

**ROBERTS PARK FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING
December 8, 2022, 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 Chris Spoo
Commissioner Ken Osborne
Commissioner Ron Weszelits
Commissioner Tim Dooley

Absent: Administrative Advisor Don Fontana

Others Present: Recording Secretary Berger, On-Duty FF/PMs, Attorney Terry Casey

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 Open Session minutes of October 11, 2022. 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 October 2022. Accounts Payable October 2022: \$191,821.91. Payroll for the month of October 2022: \$205,668.82. Accounts Payable November 2022: \$35,356.64. Payroll for the month of November

2022: \$322,010.92. Seconded by Secretary Stratakos. Roll Call Vote – Ayes: Secretary Stratakos, President Bernardoni; Nays: None; Motion carried.

Budget Review

Fire Chief Ketchen announced the county funds should be disbursed this month after a deferred 2nd installment with the Cook County Tax Bill.

REPORTS

Fire Chief Ketchen:

Chief Ketchen made the following statement:

“As the year draws to a close, I’d like to take a moment to thank all of our members for the hard work they do, both in responding to emergencies and the ancillary work that needs to be done. All our people go above and beyond to take care of the behind-the-scenes work at a time when demand for service has been higher than at any time in our history. They get the job done and take pride in what they do.”

Accident Billing – The District continues to submit invoices to the Toll Authority in accordance with the recently executed agreement. Three invoices were submitted for the month of November.

Fleet Status – Regular maintenance and repairs have kept the fleet in order. We have experienced significant downtime as supply chain issues continue to delay the availability of parts.

Training – Chief Ketchen reported in the month of October, Roberts Park personnel logged 469 hours of training. In the month of November, 334 hours were logged. This is in addition to the activities and emergency responses listed above. FFPM Scanlon and FFPM Bikulcius have completed their Company Fire Officer training. RP personnel participated in firefighter survival training at Oak Lawn’s drill tower.

Community Outreach – Over the past weekend, several of our members volunteered their time to bring Santa to the community once again. This is a hugely popular annual event for which we receive tremendous positive feedback. Chief Ketchen thanked the members who gave up their time to make this event a success.

Deputy Chief Spoo:

Incident Counts October 2022 – 396 total incidents (74% EMS); Tollway 18 responses (13 w/in our Fire District); Lyons Twp: 210 responses with 65 in the Trace, and 23 in Sterling Estates; Palos Twp: 131 responses.

Incident Counts November 2022 – 382 total incidents (75% EMS); Tollway 9 responses (3 w/in our Fire District); Lyons Twp: 191 responses with 57 in the Trace, and 25 in Sterling Estates; Palos Twp: 152 responses.

Software – Lt. Janchenko and FFPM Evans are working to get the Metro PCR software ready for launch on December 18.

Grants – Firefighter Scanlon resubmitted the Firehouse Subs grant.

Operations – Payments have been processed and have been received from the Illinois Toll Authority.

Personnel completed joint live fire training with Bedford Park. Personnel attended a walkthrough of the Vulcan Quarry. Box cards are undergoing revision.

DC Spoo attended the Illinois Fire Chief Association conference in Peoria, IL.

Dispatch – New alerting equipment is going before the SWCD board for approval.

SWAT – No activity.

Commissioners: No report

Attorney: No report.

NEW BUSINESS

FY 2021-2022 Financial Audit Presentation

Ms. Laura Hunter with Lauterbach and Amen presented the FY 2021-2022 Financial Audit. The District received an unmodified (clean) opinion from Lauterbach and Amen and Ms. Hunter proceeded into detailing the financial statements.

President Bernardoni provided commentary regarding Lauterbach and Amen's notations regarding cash flow deficiencies, which are not an accurate reflection on the District's handling of funds, rather the Cook County's deferred tax situation. President Bernardoni commended the Fire Chief and his staff for their prudent and careful budgeting and cash flow operations under the circumstances.

Resolution 22-R-02

A motion was made by Secretary Stratakos to accept the Resolution 22-R-02, A Resolution Authorizing an Intergovernmental Agreement for Participation in the Mutual Aid Box Alarm System. Seconded by President Bernardoni. Roll Call Vote - Ayes: Secretary Stratakos, President Bernardoni; Nays: None. Motion carried.

Staff Commendations

Fire Chief presented the following Staff Commendations:

FF/PM Matthew Bobber, FF/PM James Evans, FF/PM Joseph Huscher, LT Ryan Latimer, BC Aric Anderson. The members listed were part of an EMS call on October 29, 2022, responding to an unresponsive male who collapsed after running a 5K race in Hickory Hills. Upon arrival, the crew assessed the patient and provided immediate advance life support and top-notch treatment of a complex medical emergency. The patient was transported to an area hospital, recovered and a few days later, walked into the firehouse to thank the crew.

FF/PM James Evans, FF/EMT Brian Herrera, FF Manuel Prado, LT Sean Murphy, BC Walter Sherman. The members listed were part of an EMS call on June 18, 2022, responding to an unresponsive juvenile who collapsed while playing basketball. Upon arrival, the crew took over CPR from a bystander, assessed the patient and provided immediate advanced life support and top-notch treatment of a complex medical emergency. The patient was transported to an area hospital, regained consciousness and was eventually discharged for further rehabilitation.

Fire Chief Ketchen commends the members for their actions.

2023 Board of Trustees Calendar and the 2023 Board of Fire Commissioners Calendars

The Board of Trustees approved both meeting calendars and instructed them to be posted on our website.

UNFINISHED

BUSINESS

None.

COMMITTEE OF THE WHOLE

None.

GOOD OF THE ORDER

Commissioner Tim Dooley thanked the members of the staff for their efforts during the annual Santa Run and expressed his joy in being able to represent the North Pole as Santa.

CLOSED SESSION

None.

ADJOURNMENT

A motion was made by Secretary Stratakos to adjourn at 6:55 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: January 10, 2023*