

**ROBERTS PARK FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
February 13 2024  
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 Ken Osborne  
Administrative Advisor Don Fontana

**Absent:** Tim Dooley

**Others Present:** Recording Secretary Berger, On-Duty FF/PMs, Atty. Vlado Vranjes

**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 6:03 p.m.

**CORRESPONDENCE RECEIVED**

None.

**BOARD APPROVAL**

***Minutes***

Motion to accept the Open Session Minutes of January 9, 2024, 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 January 2024 by Secretary Stratakos, seconded by President Bernardoni. Accounts Payable January 2024: \$146,440.61; Payroll, January 2024: \$233,107.98. Roll Call Vote – Ayes: Secretary Stratakos, President Bernardoni; Nays: None; Motion carried.

***Budget Review***

None.

## REPORTS

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

*Budget Preparations FY 24-25* – Budget preparations are expected to begin after March 1<sup>st</sup>. Chief Ketchen will work closely with Deputy Chief Spoo to familiarize him with the process.

*NIAFPD Conference* – President Bernardoni, Administrative Assistant Fontana, DC Spoo and Chief Ketchen attended the winter conference in Lombard this year.

*Accounting Services* – Chief Ketchen requested permission from the Board to consider retaining the services of James Howard to oversee our accounting practices. With the eventual changes in administration, Chief felt the transition will be smoother and more efficient. James provides services to numerous area fire districts and is familiar with our budgetary concerns. We currently utilize his services on a limited scale.

*Fleet Status* – Tower Ladder 305 will be towed to Chandler Equipment for extensive suspension repairs and upgrades. After consulting with engineers from Spartan Fire Apparatus, we have determined that the repairs will be covered under warranty.

*Training* – In 2023, Roberts Park personnel completed 8,500 hours of training. For January 2024, the total was 1,079.

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

*Incident Counts January 2024* – 386 total incidents (68% EMS)

28 Invalid Assists

17 MVAs

Aid Given vs Received – 22/31

Tollway: 12 responses (7 w/in our Fire District)

Lyons Twp: 232 responses with 61 in the Trace, 39 in Sterling Estates, 46 in Ashbury Woods

Palos Twp: 119 responses

Forest Preserve: 2 responses

*Grants* – OSFM small equipment grant submitted. Awaiting decision.

AFG application period is open and we will submit for an engine and for an EMS training mannequin.

*Operations* – ISO inspection held on February 1. Awaiting rating decision. Formed an operations committee to review SOGs and tactics.

*Communications* – Additional alerting equipment has been installed. Replaced a failed amplified in the speaker system. SWCD repaired a failed microwave link between them and our stations.

*SWAT* – No callouts to report.

***Commissioners:*** No report.

***Attorney:*** No report.

## NEW BUSINESS

### ***Reappointments***

Motion to re-appoint Brian A. Bernardoni as the Board President, was made by Secretary Stratakos, seconded by President Bernardoni. Township of Lyons Resolution 2023-07 outlines the term as: 1<sup>st</sup> Monday of May 2023 – 1<sup>st</sup> Monday of Mar 2026. Roll Call Vote - Ayes: Secretary Stratakos, President Bernardoni; Nays: None. Motion carried.

The Roberts Park Fire Protection Board of Trustees reappointed the following members to the Board of Fire Commissioners.

Motion to reappoint Ken Osborne to the Board of Fire Commissioners, was made by Secretary Stratakos, seconded by President Bernardoni. Term: 1<sup>st</sup> Monday of May 2023 – 1<sup>st</sup> Monday of May 2026. Roll Call Vote - Ayes: Secretary Stratakos, President Bernardoni; Nays: None. Motion carried.

Motion to reappoint Tim Dooley to the Board of Fire Commissioners, was made by Secretary Stratakos, seconded by President Bernardoni. Term: 1<sup>st</sup> Monday of May 2022 – 1<sup>st</sup> Monday of May 2025. Roll Call Vote - Ayes: Secretary Stratakos, President Bernardoni; Nays: None. Motion carried.

### ***EMS|MC (Andres) Integration Forms***

Andres Medical Billing has been acquired by EMS|MC. Administration is working with the Integration Team at EMS|MC on the Transfer of Authorization forms. The District expects to “go live” with our data on March 1<sup>st</sup>. New features on the EMS|MC dashboard will allow the District direct access to our billing records.

### **UNFINISHED BUSINESS**

None.

### **COMMITTEE OF THE WHOLE**

None.

### **DECENNIAL COMMITTEE**

Motion to suspend the regular meeting at 6:25 p.m. for the purpose of conducting the Decennial Committee Meeting was made by Secretary Stratakos, seconded by President Bernardoni. Roll Call Vote - Ayes: Secretary Stratakos, President Bernardoni; Nays: None. Motion carried.

Motion to reconvene the regular meeting at 6:27 p.m., with all Trustees present, was made by Secretary Stratakos, seconded by President Bernardoni. Roll Call Vote - Ayes: Secretary Stratakos, President Bernardoni; Nays: None. Motion carried.

### **GOOD OF THE ORDER**

None.

### **CLOSED SESSION**

Motion to suspend the regular meeting at 6:30 p.m. for the purpose of entering Closed Session was made by Secretary Stratakos, seconded by President Bernardoni. Roll Call Vote - Ayes: Secretary Stratakos, President Bernardoni; Nays: None. Motion carried.

Motion to reconvene the regular meeting at 6:55 p.m., with all Trustees present, was made by Secretary Stratakos, seconded by President Bernardoni. Roll Call Vote - Ayes: Secretary Stratakos, President Bernardoni; Nays: None. Motion carried.

None.

### **ADJOURNMENT**

Motion to adjourn the meeting at 6:55 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: 3/12/2024*