

**ROBERTS PARK FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING
March 8, 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 Jeff Dees
Commissioner Ken Osborne
Commissioner Tim Dooley
Commissioner Ron Weszelits
Administrative Advisor Don Fontana
Attorney Nelson-Jaworski

Absent: None

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 February 8, 2022. Seconded by President Bernardoni. Roll Call Vote - Ayes: Secretary Stratakos, President Bernardoni; Nays: None. Motion carried.

A motion was made by Secretary Stratakos to accept the Open and Closed special meeting minutes of February 18, 2022. The Closed Session minutes will remain closed to the public. 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 February 2022. Accounts Payable February 2022: \$60,492.54. Payroll February 2022: \$190,101.04. 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:

SWCD Fee Reimbursement – The Fire Chief stated that Southwest Central Dispatch is collecting information to reimburse the District for expenses related to dispatch and recordkeeping.

The Mobile Data Terminals are now installed and functioning in all front-line apparatus. The MDTs provide the crew members with dispatch information as well as real-time data regarding calls they are responding to.

Ambulance 308 – The remount for A308 is complete. We anticipate delivery before the end of the month.

Training - Roberts Park personnel logged 389 hours of training in February.

Fleet Status – After some repairs and modifications, Engine 303 is in service at Station #1. All other apparatus is in service and functioning normally.

Emergency Medical System - The power loading cots for the ambulances have arrived and are now in service. Firefighter Palkovitz provided a live demonstration of one of the power cots.

Anticipated Fuel Costs – As oil prices continue to skyrocket, the District will need to adjust our operations and budget accordingly with respect to fuel consumption.

Deputy Chief Dees:

Part-Time Staffing – Staffing was stable this month.

Software – The District continues to meet with First Due in the EMS module set-up.

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 enrollment is continuing to ramp up. Planning for a press release along with social media and community outreach is underway.

Policy and Procedure Review and Update – Deputy Chief Dees is working with the Battalion Chiefs and working with them to transfer administration responsibilities for the Lexipol account.

Incident Count –February: 327 incidents with 250 being rescue/EMS (184 transports)/Tollway: 10 responses.

Fire Prevention – Deputy Chief Dees has been working with Battalion Chief Anderson and Lieutenant Byrd as he shifts the inspection responsibilities to Lt. Byrd.

NFIRS, EMS and Billing Reporting – NFIRS export to FEMA has improved, but now we are in process of identifying and cleaning up NFIRS data that was either missed or not updated in our multiple export attempt during the set-up.

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.

The Commissioners stated the collective bargaining agreement process is slowing down the upcoming promotional exams. Direction on how to move forward was requested by the Commission.

The Commissioners will meet in April for their quarterly meeting.

Attorney:
No report.

NEW BUSINESS
None.

**UNFINISHED
BUSINESS**

The Board asked the union members in attendance for an update on the negotiating status of the collective bargaining agreement. Lieutenant. Knights and Firefighter Palkovitz stated that the union attorney had received the CBA in January and should have communicated with the District's attorney regarding its status.

Fire Chief Ketchen stated he had not received any communications from the our attorney regarding the status of the CBA.

COMMITTEE OF THE WHOLE
None.

**GOOD OF THE
ORDER**

President Bernardoni thanked the Rank and File for volunteering their time to attend with one of our engines for the Countryside Parade.

CLOSED SESSION

A motion was made by Secretary Stratakos to suspend Open Session and enter into Closed Session for the purpose of discussing personnel and other District business. Seconded by President Bernardoni. Ayes: Secretary Stratakos, President Bernardoni: Nays: None; Motion carried.

RETURN TO OPEN SESSION

Open session resumed at 7:26 p.m. with all Trustees present.

ADJOURNMENT

A motion was made by Secretary Stratakos to adjourn at 7:27 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: 4/12/2022*