

**ROBERTS PARK FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
September 14, 2021  
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 Tim Dooley

Commissioner Ken Osborne

Administrative Advisor Don Fontana

**Absent:** Commissioner Ron Weszelits

**Others Present:** Station #1 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 meeting minutes of August 10, 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 August 2021. Accounts Payable August 2021: \$181,764.27; Payroll August: \$236,847.04.

Seconded by Secretary Stratakos. Roll Call Vote – Ayes: Secretary Stratakos, President Bernardoni; Nays: None; Motion carried.

### ***Budget Review***

The District will hold a public hearing on the tentative FY 2021-2022 budget on Saturday, October 16, 2021 at 9:00 a.m. The budget is expected to stay status quo for a period of three years.

## **REPORTS**

### ***Fire Chief Ketchen:***

***Fire Dispatching*** – After a meeting with the Executive Board of Southwest Central Dispatch, the District has been formally accepted as a member agency. We anticipate a mid-October switchover.

***Overtime:*** The District is experiencing higher than normal overtime usage due to injuries and sick calls. The District is going to have to reevaluate its budgetary priorities in the coming fiscal year.

***Collective Bargaining Agreements*** – A meeting with the Union is scheduled for September 28<sup>th</sup>.

***Fleet Status*** – Chief Ketchen thanked FF/PM Bikulcius for the hard work he is doing to get our “new-to-us” engine 303 into service. FF/PM Bikulcius has gone above and beyond with vehicle maintenance while FF/PM Baron is recuperating from an injury. Given the size of our fleet, this is no easy task for one person.

***Staffing Reductions*** – On Monday, July 12<sup>th</sup>, an administrative meeting was held to discuss the staffing shortage we are facing and methods to control overtime costs. The collective group determined that staffing reductions to eight persons per day when necessary, will help reduce overtime costs.

***August 12, 2021 Update:*** We have not had to reduce our staffing to eight. It is still an option that will be exercised in the event we are unable to fill part-time positions.

***Emergency Medical System*** – When Ambulance 308 is refurbished, a power cot will be added as this is the optimal time to do so. Ultimately, the other ambulances will need the same, but we will have to wait for funding.

***Training*** – Roberts Park personnel logged 590 total hours of training in the month of August. At this time, the Illinois Fire Service Institute is cancelling some classes due to COVID concerns.

***Personal Protective Equipment*** – Firefighter Evans has been assigned to oversee protective clothing care and maintenance. Our next cycle of grant money (\$8,958) from Illinois Public Risk Fund, will be allocated to purchase additional sets of PPE.

***Communications*** – Battalion Chief Spoo was able to locate a Motorola radio that suits our needs on eBay. BC Spoo installed this radio in Engine 303, keeping the cost to a minimum.

***Public Education and Life Safety*** - Lieutenant Byrd has been busy preparing materials for the annual Fire Prevention Coloring Contest for local schoolchildren. She is set to finish the judging of the submitted entries in time for our 75<sup>th</sup> Anniversary Open House.

### ***Deputy Chief Dees:***

***Fire Prevention*** – A total of 22 inspection activities last month.

***Software*** – The District is not live with First Due. We now have a read-only copy of our historical data of Firehouse software.

***Policy and Procedure Review and Update*** – No activity.

***Incident Counts*** – Last month: Incidents 430 with 312 being rescue/EMS incidents.

***Part-time Staffing*** – We added four EMT-Bs over the last two months and are processing three applications. Unfortunately, none of the applicants are paramedics. We are nearing a point where increasing the number of

EMT-Bs is not beneficial in allowing us to operate an ALS ambulance. We have posted an add with The Blueline seeking both paramedics and EMTs.

***Commissioners:***

No Report.

***Attorney:***

No report.

**NEW BUSINESS**

***75th Anniversary Open House*** – On October 16<sup>th</sup>, we will welcome the public to tour the station, learn about our history, witness an auto extrication in real time, and view our apparatus and equipment.

***RFP Audit Services*** – The Districted has posted on our website a Request for Proposal for Audit Services.

***Corporate Resolution, Schwab Account Signer*** - The Trustees signed the Corporate Resolution /Certification from Schwab bank, removing Patrick Lorenz as an authorized signer to the account.

**UNFINISHED  
BUSINESS**

None

**GOOD OF THE  
ORDER**

President Bernardoni led the meeting attendees in a moment of silence acknowledging the 20<sup>th</sup> anniversary of the 9/11 Attacks.

A Motion was made by Secretary Stratakos to enter into Closed Session. Seconded by President Bernardoni. Ayes: Secretary Stratakos, President Bernardoni: Nays: None; Motion carried.

**CLOSED  
SESSION**

**RETURN TO OPEN SESSION**

The Trustees returned to Open Session with all members present.

A Motion was made by Secretary Stratakos to form a Committee of the Whole designating both Trustees serving as Chairmen with permission to appoint ad hoc members. Seconded by President Bernardoni. Ayes: Secretary Stratakos, President Bernardoni: Nays: None; Motion carried.

**ADJOURNMENT**

A motion was made by Secretary Stratakos to adjourn at 6:57 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: 10/12/2021*

*Minutes – September 14, 2021*