

**ROBERTS PARK FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING
October 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.

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
Administrative Advisor Don Fontana

Absent: None

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

ACKNOWLEDGEMENT OF GUESTS

President Bernardoni welcomed the large group of friends and family in attendance for the swearing in ceremony.

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.

SWEARING IN CEREMONY

Secretary Stratakos issued the Oath of Office to Eric Baron for the position of Lieutenant. Christie Baron, Lt. Baron's wife, performed the pinning of his badge. In attendance for the swearing in ceremony were on duty District members, family and friends of Lt. Baron.

Secretary Stratakos issued the Oath of Office to Christopher Knights for the position of Battalion Chief. Benjamin Knights, Knights' son, performed the pinning of his badge. In attendance for the swearing in ceremony were on duty District members, family and friends of BC Knights.

A motion was made at 6:10 by President Bernardoni to recess for cake and coffee. Seconded by Secretary Stratakos. Roll Call Vote Ayes: Secretary Stratakos, President Bernardoni; Nays: None. Motion carried.

The Open Meeting resumed at 6:12 with both Trustees present.

CORRESPONDENCE RECEIVED

The Roberts Park Reunion Committee sent a note of thanks to the District for allowing the Committee to hold their annual meetings at our station. They have donated a generous gift which they would like us to use as we see fit.

The District thanked the Committee for their donation and will place it into our Restoration Fund for Engine 302, which is housed at Station #1 for future refurbishment.

President Bernardoni sent a note of recognition to the Fire Chief, the Deputy Chief, the line officers, the entire sworn office, and administrative team for their collaborative work on the Budget Ordinance.

BOARD APPROVAL

Minutes

A motion was made by Secretary Stratakos to accept the Open Session minutes of September 13, 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 September 2022. Accounts Payable September 2022: \$180,489.04. Payroll for the month of September 2022: \$197,813.81. Seconded by Secretary Stratakos. Roll Call Vote – Ayes: Secretary Stratakos, President Bernardoni; Nays: None; Motion carried.

Budget Review

Fire Chief Ketchen discussed with the Board the financial outlook from the possible deficiencies the District could experience with relation to the deferred 2nd installment of property tax bills with Cook County. Chief Ketchen felt the Cook County's Bridge Fund option wasn't necessary with the current funds we have in reserve.

REPORTS

Fire Chief Ketchen:

Part-Time Recruitment – Chief Ketchen commended Lieutenant Grazier in his efforts to revamp the entire process of recruiting and training new part-time employees. Lt. Grazier has orchestrated a “mini fire academy” to orient a new group and prepare them to function on the street. Many of the rank and file worked diligently to ensure these recruits are properly trained.

Training – Chief Ketchen acknowledged Lieutenant Janchenko for heading the training department, finding new opportunities to train both in-house and regionally. Under his direction, Roberts Park members logged 741 hours of training in September.

Community Outreach – Chief Ketchen acknowledged Firefighter Scanlon for the direction she has taken the Community Outreach into our community. FF/PM Scanlon has engaged the public through social media, local events, and on October 2nd, she orchestrated an Open House at Station #1 for the public to attend. This was well received by the community, and we plan on repeating the event annually.

Fleet Status – Chief Ketchen acknowledged Lieutenant Baron and Firefighter Bikulcius for the attention to our fleet, ensuring the emergency apparatus is ready and safe to use. They have made every effort to make the necessary repairs in-house to help maintain costs.

Respiratory Protection – Chief Ketchen acknowledged Lieutenant Murphy for the examination and annual flow testing to our SBCAs. Lieutenant Murphy has taken the initiative in researching and seeking alternatives for firefighting foam that is safe for use.

Deputy Chief Spoo:

Incident Counts – 363 total incidents (76% EMS); Tollway 24 responses (18 w/in our Fire District); Lyons Twp: 171 responses with 43 in the Trace, and 23 in Sterling Estates; Palos Twp: 101 responses.

Software – The District is expected to launch MetroPCR November 1st. Lieutenant Janchenko and Firefighter Evans are working to get the software ready.

Grants – Firefighter Scanlon is preparing to resubmit the Firehouse Subs grant.

Operations – We are still working with the Tollway on payment for our responses.

Annual physicals for full-time staff are underway and should be complete before the end of October.

Dispatch – Radios have been obtained for 3100 and new BC vehicles.

SWAT – No activity.

Commissioners: No report

Attorney: No report.

NEW BUSINESS

None.

**UNFINISHED
BUSINESS**

None.

COMMITTEE OF THE WHOLE

None.

**GOOD OF THE
ORDER**

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: November 8, 2022*