

**ROBERTS PARK FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING
February 15, 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.

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 Ken Osborne
Commissioner Tim Dooley
Commissioner Ron Weszelits
Administrative Advisor Don Fontana

Absent:

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

The Board of Trustees acknowledged the request for a leave of absence from FF/PM Frank Bonham.

The Board of Trustees acknowledged the letter from Deputy Chief Dees with his intent to retire on May 5, 2022.

MOTION TO RE-AGENDIZE CLOSED SESSION

A motion was made by President Bernardoni to re-agendize and move into Closed Session for the purpose of discussing personnel. Seconded by Secretary Stratakos. Ayes: Secretary Stratakos, President Bernardoni. Nays: None. Motion carried.

RETURN TO OPEN SESSION

Open session was resumed with all Trustees present.

The Board directed the administrative staff to post notice for a special meeting via Zoom for Friday, February 18, 2022, for the purpose of discussing Personnel.

BOARD APPROVAL

Minutes

A motion was made by Secretary Stratakos to accept the monthly meeting minutes of January 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 January 2022. Accounts Payable January 2022: \$411,947.59. Payroll January 2022: \$230457.95. 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:

Fiscal Year 22-23 – The Fire Chief is in the early stages of the budget planning process. Input from the various department heads will be collected to formulate a draft in the coming months.

Knox Box System – The Village of Justice has agreed to combine their Knox Box account with ours. This will eliminate the need for multiple keys to gain access to businesses within our community.

Training - Roberts Park personnel logged 519 hours of training in January.

Fleet Status – The 2022 Explorer was ordered and received. Another vehicle has been ordered with an expected build time of 35-50 weeks.

Emergency Medical System - The power loading cots for the ambulances will be arriving any day now. The medics can start using them right away and the refurbished ambulance will come home ready to utilize this new technology. All EMS employees recently completed required training and testing on updated system Standing Medical Orders.

Collective Bargaining Agreements – The tentative Teamsters agreement was delivered to the union stewards on January 24, 2022. We have no response as of this writing.

Deputy Chief Dees:

Part-Time Staffing – The MVCC interns started and are working quite well.

Software – First Due launched with EMS module and Lt. Janchenko has started the preliminary work of building out the required user data fields. We will be scheduling another meeting with First Due for additional training.

First Due CAD interface is operational with CAD data populating our incident reports and occupancy data being pushed to responders at the time of dispatch.

Community Connect is now live and able to accept data. Planning for a press release along with social media and community outreach is underway.

Policy and Procedure Review and Update – Updated the Shift Trade Policy

Incident Count – January: 400 incidents with 290 being rescue/EMS (192 transports)

Fire Prevention - The District continues to build inspection forms in First Due. We completed 25 inspections, including in-person and third-party inspection report reviews.

NFIRS, EMS and Billing Reporting – NFIRS export to FEMA has run into validation errors. Recent changes with FEMA data validation we have run into parsing (Android) errors with our data. First Due is working to resolve the issue. First Due continues working with Fire Recovery building an automated report to transfer MVA and vehicle fire data. All EMS billing is up to date.

Commissioners:

The Board of Fire Commissioners held their quarterly meeting in January to discuss the upcoming promotional process.

Attorney:
No report.

NEW BUSINESS

Legal Representation/Fee Agreement with Del Galdo Law Group, LLC

A motion was made by President Bernardoni to accept the Legal Representation/Fee Agreement with the Del Galdo Law Group, LLC as presented. Seconded by Secretary Stratakos. Roll Call Vote – Ayes: Secretary Stratakos, President Bernardoni; Nays: None; Motion carried.

President Bernardoni introduced and welcomed Senior Counsel, Tiffany Nelson-Jaworski to the District.

Draft Audit FY 2020-2021

A draft version of the audit for FY 2020-2021 has been placed in the Drop Box for the Board’s review. We anticipate a final report to be ready for presentation at the April 12, 2022 regular meeting of the Board.

Resolution 22-R-01

A motion was made by President Bernardoni to approve Resolution 22-R-01, A Resolution Authorizing Signatory Authorities for Financial Transactions with the First Secure Bank and Trust. Seconded by Secretary Stratakos. Roll Call Vote – Ayes: Secretary Stratakos, President Bernardoni; Nays: None; Motion carried.

UNFINISHED BUSINESS

None.

COMMITTEE OF THE WHOLE

None.

GOOD OF THE ORDER

None.

ADJOURNMENT

A motion was made by Secretary Stratakos to adjourn at 6:25 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: 3/8/2022