

**MINUTES OF THE REGULARLY SCHEDULED 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 11th day of December, 2017 at 7:34 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 Avino 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

Steve Henmueller gave a presentation on an engraved brick fundraiser. Discussion. Steve suggested that this could be used for the donors who gave to the memorial. Discussed the options where profits could go, different charities. The firemen would like to start a Goldsworthy Scholarship Fund, Prostate Cancer, for Father Fred and Burn Camp to name a few. Additional discussion. Trustee Martell stated that this will go to Building and Equipment Committee and that the rest of the board is open to it. Trustee Avino stated he will plan a meeting while Steve is on shift to meet.

Motion by Trustee Kolaski and seconded by Trustee Martell to approve the minutes of the Regularly Scheduled meeting held on November 20th, 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 Romano and seconded by Trustee Avino to approve the minutes of the Special meeting held on November 27th, 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 Cichon to approve and keep closed the minutes of the Closed Session meeting held on November 20th, 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 and keep closed the minutes of the Closed Session meeting held on November 27th, 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 Romano and seconded by Trustee Kolaski to approve payment of all current disbursements in the amount of \$428,291.21.

Trustee Martell asked Chief Vavra about certain checks.

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)
November 30th, 2017

Assets

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

Byline Bank checking #4303503 (0.046%)	12,626.71
Byline Bank money market #4303498	92,648.21
Byline Bank ambulance billing money market #4304492 (0.295%)	938,273.93
Byline Bank-Medical #1003102	3,028.94
Byline Bank- FSA #9990034868	<u>1,503.97</u>
Total checking and money market accounts	<u>\$1,048,081.76</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)	129,198.55
Belmont Bank (1.35% 06/23/18)	435,648.51
Belmont Bank (1.05%, 12/29/17)	206,903.44
Belmont Bank (1.00% 08/21/18)	536,545.22
Belmont Bank (1.00% 07/19/18)	<u>379,082.81</u>
Total certificates of deposit	<u>\$ 2,328,786.98</u>

Total checking, money market and certificates of deposit \$ 3,376,868.74

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

Trustee Romano stated that the CD that is maturing will need to be used to cover our operating expenses. Our ambulance billing revenue has been higher the last few months. Chief stated it is due to a better computer relationship with Resurrection where most of our patients go. Right now we are running a \$31,000 deficit through the month of November and we still have a few months until we will start receiving tax 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

Chiefs' Report:

Chief Vavra stated that his report was given to all trustees.

Chief Vavra stated that he and Cyndi learned a lot at the IMTA conference and networked with some key people.

Chief stated he added some additional reports. We are not able to gather information as easy as we would like.

There is an officer's meeting tomorrow morning. Training and inspections are two main topics we will be discussing.

Discussion on different reports received in the past and what the plan is to how they will be received in the future.

Trustee Martell stated he found the old reports important because the information was used to make decision. Discussion.

Chief explained how there are multiple programs used that do not talk to each other and therefore makes it difficult to come up with a good report.

Trustee Martell wants a report every month, even if it is the old way until a new report is created.

Motion by Trustee Kolaski seconded by Trustee Cichon to approve the Chief's report for November 2017.

AYES: 6 NAY: 0

MOTION CARRIED

President's Report: Trustee Martell stated he wishes everyone a Merry Christmas and a Happy New Year. There is an opening for Trustee and Commissioner, we will review and discuss in Closed Session.

Committee Reports:

Finance & Information Technology Committee- Trustee Romano stated they met a couple times. They spent most of the time on the audit. There were some changes but nothing drastic. Justin from Knutte was very receptive. Verified the Levy and Order of Direction.

Building and Equipment Committee- Trustee Martell asked if Trustee Avino and Cichon met. Trustee Avino stated they did not but will soon. Trustee Martell asked them to meet and review the capital plan and see what was done and what needs to be done in 2018. That information will help the finance committee and the board.

Policy Committee- Trustee Kolaski stated he will schedule a meeting after the first of the year and start reviewing sections of the policy manual. He will ask all board members to look at that time to see if they recommend any changes.

Strategic Planning Committee- Trustee Martell stated we will meet in January, it would be better before the next board meeting.

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

Community Relations Committee-Trustee Avino stated there was approved minutes that he would like sent out to the rest of the board. Just had meeting last week to get the ball rolling on the next newsletter in March. Still working on the brother fire department.

Fire Commissioner & Pension Board Governance & Oversight Committee- Trustee Cichon stated there is a Fire Commissioner spot open. There is the entry level firefighter test going on. Chief stated there are 56 that applied and from the written the top 25 will go through the oral interview.

Old Business:

Motion by Trustee Skyba and seconded by Trustee Romano to reject all previous bids for remounting of ambulance modules.

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 Romano and seconded by Trustee Martell to accept the audit for the 2017 fiscal year as presented by Knutte & Associates.

Trustee Romano reviewed the key points of the audit. There is a reported negative 15 million dollars which says if we close and lock the doors and dissolve the District, there is 15 million dollars we owe. Trustee Martell reminded the Board that they own the audit and MD&A and that this is our report. They are now netting the liabilities of the Pension, OPEB and IMRF in with general fund which causes this number. Trustee Avino stated that we are not closing the doors. Discussion on sick time versus vacation time of firefighters.

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 pass and approve Ordinance #17-4, the Norwood Park Fire Protection District 2017 Tax Levy.

Trustee Martell states that we are asking for 4.9% but probably will not get that, we will get CPI. Attorney Flaherty did review this document.

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 Skyba to pass and approve Ordinance #17-5, an Ordinance giving Cook County Clerk direction related to the 2017 Tax Levy.

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 Romano to approve the Liability insurance renewal with Corkill insurance, effective January 1, 2018 through January 1, 2019. The renewal policy at an annual cost of \$35,624.00.

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 Avino to approve the renewal for Workers Compensation through Illinois Public Risk Fund, effective January 1, 2018 through January 1, 2019, at an estimated cost of \$177,489. The Grant program will give \$12,384.00.

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

Chief Vavra discussed how the sexual harassment and molestation coverage is not as robust as additional coverage they offer. He is not sure that our liability is high to warrant it. The cost is \$538 for the additional coverage. Discussion. If decided to add, it will be on next month's agenda.

Motion by Trustee Martell and seconded by Trustee Cichon to approve the payout of elective sick time buyback to Randy Davis:

144 hours \$4,500.48.

Discussion of the buyback and why it was paid out at this time.

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 Cichon to release request for sealed bids for remount of ambulance module on 2018 Chassis per specification and returned by December 29, 2017 for opening at January 8, 2018 meeting.

Trustee Martell asked how many ambulances will be remounted. Chief explained that the bid is asking for both one ambulance and two over the time span of one year. Discussion.

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 Romano to release request for sealed proposal for interior/exterior surveillance camera system and recorder per project specifications and returned by December 29, 2017 for opening at January 8, 2018 meeting.

Trustee Kolaski had a question regarding the time frame of software support. Discussion.

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 Avino to release request for sealed proposal for VOIP telephone system per project specifications and returned by December 29, 2017 for opening at January 8, 2018 meeting.

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 release request for sealed proposal for information technologies services per project specification and returned by December 29, 2017 for opening at January 8, 2018 meeting.

Trustee Martell stated that this is for IT services for the District. He states that his issue is that it is a three year contract with two optional one year extensions with approval of the board. Board wants it to read, one year contract with two individual optional one year extensions with approval of the board.

Trustee Romano asked if this includes the Website, Chief stated it does not. Discussion. Trustee Avino stated that the website is very important and it needs to be a priority.

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 approve one time payout of unused vacation time to Chief Vavra of 61 hours- \$3,783.22 for calendar year 2017.

Trustee Martell stated this is not part of the contract and is a one-time payment. Trustee Skyba asked how this happened. Chief explained the what led to him not using all his days.

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 ratify the cost of the preventative maintenance to Engine 101 for \$14,360.96 by Global Emergency Products.

Chief explained what the cost of this included. Discussed different Global bills.

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 Avino to approve the payment of \$3,550.00 to IFCA Educational and Research Foundation for Leigh Unger’s Chief Fire Officer 2017 program.

Trustee Skyba asked how this is paid (if it is pre-paid). Chief stated he is completed this month and we have received the invoice.

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

Trustee Romano discussed how there is a calendar put together every year for the trustees with important dates and would like the Chief to make sure it is done again. He would also like to have added filing dates.

Motion by Trustee Avino 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.

Went in Closed Session at 9:09 PM

Returned from Closed Session at 10:10 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 Avino to adjourn the meeting.

AYES: 6 NAY: 0

MOTION CARRIED

Meeting adjourned at 10:11 P.M.

Andrew Skyba
Secretary

Robert Martell
President