

**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 23<sup>rd</sup> day of August, 2018 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,  
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 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: 7 Nay: 0                      MOTION CARRIED

Motion by Trustee Avino and seconded by Trustee Cichon to approve the minutes of the Regularly Scheduled meeting held on July 26<sup>th</sup>, 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

Motion by Trustee Skyba and seconded by Trustee Rybak to approve and keep closed the minutes of the Closed Session meeting held on July 26<sup>th</sup>, 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

Motion by Trustee Romano and seconded by Trustee Kolaski to approve payment of all current disbursements in the amount of \$437,781.18.

Trustee Romano stated that compared to last month there was a \$40,000 increase, this was due to retirement payout, antenna from Norridge, Triton classes and increased overtime.

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)  
July 31<sup>st</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	1,048,486.54
Byline Bank ambulance billing money market #4304492 (0.295%)	656,909.63
Byline Bank-Medical #1003102	11,204.58
Byline Bank- FSA #9990034868	3,249.07
Total checking and money market accounts	<u>\$1,791,141.21</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% 07/19/19)	381,913.81
Total certificates of deposit	<u>\$2,138,383.95</u>
Total checking, money market and certificates of deposit	<u>\$ 3,929,525.16</u>

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

Trustee Romano stated our fund balance shot up because we received property tax money. This was a lot more than historically we have received. We have also received additional money in August. Trustee Romano believes we have received more money earlier than usual.

Attorney Flaherty states they have changed the tax law and some people are paying earlier to take advantage of the cap. Discussion. Trustee Martell states that Wieboldts which is Carson’s did not pay property taxes for over a year, the HIP paid the taxes on their behalf which was a large amount of money we received.

Trustee Romano stated there is a CD maturing for approximately \$539,000.00. Trustee Martell states that we can split the CD to multiple places and get the 3% rate for 24-29 months that has been quoted to stay under FDIC. We are not going to move our money to MB Financial because they are changing names. Trustee Romano asked to see if Belmont will match the 3% at 29 months. The Trustees would like to do 1.5% MMA with ByLine Bank and they are not interested in meeting with Meryl Lynch. Discussion.

Trustee Romano states that with the money we received and if we get no additional revenue, as long as expenses do not go much higher we may not have to draw from our other CD that matures in September.

Chief stated our Pension Actuarial came in and the Pension is funded at 48%. He states that our investments were at 5 ½ %, but with the change with personnel the District's funding amount will be flat and not increase. Trustee Skyba asked what a good funding rate is. Attorney Flaherty answered 90% by 2040 is what is mandated. Discussion. Trustee Martell states that this board has always funded what was supposed to be funded to the Pension Fund.

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

### **Chiefs' Report:**

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

The new ambulance is on the apparatus floor. Trustee Martell asked if it is being blessed. Chief explained that he is speaking with the Salvation Army about something else and will check if they can do it. Discussion.

Discussed of final things that need to be completed to get it the ambulance in service.

The other ambulance is on its way down to North Carolina to begin the re-boxing.

Chief gave the trustees the grades of students who took classes at Triton. Chief explained that it is taking longer than expected to get the correlation of the previous classes recorded on the transcripts. Discussion.

Trustee Rybak asked how many re-inspections are done annually, chief explained how re-inspections numbers change.

Trustee Skyba asked if firefighters are retiring why they are taking training. Attorney Flaherty explained that firefighters get to have training until they retired.

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

AYES: 7 NAY: 0

MOTION CARRIED

**President's Report:** Trustee Martell stated there is a lot going on and capital projects. There was a good session at the last Special Board meeting. We are making progress with the budget.

**Committee Reports:**

Finance & Information Technology Committee- Trustee Romano stated he has nothing to report.

Building and Equipment Committee- Trustee Cichon stated we have a new white ambulance and we will be opening the sealed bids tonight for the other projects.

Policy Committee- Trustee Kolaski stated the Chief spoke to him in regards to the Fire Marshal position needing to be added to the policy and if anyone see anything in section 3 of the policy, please let him know.

Strategic Planning Committee- Trustee Martell stated that we need to find out Trustee Romano's availability.

Human Capital Committee- Trustee Rybak stated the next meeting is on August 29 and September 10 there is a meeting with Lutheran General, about the Mobile Integrated Healthcare.

Community Relations Committee-Trustee Avino stated we met last Thursday and discussed the newsletter which has a deadline of tomorrow, Trustee Martell stated he cannot meet that deadline and there are errors, he would like Trustee Romano to review the finance section.

Also discussed at the meeting was; Brother Fire Department, Brick Pavers, safety signs, CO/Smoke Detector program, home addresses, exterior logo, permanent recognition for the monument, employee appreciation BBQ and Open House.

Trustee Avino asked the Chief how the First Responder BBQ was, Chief said it was at Norridge Gardens and was very nice.

Trustee Avino also thanked everyone that volunteered at the Harwood Heights Fest.

Trustee Skyba asked where everything is at; Trustee Avino explained there are dates of completion for everything.

Fire Commissioner & Pension Board Governance & Oversight Committee- Trustee Skyba stated we had a meeting with the Fire Commissioners that was productive. Lieutenant exam must be completed by the end of the year; list must be posted by January. Discussion on attorney for the Board of Fire Commissioners. Trustee Martell says to put on the agenda for next month to have Attorney Flaherty as the Fire Commissioner Attorney. Trustee Skyba is asking for a date to interview for the open position.

**Attorney Report:**

Governor signed a bill from the Comptroller regarding if the audit is done with cash or accrual accounting. Comptroller cannot tell you what you need to use. Either is acceptable.

There have been some issues with what public employees can be paid in a severance package. There are now limits in place to how much money and time can be given.

Federal Court ruled on a case regarding Fire Alarm Systems where a Court had previously ruled. A Fire District, through an Ordinance, can now direct all alarms to go to a specific dispatch center/vendor. Discussion. Trustee Martell asked if MCD would have interest in this, the Chief will talk to them. Trustee Martell told Trustee Kolaski that this will fall under the Policy Committee.

Trustee Skyba asked if the bill about having to record Pension meetings was moving forward. Attorney Flaherty stated it has died.

**Old Business:**

None

**New Business**

Opening of sealed bids for Building tuckpointing.

J&P Masonry Restoration and Tuckpointing \$27,500  
D Kersey Construction \$55,550

Motion by Trustee Cichon and seconded by Trustee Avino to table action on the bids for a determination by staff and/or consultant as to the compliance with specifications.

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

Opening of sealed bids for Apparatus floor refinishing.

We did receive one bid past the deadline. All bids are dated on the outside of envelope for time and date received.

Matrix Coating Solutions \$49,806  
D Kersey Construction \$111,950  
Freda West \$58,962 – was received late

Motion by Trustee Kolaski and seconded by Trustee Rybak to table action on the bids from Kersey and Matrix and striking the bid from Freda West.

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

Opening of sealed bid for Furnace/AC replacement.

Axxess HVAC \$27,040

Mayaire \$27,300

Motion by Trustee Cichon and seconded by Trustee Kolaski to table action on the bids for a determination by staff and/or consultant as to the compliance with specifications.

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

Opening of sealed proposal for sewer project east side.

Rocs Plumbing \$12,500.00.

Motion by Trustee Skyba and seconded by Trustee Romano to table action on the proposal for a determination by staff and/or consultant as to the compliance with specifications.

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

Opening of sealed proposal or Portable and Mobile Radios.

Illinois Communication \$35,996.20

Communications Direct \$45,937.30

Chicago Communications \$166,318.26

United Radio Communication \$145,100.39

Motion by Trustee Kolaski and seconded by Trustee Cichon to table action on the proposals for a determination by staff and/or consultant as to the compliance with specifications.

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 Skyba to affirm the approval of the remount of second ambulance by American Response Vehicle (AVR) at a cost of \$94,605.00 on a 2018 Chassis per specifications.

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 Skyba to approve the additional sick time, vacation time, and personal days to retired firefighter Joey Irsuto in the amount of \$1,549.83 subject to final review before being paid out by Trustee Martell or Trustee Romano.

Total Vacation/Personal Retro Time	\$592.82
Total Retro Pay from 07-01-18 to 07-15-18	\$110.77
Additional Holiday per CBA	\$846.24
Total Retroactive Payout	\$1,549.83

Trustee Martell asked Trustee Romano if he reviewed this which he did not and Trustee Martell did not review it prior to the meeting.

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 the change orders in the amount of \$2,328.00 (for Ferno Cot Mount System, Rear View Mirror Monitor, Wig Wag Headlight and Auto Eject 20 Amp) from American Response Vehicles for the 2018 AEV Type III Ambulance Remount. Bringing the total cost to \$97,933.00.

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 the payment to Target Solutions in the amount of \$3,595.76 for annual maintenance and training platform.

Chief explained that this is the third year of a three year contract with Target Solution.

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 Rybak to approve the payment to ESO Firehouse Software in the amount of \$3,253.15 for annual support for iPad inspector and Firehouse Cloud.

Chief explained that this is the inspector program is going to interact with our Firehouse program that we currently use. Discussion.

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 ratify the payment to AI Air in the amount of \$1,650.00 for the repair to the thermostat and air conditioner in training room.

Trustee Martell asked what they repaired on the thermostat that costs that much money. Chief explained the issues but need to pull invoices to explain exact costs. Discussion.

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 approve the destruction of Closed Session audio tapes from January 2016 up to and including January 2017.

Attorney Flaherty explained when you are able to destroy tapes and when you are not able to.

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 DENIED

Motion by Trustee Rybak and seconded by Trustee Romano 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); 5 ILCS 120/2(c)(3)  
Selection of a person to fill a public office and the review of Closed Session Minutes.

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 9:23 PM

Returned from Closed Session at 10:23 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,  
Attorney Flaherty; yes.

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

AYES: 6 NAY: 0 MOTION CARRIED

Meeting adjourned at 10:24 P.M.

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Andrew Skyba  
Secretary

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Robert Martell  
President