

**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 26<sup>th</sup> day of July, 2018 at 7:40 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,  
Trustee Rybak; yes, Fire Chief/Administrator Vavra; yes,  
Attorney Flaherty; 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 Skyba 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 Kolaski and seconded by Trustee Cichon to approve the minutes of the Regularly Scheduled meeting held on June 11<sup>th</sup>, 2018.

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

AYES: 6 ABSTAIN: 1 NAY: 0 MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Avino to approve and keep closed the minutes of the Closed Session meeting held on June 11<sup>th</sup>, 2018.

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

AYES: 6 ABSTAIN: 1 NAY: 0 MOTION CARRIED

Motion by Trustee Romano and seconded by Trustee Martell to approve payment of all current disbursements in the amount of \$391,398.26.

Discussion on a couple account payables.

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

AYES: 7 NAY: 0 MOTION CARRIED

**TREASURER'S REPORT**

Schedule of Assets  
(Arising from Cash Transactions)  
June 30<sup>th</sup>, 2018

Assets

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

Byline Bank checking #4303503 (0.046%)	71,291.39
Byline Bank money market #4303498	289,603.83
Byline Bank ambulance billing money market #4304492 (0.295%)	598,816.28
Byline Bank-Medical #1003102	10,664.64
Byline Bank- FSA #9990034868	<u>3,382.44</u>
Total checking and money market accounts	<u>\$973,758.58</u>

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

Belmont Bank (1.25%, 09/10/18)	647,394.89
Belmont Bank (1.00% 08/05/18)	129,837.46
Belmont Bank (2.35% 06/23/19)	440,039.26
Belmont Bank (1.00% 08/21/18)	539,198.53
Belmont Bank (1.00% 07/19/18)	<u>380,967.80</u>
Total certificates of deposit	<u>\$2,137,437.94</u>
Total checking, money market and certificates of deposit	<u>\$ 3,111,196.52</u>

Motion by Trustee Martell and seconded by Trustee Kolaski to approve the Treasurer’s report as presented from the Financial Statement for June 2018.

Trustee Romano reported that we renewed a CD at 2.35% APY and another at 2.30% APY. Disbursements this month were less than \$400,000. At the close of the fiscal year, we have an unaudited loss of \$286,000.

Cash projections are showing an increase in ambulance billing and interest rates. January we may be short in operating cash and will have to look at our September CD when it matures.

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

Trustee Rybak; yes.

AYES: 6 NAY: 0

MOTION CARRIED

**Chiefs' Report:**

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

We received a certificate from Illinois Fire Safety Alliance in appreciation of the firefighters raising \$12,748 for Burn Camp.

The Car Wash next door is delayed due to sewer work on Olcott. Chief requested a fence between us like we have behind the station and they have agreed.

Discussion on if there was a traffic study. Chief will check and see if there is.

Discussion on stripping more of Lawrence in front of fire station, Chief will contact IDOT.

Buttons for the lights are not working. They are talking with George from Harwood Heights to try and rectify.

Trustee Rybak asked how long a property has before it is re-inspected. Chief stated 15-30 days.

Discussion on what happens when there are multiple violations and Village having jurisdiction.

Motion by Trustee Martell seconded by Trustee Cichon to approve the Chief's report for June 2018.

AYES: 7 NAY: 0

MOTION CARRIED

**President's Report:** Trustee Martell stated he was proud of the firefighters for collecting that much money for Burn Camp. We are at fiscal year-end and we need to keep moving forward.

**Committee Reports:**

Finance & Information Technology Committee- Trustee Romano stated that they met on July 5<sup>th</sup> and discussed the contract, tentative budget, IT firms, Website firms and potential finance issues.

Building and Equipment Committee- Trustee Cichon stated they met on July 5<sup>th</sup> and discussed the bids that will go out for each of the jobs: Portable and Mobile Radios, Building tuckpointing, Apparatus floor refinishing, Furnace/AC replacement, and Sewer project east side.

Trustee Martell asked about the status of the ambulance. Chief stated they are starting to put it back together with a couple issues, there will be pictures soon.

Policy Committee- Trustee Kolaski stated there is nothing to report but to please start reviewing section 3 (job descriptions) and let them know if there is any changes needed.

Strategic Planning Committee- Trustee Martell states we need to have a meeting. Will have to see when Trustee Romano will be available in August.

Human Capital Committee- Trustee Rybak stated that she is meeting with Dr. Hassard regarding the Mobile Integrated Health Care.

Community Relations Committee-Trustee Avino thanked everyone that volunteered at the Island in the City Fest. Harwood Heights Fest is coming up and they said that help is not needed but would like a fire truck there.

There was a meeting on June 19<sup>th</sup> and the following was discussed: Newsletter (which is in final review), Annual Report, Brother Fire Department, Brick Paver Program, Home Addresses, Smoke/CO Detectors, Safety Signs, Permanent Recognition for the Monument, and a Logo on the Building.

Fire Commissioner & Pension Board Governance & Oversight Committee- Trustee Skyba stated there is a Commissioner’s meeting on September 13<sup>th</sup> where they will finalize things for the Lieutenants exam. Pension Board meeting will be held on August 6<sup>th</sup>.

Trustee Skyba has talked to 5 individuals who are interested in the Commissioners position. Attorney Flaherty clarified that Trustee Skyba is not required to have the Pension training.

**Old Business:**

None

**New Business**

Motion by Trustee Romano and seconded by Trustee Kolaski to approve Ordinance #18-1, the Norwood Park Fire Protection District Tentative Budget and Appropriation for fiscal year 2018-2019.

Trustee Martell stated that if we had all this money, this is how we would

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

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Cichon to adopt and approve Ordinance #18-2, an Ordinance adopting a Fire Prevention Code Prescribing Regulations Governing Conditions Hazardous to Life and Property from Fire or Explosions and Establishing a Bureau of Fire Prevention and Providing Officers Therefore and Defining Their Powers and Duties.

Trustee Martell thanked Leigh Unger and Chief Vavra for all their hard work with this. Discussion on getting Intergovernmental agreements with the Villages and Cook County. Discussion on when there will be fees if violations are not corrected.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Rybak and seconded by Trustee Romano to approve dental insurance renewal with Guardian PPO from September 1, 2018 through June 30, 2019.

Discussion on the different dental plans. The plan approved is the fee schedule for out of network dentist. Trustees asked that next time for this to go to committee.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Romano to approve the change in medical insurance renewal to the Affordable Care Act Blue Choice PPO policy G506OPT, effective September 1, 2018 through June 30, 2019.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Cichon and seconded by Trustee Avino to approve the payout of sick time, vacation time, and personal days to retired firefighter Joey Irsuto in the amount of \$27,570.94. (\$20,975.14 paid out on July 16, 2018 payroll and \$6,595.80 banked for medical insurance premiums per the contract.)

Total Vacation/Personal Time	\$20,975.14
Total Sick Time	\$6,595.80
Total Payout for all days	\$27,570.94

Trustee Martell and Trustee Romano both checked the calculations.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Avino and seconded by Trustee Rybak to approve the change in meeting dates for the remainder of 2018 to the following:

Thursday, August 23, 2018

Monday, September 10, 2018

Thursday, October 11, 2018

Monday, November 19, 2018  
Thursday, December 13, 2018  
Meetings will be called to order at 7:30pm.

Attorney Flaherty stated that this will need to be published in the paper.  
Discussion on meeting dates for next year.

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

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Romano and seconded by Trustee Martell to approve Blue Collar Computing (BBC) for IT Managed Services at a cost of \$1,200 for migration and \$764.15 per month for one year of managed services and Office Suites.

Chief explained how this company works with other Fire Departments and know the programs we use.

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

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Avino to approve Cyber Optik for Website design and hosting, at a cost of \$2,700 for website development and an additional \$588 for 1 year of hosting.

Chief will share with the Board when they come back with some design ideas.

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

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Romano to direct PSI Billing to bill for deductible as part of resident billing.

Chief explained the meeting that was held with Paramedic Services of Illinois and that we are collecting over 50% of our billing which is on average with most places. Chief explained how he feels collecting resident's deductible is not considered balance billing.

Roll Call: Trustee Skyba; no, Trustee Martell; no,

Trustee Romano; no, Trustee Kolaski; no,  
Trustee Avino; no, Trustee Cichon; no,  
Trustee Rybak; no.

AYES: 0 NAY: 7

MOTION DENIED

Motion by Trustee Martell and seconded by Trustee Rybak to ratify the invoice to The Jean Ross Company in the amount of \$3,387.68 for Ambulance 106 air condition repair.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Romano and seconded by Trustee Kolaski to ratify the invoice to Commercial Tire in the amount of \$1,142.48 for 2 new tires on Truck 104.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Cichon to ratify the invoice to Triton College in the amount of \$3,526.00 for 9 Fire Science Classes.

Trustee Rybak asked how many employees took classes. Chief explained that for 27% this was their first college class towards a degree.

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

AYES: 7 NAY: 0

MOTION CARRIED

Motion by Trustee Cichon and seconded by Trustee Avino to allow Fire Chief Vavra to solicit sealed bids for the following services:

- a. Portable and Mobile Radios
- b. Building tuckpointing
- c. Apparatus floor refinishing
- d. Furnace/AC replacement
- e. Sewer project east side

All bid packets are due by August 22, 12:00 PM with bid opening on August 23, 2018, 7:30 PM

Discussion on the requirements for a bid versus a proposal. A notice will need to be put in the paper.

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

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Skyba and seconded by Trustee Kolaski to adopt and approve Resolution \$18-4, A Resolution authorizing entry into an Intergovernmental Agreement with Norwood Park Township for the purchase of one power cot.

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

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Kolaski and seconded by Trustee Avino 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); 5 ILCS 120/2(c)(3) Selection of a person to fill a public office and Section 2 (c)(2) Collective Negotiating matters between the public body and its employees.

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

AYES: 7 NAY: 0 MOTION CARRIED

Went in Closed Session at 9:04 PM

Returned from Closed Session at 10:27 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,  
Trustee Rybak; yes, Fire Chief/Administrator Vavra; yes.

Motion by Trustee Cichon and seconded by Trustee Rybak to approve the Collective Bargaining Agreement with the Norwood Park Firemen's Association from July 1, 2018 through June 30, 2021.

Roll Call: Trustee Skyba; abstain, Trustee Martell; yes,  
Trustee Romano; yes, Trustee Kolaski; no,  
Trustee Avino; yes, Trustee Cichon; yes,



Trustee Rybak; yes.

AYES: 5 ABSTAIN: 1 NAY: 1

MOTION CARRIED

Motion by Trustee Avino and seconded by Trustee Rybak to approve the performance payment (as discussed, part of the Chief' annual performance review) to Chief Terrence Vavra in the amount of \$10,000.

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

AYES: 5 ABSTAIN: 2 NAY: 0

MOTION CARRIED

Motion by Trustee Martell and seconded by Trustee Romano to pass and approve Resolution #18-5, A Resolution relating to the terms of employment for the position of Administrative Assistant to the Chief of the Fire Department.

Trustee Martell stated that this is retroactive to July 1, 2018.

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

AYES: 7 NAY: 0

MOTION CARRIED

Trustee Martell stated that all members' votes are important and we all have opinion that need to be respected.

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

AYES: 6 NAY: 0

MOTION CARRIED

Meeting adjourned at 10:33 P.M.

---

Andrew Skyba  
Secretary

---

Robert Martell  
President