

**MINUTES OF THE REGULARLY MEETING
OF THE BOARD OF TRUSTEES
NORWOOD PARK FIRE PROTECTION DISTRICT
7447 W. LAWRENCE AVE.
HARWOOD HEIGHTS, IL 60706**

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 8th day of July 2024, at 6:30 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 Kolaski; yes, Trustee Rybak; yes,
Trustee Santoro; yes, Trustee Mezzano; yes,
Trustee Massaro; yes, Trustee Wegrecki; yes,
Trustee Palazzo; yes, Chief Blondell; yes.

The pledge was said at the start of the meeting.

COMMUNICATION WITH THE AUDIENCE (Public Participation)

A motion was made by Trustee Kolaski and seconded by Trustee Massaro 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 Santoro to approve the following minutes:

- Approve the Board of Trustee Meeting Minutes held on June 10, 2024.
- Approve and keep closed the June 10, 2024, Board of Trustees' Closed Session Minutes.

Roll Call: Trustee Kolaski; yes, Trustee Rybak; yes,
Trustee Santoro; yes, Trustee Mezzano; yes,
Trustee Massaro; yes, Trustee Wegrecki; yes
Trustee Palazzo; yes.

AYES: 7 NAY: 0 MOTION CARRIED

Chiefs' Report:

Chief stated he hopes all is well and that all Trustees received a written report.

We are halfway through the calendar year and our call volume is 4% less than last year which was our busiest year in the history of the department.

Entry level firefighter oral interviews were completed. It will be added to the written exam score. There are 9 candidates on the list, but most are not ready to be hired, they either are in paramedic school or have not passed CPAT. We are looking to hire 6 people.

The engine went into the shop and then needed an alignment.

We put our order in for a new engine and are being told it will take 3 ½ years to build. We needed to make a few changes which increased the price that was previously approved. Discussion.

MABAS has been busy planning for the DNC. The participants will be housed in Rosemont. There has been multiple Haz Mat and TRT trainings. We will have a spare ambulance on standby downtown. Members from our teams may be deployed. Discussion.

Motion by Trustee Palazzo seconded by Trustee Santoro to approve the Chief's report for June 2024.

AYES: 7 NAY: 0 MOTION CARRIED

President's Report: Trustee Rybak stated they will go into Closed Session later to discuss the Chief's contract.

TREASURER'S REPORT

Schedule of Assets
(Arising from Cash Transactions)
June 30, 2024

Assets

Checking and money market accounts:

Byline Bank ambulance billing money market #4304492	\$203,587.25
Wintrust -MM #2776	2,873,314.64
Wintrust- Checking #9771	64,048.23
Wintrust- Ambulance #2671	2,460,996.83
Wintrust- Medical #0599	6,868.54
Wintrust- Donation #4129	1,179.09
Wintrust- FSA #0713	15,180.09
Wintrust- Business Account #6537	4,274.53
Total checking and money market accounts	<u>\$5,629,449.20</u>

Certificates of deposit (interest rate and maturity):

Belmont Bank (5.15%, 02/10/25)	1,012,255.63
Belmont Bank (4.90% 07/21/24)	620,473.37
Belmont Bank (5.15% 01/19/25)	1,012,436.77
Total certificates of deposit	<u>\$2,645,165.77</u>
Total checking, money market and certificates of deposit	<u>\$8,274,614.97</u>

Motion by Trustee Mezzano and seconded by Trustee Massaro to approve the following:

- June's accounts payable expenditures in the amount of \$563,437.51.
- The Treasurer's Report as presented from the Financial Statements for June 2024.

Trustee Santoro stated that bills were up because of the \$125,000 payments for the radio grant.

Roll Call: Trustee Kolaski; yes, Trustee Rybak; yes,
Trustee Santoro; yes, Trustee Mezzano; yes,
Trustee Massaro; yes, Trustee Wegrecki; yes,
Trustee Palazzo; yes.

AYES: 7 NAY: 0 MOTION CARRIED

Committee Reports:

Finance Committee- Trustee Santoro stated in 2017/2018 we had three million, we now have eight million. Chief stated that we are in good financial shape and have the needed money to operate safely. CD is maturing, Chief stated that we would like to add funds and make it a million-dollar CD. Rates will be checked when closer.

Building and Equipment Committee- Chief Blondell state that an RFP is being prepared for the parking lot and driveway.

Policy Committee- Trustee Kolaski stated that everyone needs to bring their USB drives in to get updated. Chief stated that a draft policy was sent to the committee, and they met and made some adjustments. This is what is on the agenda for approval.

Community Relations Committee- Trustee Mezzano stated that the Battle of the Badges is moving along. Discussion.

August 6th is National Night Out.

Discussion about Island in the City and fire department involvement.

Trustee Wegrecki asked if fire department has been asked to participate in Harwood Height's Fest. Discussion.

Pension Fund Member- Trustee Massaro stated that there is nothing to report.

Old Business:

None

New Business

Motion by Trustee Rybak and seconded by Trustee Santoro to adopt and approve Ordinance #24-2, an Ordinance adopting and implementing an updated schedule of salaries and benefits for civilian employees of the Norwood Park Fire Protection District.

Roll Call: Trustee Kolaski; yes, Trustee Rybak; yes,
Trustee Santoro; yes, Trustee Mezzano; yes,
Trustee Massaro; yes, Trustee Wegrecki; yes,
Trustee Palazzo; yes.
AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Mezzano and seconded by Trustee Palazzo to adopt and approve Resolution #24-2, a Resolution adopting the Notice of Appointment of Authorized Agent for Illinois Municipal Retirement Fund, Deputy Chief Jeffrey Peistrup.

Roll Call: Trustee Kolaski; yes, Trustee Rybak; yes,
Trustee Santoro; yes, Trustee Mezzano; yes,
Trustee Massaro; yes, Trustee Wegrecki; yes,
Trustee Palazzo; yes.
AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Santoro and seconded by Trustee Mezzano to approve the purchase of two (2) Toughbook tablets, two (2) keyboards, and two (2) charging docks, all with a five-year warranty in an amount not to exceed \$13,000 from CDS Office Technologies.

Roll Call: Trustee Kolaski; yes, Trustee Rybak; yes,
Trustee Santoro; yes, Trustee Mezzano; yes,
Trustee Massaro; yes, Trustee Wegrecki; yes,
Trustee Palazzo; yes.
AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Rybak and seconded by Trustee Kolaski to approve the Norwood Park Board of Trustees' Policy Manual addition 1.36 Cash Disbursement Policy.

Chief explained that most bills are paid digitally through bill pay. Checks are a rear occurrence. This policy spells out how the Chief can sign for checks under \$5,000. Most of the disbursement language is found in our internal controls.

Trustee Rybak asked about the number of signers. Chief explained that if he is added on signature cards that there will be 8 signers. He would recommend lowering the number and maybe just have President, Treasurer, and Secretary with the Chief. This is something that is through internal controls that will be updated for the audit.

Roll Call: Trustee Kolaski; yes, Trustee Rybak; yes,
Trustee Santoro; yes, Trustee Mezzano; yes,
Trustee Massaro; yes, Trustee Wegrecki; yes,
Trustee Palazzo; yes.
AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Rybak and seconded by Trustee Santoro to go into Closed Session pursuant to Open Meeting Act Section (2)(c)(1) to discuss the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body.

Roll Call: Trustee Kolaski; yes, Trustee Rybak; yes,
Trustee Santoro; yes, Trustee Mezzano; yes,
Trustee Massaro; yes, Trustee Wegrecki; yes,
Trustee Palazzo; yes.

AYES: 7 NAY: 0 MOTION CARRIED

Went into Closed Session at 7:10pm.

Returned from Closed Session at 7:35pm.

Roll Call: Trustee Kolaski; yes, Trustee Rybak; yes,
Trustee Santoro; yes, Trustee Mezzano; yes,
Trustee Massaro; yes, Trustee Wegrecki; yes,
Trustee Palazzo; yes, Chief Blondell; yes.

Motion by Trustee Palazzo and seconded by Trustee Mezzano to amend the Chief's contract, pending legal review.

Roll Call: Trustee Kolaski; yes, Trustee Rybak; yes,
Trustee Santoro; yes, Trustee Mezzano; yes,
Trustee Massaro; yes, Trustee Wegrecki; yes,
Trustee Palazzo; yes.

AYES: 7 NAY: 0 MOTION CARRIED

Motion by Trustee Mezzano and seconded by Trustee Santoro to adjourn the meeting.

AYES: 7 NAY: 0 MOTION CARRIED

Meeting adjourned at 7:42pm.

Louis Mezzano
Secretary

Joanne Rybak
President