

**ROBERTS PARK FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING
January 11, 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 Ron Weszelits
Commissioner Ken Osborne
Administrative Advisor Don Fontana

Absent: Commissioner Tim Dooley

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

None.

BOARD APPROVAL

Minutes

A motion was made by Secretary Stratakos to accept the monthly meeting minutes of December 14, 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 month of December 2021. Accounts Payable December 2021: \$91,863.08. Payroll December 2021: \$294,144.74 Seconded by Secretary Stratakos. Roll Call Vote – Ayes: Secretary Stratakos, President Bernardoni; Nays:

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None; Motion carried.

Budget Review

Overtime continues to build due to illness and staffing issues.

REPORTS

Fire Chief Ketchen:

Fire Dispatching – The switchover happened on January 10, 2022. The District will be working together to maximize efficiency while reducing our “airtime” on an already congested frequency. The MDC will be mounted in the vehicles soon, further reducing the amount of time spent transmitting information.

Training - Roberts Park personnel logged 339 hours of training in December.

Fleet Status – No concerns at this time.

Emergency Medical System - The District has experienced a significant increase in the number of COVID positive transports. Our members are taking every precaution, including the use of PPE to protect themselves. The power loading cots for the ambulances will be arriving soon. Ambulance 307 will be modified to accommodate the new system. Ambulance 308 will have the system installed while undergoing refurbishment.

Fiscal Audit – The financial audit of the District is underway. We have retained Lauterbach and Amen to perform this services. The auditors are pleased with the progress they are making and mentioned they are grateful the Lisa Berger’s cooperation and timely responses.

Collective Bargaining Agreements – The Battalion Chiefs have ratified their agreement and it is now binding. The Teamsters agreement is delayed pending the modified drug policy that they’ve requested. Lieutenant Knights has been consulting with our department physician to ensure the obligations defined are appropriate. As soon as the loose ends are tied up, a draft of the CBA will be ready for union ratification.

Deputy Chief Dees:

Part-Time Staffing – The MVCC interns will be starting in the next couple of weeks.

Software – The District continues to fine-tune First Due.

Policy and Procedure Review and Update – No activity.

Incident Count – December: 375 incidents with 294 being rescue/EMS (192 transports)

Fire Prevention - The District continues to build inspection forms in First Due. We completed five inspections, along with several plan reviews, and reviewed third party inspection reports.

Software - First Due set-up continues with additional training now focusing on the more detailed modules. Fire Due Community Connect is set-up and awaiting launch of the interface of our CAD system. Once the CAD interface is operational, we will begin publishing Community Connect to our residents and businesses.

Commissioners:

The Board of Fire Commissioners will hold their quarterly meeting immediately following the Trustee meeting.

Attorney:

No report.

NEW BUSINESS

None.

**UNFINISHED
BUSINESS**

None.

COMMITTEE OF THE WHOLE

None.

**GOOD OF THE
ORDER**

President Bernardoni commended the rank and file for stepping up over the COVID19 cases that ran through our own ranks.

**CLOSED
SESSION**

None.

ADJOURNMENT

A motion was made by Secretary Stratakos to adjourn at 6:22 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: February 15, 2022*