

**ROBERTS PARK FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING
April 12, 2022
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 Jeff Dees
Commissioner Ken Osborne
Commissioner Tim Dooley
Commissioner Ron Weszelits
Administrative Advisor Don Fontana
Attorney Nelson-Jaworski

Absent: None

Others Present: Recording Secretary Lisa Berger, On-Duty Officers and FF/PMs

**ACKNOWLEDGEMENT
OF GUESTS**

None.

OPEN FLOOR

President Bernardoni opened the floor for public comments.

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

CORRESPONDENCE RECEIVED

Southwest Central Dispatch sent word to the District thanking them for their appreciation gesture for National Public Safety Communicators week.

BOARD APPROVAL

Minutes

A motion was made by Secretary Stratakos to accept the Open and Closed session minutes of March 8, 2022. The Closed Session minutes will remain closed to the public. Seconded by President Bernardoni. Roll Call Vote - Ayes: Secretary Stratakos, President Bernardoni; Nays: None. Motion carried.

Accounts Payable/Treasurer's Reports

A motion was made by President Bernardoni to accept the Accounts Payable/Treasurer's reports for the month of March 2022. Accounts Payable March 2022: \$141,451.68. Payroll March 2022: \$194,999.60. Seconded by Secretary Stratakos. Roll Call Vote – Ayes: Secretary Stratakos, President Bernardoni; Nays: None; Motion carried.

Budget Review

Overtime continues to build due to illness and staffing issues.

REPORTS

Fire Chief Ketchen:

Areas of Responsibility – With the departure of Deputy Chief Dees, the Fire Chief has been reassigning areas of responsibility, focusing on those who have expressed interest in a particular task.

Ambulance 308 – The remount for A308 is complete and we have taken delivery. Prior to placing A308 in service, it will require lettering and an IDPH inspection.

Training - Roberts Park personnel logged 532 hours of training last month.

Union CBA – The Fire Chief has reached out to the union stewards and has since learned the agreement failed ratification.

Deputy Chief Dees:

Part-Time Staffing – Staffing was stable this month.

Software – BC Spoo, Lt. Janchenko and FF/PM Evans will be moving forward with First-Due and working with their client success team.

FF/PM Scanlon will be working to promote the Community Connect portion of First-Due.

Policy and Procedure Review and Update – Administrator access has been assigned to BC Anderson.

Incident Count –March: 348 incidents with 258 being rescue/EMS (185 transports)/Tollway: 11 responses.

Fire Prevention – Inspection responsibilities have been assigned to Lt. Byrd.

NFIRS, EMS and Billing Reporting – BC Spoo has assumed NFIRS submissions. BC Sherman has assumed MVA/Vehicle billing. EMS billing is an automated process and currently up to date.

Commissioners:

The Board of Fire Commissioners will hold a special meeting to discuss the upcoming promotional process.

Attorney:

No report.

NEW BUSINESS

FY 2020-2021 Audit

Monika Adamski with Lauterbach and Amen presented the Board with the Annual Financial Report for FY 2020-2021. No concerns or difficulties were encountered in performing the audit.

Lauterbach and Amen will begin preparations to perform the FY 2021-2022 Audit.

UNFINISHED BUSINESS

None.

COMMITTEE OF THE WHOLE

None.

GOOD OF THE ORDER

With this being Deputy Chief Dees' last meeting before he retires on May 4th, President Bernardoni and Secretary Stratakos expressed their gratitude and honor of having the opportunity work alongside Deputy Chief Dees throughout the years. Dees has spent over 26 years with Roberts Park FPD and has been a great role model for members of the District.

CLOSED SESSION

None.

ADJOURNMENT

A motion was made by Secretary Stratakos to adjourn at 6:20 p.m. Seconded by President Bernardoni. Ayes: Secretary Stratakos, President Bernardoni: Nays: None; Motion carried.

*Open Session Minutes prepared by: Lisa Berger, Office Manager
Approved: May 10, 2022*