

**ROBERTS PARK FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING
August 12, 2021
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.

Commissioner Dooley 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 Tim Dooley

Commissioner Ken Osborne

Administrative Advisor Don Fontana

Absent: Commissioner Ron Weszelits

Others Present: Station #1 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

None.

BOARD APPROVAL

Minutes

A motion was made by Secretary Stratakos to accept the meeting minutes of June 8, 2021,

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 months of June and July 2021. Accounts Payable June 2021: \$178,735.34; Payroll June: \$330,530.25; Accounts

Minutes – August 12, 2021

Payable July 2021: \$233,526.71; Payroll July: \$207,746.26. Seconded by Secretary Stratakos. Roll Call Vote – Ayes: Secretary Stratakos, President Bernardoni; Nays: None; Motion carried.

Budget Review

No report.

REPORTS

Fire Chief Ketchen:

Fire Dispatching – The District is still ironing out the details of a fee structure with Southwest Central Dispatch. There is a negotiation process to determine what costs will be covered by SWCD.

August 12, 2021 Update: Chief Ketchen met with SWCD for formal acceptance of our proposed incentives. These include: a five-year tiered fee schedule, payment by SWCD of our annual license fee for RMS software, provision of laptop computers (6) for front line vehicles at no cost to us, cost sharing of the establishment of a microwave link between the dispatch center and our stations, abatement of a “new member” fee, reimbursement for our portion of the annual MABAS 21 regional radio infrastructure upkeep fee, and reimbursement of the CAD interface costs necessary to make the system work.

Collective Bargaining Agreements – A proposal was submitted to the Lieutenants and the firefighters on June 15th for consideration. We are awaiting a response.

August 12, 2021 Update: Talks with the uniformed members is still stalled.

New Reserve Engine – The “new-to-us” engine is here and being outfitted for service. The old engine is set to leave tomorrow morning. We have also been experiencing a higher than usual frequency of flat tires, likely attributable to road construction in the area.

Staffing Reductions – On Monday, July 12th, an administrative meeting was held to discuss the staffing shortage we are facing and methods to control overtime costs. The collective group determined that staffing reductions to eight persons per day when necessary, will help reduce overtime costs.

August 12, 2021 Update: We have not had to reduce our staffing to eight. It is still an option that will be exercised in the event we are unable to fill part-time positions.

Emergency Medical System - EMSAR (the company that provides maintenance to our ambulance cots and stair chairs was out to perform the annual check up. All necessary repairs were made, however, the technician mentioned that two of our cots (Ferno Model 35-A) are becoming obsolete and parts are scarce.

Training – Roberts Park personnel logged 586 total hours of training in the month of June. We are currently restricting outside training to that which is necessary for continuity of District operations. This is due to staffing shortages and overtime control. We have several automobiles donated by District auto for use in extrication training.

Personal Protective Equipment – Firefighter Evans has been assigned to oversee protective clothing care and maintenance. All gear that had been assigned to part-time employees that have been left has been gathered, washed, and properly stored for future use.

Personnel Injury - One firefighter sustained an off-duty injury to his right shoulder which required surgery to repair. Early estimate from the doctor is a four to six month recovery time.

HazMat Division 21 Team – The division-wide HazMat team will be losing 20-30 members in the coming months as Bedford Park FD employees retire in a group buy-out. The Division, as a whole, will have to look at combining resources with Division 10 to adequately handle incidents.

Public Education and Life Safety - Lieutenant Byrd is working with the Justice Park District to set up a date for the day camp children to visit Station #2.

August 12, 2021 Update: Lt. Byrd has been reaching out to the various principals of our schools to schedule time to interact with the children during Fire Prevention Week. For several years, we had no access to the children of Glen Oaks School in Hickory Hills as the principal cited scheduling conflicts. The new principal is welcoming us back with open arms.

Respiratory Protection – Only minor repairs have been made to our Self-Contained Breathing Apparatus (SCBA). All repairs were covered under warranty.

Hose and Ladders - The Underwriters Laboratories Annual Examination for our Aerial Device as well as our ground ladders is scheduled for September 27 and 28.

Deputy Chief Dees:

Fire Prevention – A total of 13 inspection activities in the month of July 2021.

Software – The District continues its onboarding process with First Due.

Policy and Procedure Review and Update – No activity.

Incident Counts – Last month: Incidents 422 with 312 being rescue/EMS incidents.

Commissioners:

The Commissioners have approved and posted the Final Eligibility List that became effective on August 15th and will be in effect for two years.

Attorney:

No report.

NEW BUSINESS

None.

**UNFINISHED
BUSINESS**

None

**GOOD OF THE
ORDER**

President Bernardoni acknowledged the rank and file for their continued professionalism with the residents and businesses in 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: 9/14/2021