

**ROBERTS PARK FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING
June 9, 2020
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 Trustee Lorenz 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.

ROLL CALL **Present:**
Trustee Patrick Lorenz, President
Trustee Steve Stratakos, Secretary
Trustee Brian A. Bernardoni, Treasurer
Fire Chief Jeff Ketchen
Deputy Chief Jeff Dees
Commissioner Tim Dooley
Administrative Assistant Don Fontana
Recording Secretary Lisa Berger
Others Present: Station #1 On-Duty Officers and FF/PMs
Absent: Commissioner Osborne, Commissioner Ron Weszelits, and Attorney Rick Ryan

OPEN FLOOR Trustee Lorenz opened the floor for public comments. Having no further comments from the audience, Trustee Lorenz closed the floor for public comment at 6:01 p.m.

BOARD APPROVAL

Minutes Due to the Governor's Stay at Home order for COVID-19, no Trustee meetings were held in the months of April or May.

A motion was made by Trustee Bernardoni to accept the minutes of March 10, 2020. Seconded by Trustee Lorenz. Roll Call Vote - Ayes: Trustees Bernardoni, Stratakos, and Lorenz. Nays: None Motion carried.

Accounts Payable A motion was made by Trustee Bernardoni to accept the purchase journal for March – May 2020 in the amount of \$373,800.66. Seconded by Trustee Lorenz. Roll Call Vote – Ayes: Trustees Bernardoni, Stratakos, and Lorenz; Nays: None; Motion carried.

Treasurer's Report A motion was made by Trustee Bernardoni to accept the May 31, 2020 Treasurer's report. Seconded by Trustee Lorenz. Roll Call Vote – Ayes: Trustees Bernardoni, Stratakos, and Lorenz; Nays: None; Motion carried.

Budget Review No review at this time.

REPORTS

Chief Ketchen

Continuity of Administrative Functions - Fire Chief Ketchen reported on the steps the administrative staff has taken to ensure continuity while observing the Governor's "Stay at Home" order. The staff has shifted to Microsoft Office 365, which allows immediate access to files from anywhere, opened a "Zoom" account to host virtual meetings, and developed and tested methods to ensure our operations were not jeopardized. In the event of any such emergency in the future, Chief Ketchen is confident that we can maintain functionality from virtually anywhere

Surplus NXG Air Packs – A motion was made by Trustee Bernardoni to deem the outdated SCBA's as surplus and donate to the Garden Homes FPD. The Garden Homes FPD operates the entire district on a budget of about \$76,000/year. Seconded by Trustee Stratakos. Roll Call Vote – Ayes: Trustees Bernardoni, Stratakos, and Lorenz; Nays: None; Motion carried.

Community-Wide Birthday Parades – Over the last several months, we have participated in numerous birthday parades. It has been very successful with a positive response from the public. The District plans to continue the program for another month.

Personal Protective Equipment Inventory – Over the last several months, the District has been accumulating as much PPE as possible, all from a variety of sources. Our current inventory includes N95 masks, surgical masks, eye protection and gowns.

Engine 32 – The District has a tentative offer of \$20,000 for the surplus fire engine from an organization in Argentina. We are waiting on payment and shipping details.

Ambulance 308 Re-chassis – Chief Ketchen suggested delaying the re-chassis until the District can fully understand the financial impact of the county's proposed county-wide property reassessment.

Stimulus payments – The District has received stimulus funds from Cook County and will place these aside in our Stimulus budget line item for this budget year.

Deputy Chief Dees

Fire Prevention – Regular inspections scheduled between March and May had been cancelled and rescheduling has starting in June.

Software – During the pandemic, several fields in both fire and EMS reporting were modified to meet the reporting requirements by FEMA and IDPH.

The District has used Firehouse Software for more than 20 years. The platform on which it is build has not been supported by Microsoft for years. Just over a year ago, FH software was acquired by ESO software. ESO has continued to support the FH product, but began work on a process to migrate existing data to a new more secure data platform. ESO just announced their plan and timeline to begin moving customer data. We are currently working with them on the logistics of the move and what the new rate structure will be. DC Dees is cautiously optimistic, but this will be a significant change to a piece of software that we have been using for more than 20 years.

Policy and Procedure Review and Update – Several policies have been updated and released.

Incident Counts – Last month: Incidents 328 with 228 being rescue/EMS incidents.

Covid-19 – Suspected or confirmed cases since March 2020: 97

Commissioners Commissioner Dooley represented the Commissioners as they followed our Social Distancing guidelines.

The Commissioners met for their quarterly meeting in January. No report. The Commissioners will meet next month, immediately following the Trustees' meeting.

Attorney Not in attendance. No report.

NEW BUSINESS

GEMT A motion was made by Trustee Lorenz to approve the updated Intergovernmental Agreement. Seconded by Trustee Stratakos. Seconded by Trustee Bernardoni. Roll Call Vote - Ayes: Trustees Bernardoni, Stratakos, and Lorenz. Nays: None Motion carried.

**Legal Notice
Of Budget Hearing** Legal Notice of Public Hearing on the May 1, 2020 to April 30, 2021 was published in the Daily Southtown Newspaper on June 4, 2020. The Hearing will be at the next meeting of the Board of Trustees on Tuesday, June 14, 2020 at 6:00 p.m.

**UNFINISHED
BUSINESS** None.

**GOOD OF THE
ORDER** Trustee Bernardoni and Trustee Stratakos praised the firefighters and paramedics of the Roberts Park Fire Protection District for their efforts, safety protocols, and for how well the command staff have been able to keep their moral in good spirits during these trying times.

**CLOSED
SESSION** None.

ADJOURNMENT A motion was made by Trustee Stratakos to adjourn at 6:33 p.m. Seconded by Trustee Bernardoni. Ayes: Trustees Bernardoni, Stratakos, and Lorenz: Nays: None; Motion carried.

*Open Session Minutes prepared by: Lisa Berger
Approved on: July 14, 2020*