no votes taken.

Roll Call: Trustee Skyba; yes, Trustee Martell; yes,  
Trustee Romano; yes, Trustee Kolaski; yes,  
Trustee Avino; yes, Trustee Cichon; yes,  
Fire Chief/Administrator Vavra; yes.

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

AYES: 6 NAY: 0 MOTION CARRIED

Meeting adjourned at 11:02 P.M.

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Andrew Skyba  
Secretary

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Robert Martell  
President