

**ROBERTS PARK FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING
May 14, 2013
MINUTES**

CALL TO ORDER The regular meeting of the Roberts Park Fire Protection District Board of Trustees was called to order at 6:01 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
Trustee Steve Stratakos
Trustee Richard Berkowicz
Fire Chief Jeff Ketchen
Administrative Assistant Don Fontana
Commissioner Joe Kaech
Commissioner Ken Osborne
Commissioner John Sheridan
Absent: Deputy Chief Jeff Dees

OPEN TO THE FLOOR None.

REALIGNMENT OF THE BOARD A motion was made by Trustee Stratakos to nominate Patrick Lorenz as the Board President. Seconded by Trustee Berkowicz.
Ayes: Trustees Stratakos, Berkowicz, Lorenz
Nays: None
Absent: None
Motion carried.

A motion was made by Trustee Lorenz to nominate Steve Stratakos as the Board Secretary. Seconded by Trustee Berkowicz.
Ayes: Trustees Stratakos, Berkowicz, Lorenz
Nays: None
Absent: None
Motion carried.

A motion was made by Trustee Stratakos to nominate Richard Berkowicz as the Board Treasurer. 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, amending the attendance, of the April 10, 2013 meeting of the Board of Trustees. Seconded by Trustee Berkowicz.
Ayes: Trustees 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 \$153,335.47. 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 Chief Ketchen reported the District is on track for FY 2012-2013.

REPORTS

Chief Ketchen

Energy Efficient Lighting – Chief Ketchen reported on the installation progress.
FEMA Grant – The dispatch upgrade is set to start and we are awaiting for final approval from the Toll Authority to use space on their antenna tower at the 82nd Street toll plaza for a microwave link.
Roof Replacement – After review of the submitted proposals, Chief Ketchen requested action from the Board to proceed on the roof repairs.

A motion was made by Trustee Lorenz to accept the proposal from Davis Roofing to repair the roof at Station #1, with fees not to exceed \$43,150.00, including a 20 year warranty. Seconded by Trustee Stratakos.

Ayes: Trustees Stratakos, Berkowicz, Lorenz
Nays: None
Absent: None
Motion carried.

Work Comp – Chief Ketchen reported on an employee who was injured while exercising in the exercise room. A proper claim was made with our work comp carrier.

Lieutenants Contract – Negotiations continue with a meeting scheduled for May 16th.

Staff Car – Chief Ketchen outlined the draft budget includes the replacement of one staff car this coming fiscal year. Chief’s intent is to sell the 2003 Crown Victoria, and move the Deputy Chief’s vehicle into the staff fleet. Permission granted by the Board to move forward with the purchase of a new vehicle for the Deputy Chief.

Ambulance Re-Chassis – Chief Ketchen proposed the replacement of the chassis on Ambulance 32. The 2009 ambulance has been plagued with problems since its purchase. The preliminary estimate is \$62,000.

A motion was made by Trustee Lorenz to proceed with the re-chassis of Ambulance 32, with fees not to exceed \$70,000.00. Seconded by Trustee Stratakos.

Ayes: Trustees Stratakos, Berkowicz, Lorenz

Nays: None

Absent: None

Motion carried.

Camelot Banquets – Chief Ketchen reported the District had responded to a fire in the early hours of May 12 at Camelot Banquets. Upon their arrival, the crew was faced with a tremendous amount of fire which was necessary to back out and attack defensively. The fire was escalated to a Box Alarm with elevated streams working. Although the building suffered catastrophic damage, there were no injuries to report.

*Deputy Chief
(Presented by
Chief Ketchen)*

Firehouse Software – Chief Ketchen reported all systems are operating without issue. We are expecting an update to our iPad Inspector Software which will allow for greater detail within the inspection report and better integration in the main Firehouse program.

Network - We continue to update our computers. We received another workstation that will be replacing one of the computers that is nearly 8 years old (pre-fire). We still have a few that are from the same era. DC Dees hopes to continue with updating as the budget allows.

Text Alerting - Recently the company we used to send text messages, in the event a call back was needed, was sold to another company. This new company, One Call Now, appears to be far more advanced than the previous company. Unfortunately we need to set-up all our user accounts and train the personnel on its use. DC Dees hopes to complete much of the set-up within the next week.

Staffing Changes - Shift staffing has been modified as of April 29th 2013. The District reduced our part-time staffing to 4 per day, instead of 5 per day. This change allows us to maintain a status as a small employer under the Affordable Care Act.

Building and Grounds - With the improved weather, many outdoor projects have been completed. The station sign has been painted, and the landscaping around the front of the station has been cleaned up and re-mulched.

Training Class – DC Dees was one of several staff members who had the opportunity to attend the *Prevention of and Response to Suicide Bombing Incidents* in New Mexico this past month. This was a weeklong class that was sponsored by The Department of Homeland Security. This is only one of the several classes that are available to our members through grant funding by DHS.

April Incident Counts - Total of 285 incidents, of which 165 are rescue/EMS incidents.

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

Commissioners No report.

Attorney No report.

NEW BUSINESS

Draft Budget 2013-2014

A Legal Notice for the June 11, 2013 public hearing was published On Sunday May 12, 2013.

UNFINISHED BUSINESS

Audit Engagement A motion was made by Trustee Lorenz to accept the Audit Engagement letter from Mack and Associates for FY 2012-2013. Seconded by Trustee Stratakos.
Ayes: Trustees Stratakos, Berkowicz, Lorenz
Nays: None
Absent: None
Motion carried.

CLOSED SESSION A motion was made by Trustee Stratakos to move into Closed Session at 6:27 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 7:00 p.m.

A motion was made by Trustee Lorenz, to approve the September 11, 2012 Closed Session minutes and make available to the public. Seconded by Trustee Stratakos.
Ayes: Trustees Stratakos, Lorenz
Nays: None
Absent: None
Motion carried.

A motion was made by Trustee Lorenz, to approve the October 9, 2012 Closed Session minutes and make available to the public. Seconded by Trustee Stratakos.
Ayes: Trustees Stratakos, Lorenz
Nays: None
Absent: None
Motion carried.

A motion was made by Trustee Lorenz, to approve the November 7, 2012 Closed Session minutes, and remain closed for public due to an ongoing investigation. Seconded by Trustee Stratakos.
Ayes: Trustees Stratakos, Lorenz
Nays: None
Absent: None
Motion carried.

A motion was made by Trustee Lorenz, to approve the December 11, 2012 Closed Session minutes, and remain closed for public due to an ongoing investigation.
Seconded by Trustee Stratakos
Ayes: Trustees Stratakos, Lorenz
Nays: None
Absent: None
Motion carried.

ADJOURNMENT A motion was made by Trustee Lorenz to adjourn at 7:02 p.m. Seconded by Trustee Berkowicz.
Ayes: Trustees Stratakos, Berkowicz, Lorenz
Nays: None
Absent: None
Motion Carried

*Minutes prepared by: Lisa Berger
Approved: June 11, 2013*