

**ROBERTS PARK FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
August 8, 2023  
MINUTES**

**CALL TO  
ORDER**

The regular meeting of the Roberts Park Fire Protection District Board of Trustees was called to order at 6:00 p.m. by President Bernardoni at Station #1, 8611 S. Roberts Road, Justice, Illinois, for the purpose of conducting all regular business of the District, proper notice having been given and posted accordingly.

Secretary Stratakos led the reciting of the Pledge of Allegiance.

**ROLL CALL**

**Present:**

President Brian A. Bernardoni  
Secretary Steve Stratakos  
Treasurer (Vacancy)  
Fire Chief Jeff Ketchen  
Deputy Chief Chris Spoo  
Commissioner Ron Weszelits  
Commissioner Tim Dooley  
Commissioner Ken Osborne  
Administrative Advisor Don Fontana

**Absent:**

**Others Present:** Recording Secretary Berger, On-Duty FF/PMs

**ACKNOWLEDGEMENT OF GUESTS**

None.

**OPEN FLOOR**

President Bernardoni opened the floor for public comments.

With no comments, President Bernardoni closed the floor for public comment at 6:02 p.m.

**CORRESPONDENCE RECEIVED**

None received.

**BOARD APPROVAL**

*Minutes*

Motion to accept the Open Session Minutes of July 11, 2023, was made by Secretary Stratakos, seconded by President Bernardoni. Roll Call Vote - Ayes: Secretary Stratakos, President Bernardoni; Nays: None. Motion carried.

*Accounts Payable/Treasurer's Reports*

Motion to accept the Accounts Payable/Treasurer's reports for the month of July, 2023 by Secretary Stratakos, seconded by President Bernardoni. Accounts Payable July 2023: \$157,877.48; Payroll July 2023: \$251,528.23. Roll Call Vote – Ayes: Secretary Stratakos, President Bernardoni; Nays: None; Motion carried.

*Budget Review*

The County of Cook is late in releasing the Agency Rate Report. When the District receives it, Fire Chief Ketchen can put the finishing touches on the budget.

## REPORTS

### ***Fire Chief Ketchen:***

***Labor Management Meeting*** – The administration met with union representatives for a constructive meeting to discuss current issues and ways to resolve them. Regular meetings will be maintained to encourage the lines of communication.

***Ambulance Billing*** – After reviewing the billing rates of neighboring departments, we determined that our billing rate was a bit low. We have adjusted the rate to be more in line with area agencies.

***New Hire*** – We are currently processing one of the candidates on the Final Eligibility List to fill the vacant full-time position.

***Training*** – Roberts Park personnel logged 470 hours of training in July.

***Fleet Status***- Tower 305 has been plagued with rear suspension issues. For an unknown reason, it continually breaks a key component, rendering it out of service. We are reaching out the engineering department of the manufacturer to determine what can be done.

Progress continues on truck 309 with respect to minor refurb work. It should return home in about two weeks so that we can outfit it with equipment and put it in service.

***Public Outreach*** – We continue to host and participate in seminars geared toward area elderly residents, covering a variety of topics from medication safety to fall prevention. The Village of Justice Car Show is set for August 25<sup>th</sup>. The District will be in attendance.

### ***Deputy Chief Spoo:***

***Incident Counts July 2023*** – 410 total incidents (72% EMS)

Aid Given vs Received – 40/26

Tollway: 19 responses (12 w/in our Fire District)

Lyons Twp: 240 responses with 54 in the Trace, and 29 in Sterling Estates

Palos Twp: 120 responses

Forest Preserve: 3 responses

***Grants*** – Researching fit testing machines and receiving quotes. We are still waiting on a decision on the second grant for a new engine. We will likely apply for a grant for a new ladder truck during the next AFG application period.

***Operations*** – Updated SOGs have been published. Observed a large-scale RTF drill in Addison to get ideas for a local large-scale drill. The District submitted a letter of support to Moraine Valley CC in support of their proposed paramedic class.

***Communications*** – Replacement radio batteries arrived and have been placed into service. The new alerting system is scheduled for install at the end of September/beginning of October.

***SWAT*** – One callout to assist Palos Hills with standby at their Friendship Festival. Assisted Chicago Ridge with Rescue Task Force class over four days.

### ***Commissioners:***

No report.

***Attorney:*** No report.

## NEW BUSINESS

***Audit Engagement*** - Motion to accept the Audit Engagement letter from Lauterbach and Amen for FY 2022-2023, was made by Secretary Stratakos, seconded by President Bernardoni. Roll Call Vote - Ayes: Secretary Stratakos, President Bernardoni; Nays: None. Motion carried

***Life Insurance Policy*** - Chief Ketchen presented the Board with a proposal to offer Life Insurance to the dependents of full-time members. Coverage will include \$15K for spousal coverage and \$10K for children up to the age of 25. The District currently provides paid life insurance in the amount of \$50k to all full-time

members and \$25K for all part-time members.

Motion to accept the Dependent Life Insurance Policy with The Standard was made by Secretary Stratakos, seconded by President Bernardoni. Roll Call Vote - Ayes: Secretary Stratakos, President Bernardoni; Nays: None. Motion carried

**UNFINISHED  
BUSINESS**

None.

**COMMITTEE OF THE WHOLE**

None.

**DECENNIAL COMMITTEE**

President Bernardoni will appoint members to serve on the Decennial Committee at the September 12, 2023 Board of Trustees Meeting. The first meeting will be held on October 10, 2023.

**GOOD OF THE ORDER**

President Bernardoni commended the Rank and File for their efforts in providing safety with downed power lines after the storm.

**CLOSED SESSION**

None.

**ADJOURNMENT**

Motion to adjourn the meeting at 6:18 p.m. was made by Secretary Stratakos, seconded by President Bernardoni. Upon voice vote, the motion carried.

*Open Session Minutes prepared by: Lisa Berger, Office Manager  
Approved: September 12, 2023*