

**ROBERTS PARK FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING
June 11, 2013
MINUTES**

CALL TO ORDER The regular meeting of the Roberts Park Fire Protection District Board of Trustees was called to order at 6:02 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 Richard Berkowicz, Treasurer
Fire Chief Jeff Ketchen
Administrative Assistant Don Fontana
Commissioner Ken Osborne
Attorney Rick Ryan
Absent: Deputy Chief Jeff Dees, Commissioner Joe Kaech

OPEN TO THE FLOOR None.

**PUBLIC HEARING
2013-2014 BUDGET**

The public hearing for the 2013-2014 Budget was opened for public comments at 6:03 p.m.

There being no comments, Trustee Stratakos closed the floor to public testimony on the 2013-2014 Budget at 6:04 p.m.

ORDINANCE NO. 13-O-01

A motion was made by Trustee Lorenz to approve Ordinance No. 13-O-01, the Annual Appropriations Ordinance of the Roberts Park Fire Protection District for the Fiscal year Beginning May 1, 2013 and ending April 30, 2014. Seconded by Trustee Berkowicz.
Ayes: Trustees Stratakos, Berkowicz, Lorenz
Nays: None
Absent: None
Motion carried.

ORDINANCE NO. 13-O-02

A motion was made by Trustee Lorenz to approve Ordinance No. 13-O-02, an Ordinance Establishing a Schedule of Charges for Emergency Services for the Roberts Park Fire Protection District. Seconded by Trustee Berkowicz.
Ayes: Trustees Stratakos, Berkowicz, Lorenz
Nays: None
Absent: None
Motion carried.

RESOLUTION NO. 13-R-01

A motion was made by Trustee Stratakos to approve Resolution No. 13-R-01, Resolution Adopting the Prevailing Wage Rates for Laborers, Mechanics, and Other Workers on Public Works of the Roberts Park Fire Protection District, Cook County, Illinois. Seconded by Trustee Lorenz.

Ayes: Trustees Stratakos, Berkowicz, Lorenz

Nays: None

Absent: None

Motion carried.

BOARD APPROVAL

Minutes

A motion was made by Trustee Lorenz to approve the minutes of the May 14, 2013 meeting of the Board of Trustees. Seconded by Trustee Berkowicz.

Ayes: Trustees Stratakos, Berkowicz, Lorenz

Nays: None

Absent: None

Motion carried.

Accounts Payable

A motion was made by Trustee Lorenz to accept the purchase journal in the amount of \$96,014.57. Seconded by Trustee Berkowicz.

Ayes: Trustees Stratakos, Berkowicz, Lorenz

Nays: None

Absent: None

Motion carried.

Treasurer's Report

A motion was made by Trustee Berkowicz to approve the Treasurer's Report and post for public view. Seconded by Trustee Lorenz.

Ayes: Trustees Stratakos, Berkowicz, Lorenz

Nays: None

Absent: None

Motion carried.

Budget Review

FY 2013-2014 Budget Review was postponed until the passing of Ordinance No. 13-O-01. Budget Review reports will resume at the next regular Trustee meeting.

REPORTS

Chief Ketchen

Energy Efficient Lighting – Chief Ketchen reported on the nearly completed installation. A few items were back ordered and will be installed shortly.

Roof Replacement - The roof replacement is underway and completion is expected by the middle of next week.

Engineer Grazier - Engineer Grazier will be off for an additional 6 to 8 months as he recovers from his injury.

Lieutenants Contract – Chief reported on the last labor meeting held. Having reached an impasse on several items, the District will be seeking the assistance of a mediator.

Audit - The auditors were here on June 6th for their field work. They will likely present the completed audit at the July meeting.

Car Replacement – Having been given permission by the Board to replace the Deputy Chief’s vehicle, Chief initially indicated that we would sell the 2003 Crown Victoria. After some consideration, Chief would like to evaluate the Crown Vic and the 2005 Impala to determine which car we should keep to best serve the District’s interests.

On Site Refueling – Chief submitted a proposal from Palatine Oil to install on site Diesel and Gasoline pumps. The only costs associated with installation would be to run electricity to the site and install a protective barrier around the tanks. No installation or permit fees are associated with the project. Permission granted from the Board to move forward.

*Deputy Chief
(Presented by
Chief Ketchen)*

Firehouse Software – Chief Ketchen stated Firehouse will be updating our database so we can complete the upgrade of Firehouse iPad inspector. We are working with Firehouse to secure a date and time. Our reporting software will be unavailable for a short time during the update. After the iPad update we will need to consider updating the Firehouse Inspector iPad. One of the updates allows for the use of the iPad camera to attach photos to the inspection report.

Network - The network and all computers are operational. DC Dees will continue updating work stations as needed throughout the year. The following items have been identified for recycling and if applicable, the hard drives have been removed for later destruction.

- 1-Windows Server
- 2-Desktop workstations
- 2-Laptops
- 2-Docking stations
- 3-Ink jet printers

Text Alerting - We are still in the process of completing set-up, but the current system is functional. DC Dees hopes the vendor for the current computer aided dispatch software can complete an email interface soon.

Staffing Changes – DC Dees continues to monitor hours worked as they apply to the Affordable Care Act.

Department Operations and Guidelines – DC Dees continues to review and modify the Department Operations and Guidelines.

April Incident counts - Total of 308 incidents, of which 200 are rescue/EMS incidents.

Training – DC Dees, Battalion Chief Sherman and Chief Ketchen attended the Illinois Fire Chiefs’ Symposium in Peoria Illinois. The speakers and presentations were very relevant and much information was gained at the symposium.

NFIRS, EMS, and Billing Reporting - All reporting is up to date.

Commissioners

Commissioner Osborne reported effective May 31, 2013, John Sheridan had resigned from his Commissioner’s position. It will be up to the Board of Trustees to appoint another Commissioner.

The Commissioners met on June 6th to discuss their 2013-2014 meeting calendar.

Attorney

No report.

NEW BUSINESS

Pension Board Trustee

Trustee Lorenz stepped down as Treasurer of the Pension Board.

A motion was made by Trustee Stratakos to nominate Trustee Berkowicz as Treasurer of the Pension Board. Seconded by Trustee Lorenz.

Ayes: Trustees Stratakos, Lorenz

Nays: None

Abstain: Berkowicz

Motion carried.

Financial Procedures And Internal Controls Policy

A draft version of the District's Financial Procedures and Internals Controls was prepared and will be presented to the Board for approval at the next Trustee meeting.

Meeting Date Change

A motion was made by the Trustee Stratakos to change the July 9, 2013 regular meeting of the Board of Trustees to Tuesday, July 2, 2013. Seconded by Trustee Berkowicz. Proper notice will be posted on the RPPFD.org website and at Station #1.

Ayes: Trustees Stratakos, Berkowicz, Lorenz

Nays: None

Absent: None

Motion carried.

UNFINISHED BUSINESS

None.

CLOSED SESSION

A motion was made by Trustee Stratakos to move into Closed Session at 6:18 p.m. for the purpose of discussing personnel. Seconded by Trustee Berkowicz.

Ayes: Trustees Stratakos, Berkowicz, Lorenz

Nays: None

Absent: None

Motion carried.

RETURN TO

Open Session resumed with all Trustees present at 6:35 p.m.

A motion was made by Trustee Lorenz to send a conditional offer of employment to the next candidate on the Final Eligibility List for Firefighter/Paramedic. Seconded by Trustee Stratakos.

Ayes: Trustees Stratakos, Berkowicz, Lorenz

Nays: None

Absent: None

Motion carried.

A motion was made by Trustee Lorenz to notify the next candidate on the Final Eligibility List for Promotion to Lieutenant. Seconded by Trustee Stratakos. Pending an accepted offer of promotion, the swearing in will take place at the next Trustee meeting.

Ayes: Trustees Stratakos, Berkowicz, Lorenz

Nays: None

Absent: None

Motion carried.

ADJOURNMENT

A motion was made by Trustee Lorenz to adjourn at 6:39 p.m. Seconded by Trustee Berkowicz.

Ayes: Trustees Stratakos, Berkowicz, Lorenz

Nays: None

Absent: None

Motion Carried

Minutes prepared by: Lisa Berger

Approved: July 2, 2013