

**ROBERTS PARK FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING
APRIL 8, 2008**

Call to Order

President Joseph Kelly called the meeting of the Roberts Park Fire Protection District Board of Trustees to order at 6:00 p.m. at the Firehouse. Group assembled recited the Pledge of Allegiance.

Roll Call

Trustee.....Joseph Kelly
Trustee.....Patrick Lorenz
Trustee.....Steve Stratakos
Chief.....William Doherty
Deputy Chief.....Frederick Vollinger
Commissioner.....Joseph Kaech
Commissioner.....Jerry Dietz
Administrative Assistant.....Don Fontana
Attorney.....Rick Ryan
Recording Secretary.....Kelly Kulzer

Commissioner Osborne and Accountant Terry Coleman were not present.

Open to the Floor

No one spoke during this portion of the meeting.

Board Approval

Minutes – Regular Meeting

President Kelly moved to accept the minutes of the meeting of March 11, 2008 as presented. Trustee Stratakos second. No additions or corrections. Trustees Kelly, Lorenz, Stratakos aye. So approved.

Accounts Payable & Treasurer’s Report

Trustee Lorenz entertained a motion to accept the purchase journal and accounts payable ending March 11th in the amount of \$41,019.42. So moved by Trustee Stratakos. Trustee Kelly second. No additions or corrections. Trustees Kelly, Lorenz, Stratakos aye. So approved. Trustee Lorenz entertained a motion to approve the Treasurer’s Report and post it on the bulletin board for public view. So moved by Trustee Stratakos. Trustee Kelly second. Trustees Kelly, Lorenz, Stratakos aye. So approved.

Budget Review

Accountant Terry Coleman is absent. Budget review is postponed until May 13, 2008 Trustees Meeting.

Insurance Coverage

Chief Doherty obtained quotes for the District’s commercial package/general liability insurance for 5/1/08 – 4/30/09. Our current carrier, Ideal Insurance, quoted the aforementioned at \$49,381.00. An alternative carrier, Emergency Services Organization, which covers strictly fire departments, either matched or exceeded the coverage provided by Ideal Insurance at the cost of \$43,316.00.

Neither quote included accident and sickness coverage, which the Chief will obtain numbers on shortly. Upon review, Chief Doherty and D/C Vollinger recommend ESO as our insurance carrier. Trustee Lorenz moved to bind insurance coverage for 5/1/08-4/30/09 with ESO as recommended. Trustee Stratakos second. Trustees Kelly, Lorenz, Stratakos aye. So approved.

Promotions and New Hire

B/C Foster has been offered the Deputy Chief position in Calumet Park. He is currently working said position part-time in conjunction with Battalion Chief at Roberts Park. In anticipation of B/C Foster's retirement from Roberts Park to become Deputy Chief full time at Calumet Park, Chief Doherty is asking the Board to approve the necessary hiring/promotions contingent upon B/C Foster's retirement to fill the vacancy, which includes a new hire and promotions of a Lieutenant and Battalion Chief. Trustee Lorenz moved to approve the hire of a full-time firefighter/paramedic and the promotions to a Lieutenant and Battalion Chief off of existing eligibility lists contingent upon B/C Foster's official retirement from the District. Trustee Stratakos second. Trustees Kelly, Lorenz, Stratakos aye. So approved.

Reports of Officials

Chief

Chief Doherty distributed a draft of the agreement between the Roberts Park Fire Protection and the Village of Justice, which is based on a contract drawn up by Karl Ottosen. The proposed draft includes:

- Provisions for Sterling Estates – the District will deal directly with Sterling Estates regarding service and billing or, if annexed into the District, the contract fee would be reduced by the amount of tax revenue received.
- Provisions for a ten-year agreement.
- Provisions for the Village pursuing a referendum to annex property into the District.
- 1st 100 gallons of fuel each month to be paid for by the Village.
- After 2nd year of agreement, the contract price will increase according to the Consumer Price Index, not to exceed 3%.
- Justice will turn the ownership of its equipment over to the District.

Trustee Stratakos moved to pass the proposed contract before the Board for negotiation on to the Village of Justice. Trustee Lorenz second. Trustees Kelly, Lorenz, Stratakos aye. So approved.

The coolant lines from the pump to the transfer case froze on the tower ladder during a 5-alarm fire in Bridgeview. Repairs will be approximately \$10,000, which will be covered by the District's insurance.

Chief Doherty has handed out a list of measures that will address internal control issues cited by the annual audit performed by Coleman & Associates. These include:

- Purchase orders will be used for purchases \$500.00 and over.
- Account numbers will be written on all accounts payable.
- Letters will be provided collateralizing all account balances over \$100,000.00.
- Bank reconciliations will be completed within 2 business days of receipt of monthly account statements. Unreconciled differences will be reviewed and corrected immediately.
- Payroll, accounts receivable, and accounts payable transactions will be reviewed by appropriate personnel after being processed by the bookkeeper.

The District will seek proposals from other accounting firms for annual audit services.

The area near the storm sewer drain at Station 1 is beginning to sink, and the apron needs to be replaced. The approximate cost is \$12,000.00. Chief has been in contact with Pat Boyle of Cook County, who has recommended that we let the county do its responsibility of the repairs first, after which the District will repair its apron.

The current requirement for promotion to a Battalion Chief is two years in the position of Lieutenant. The Chief requests of the Commissioners an adjustment to policy to reduce its requirement for promotion to Battalion Chief. Commissioners will discuss and advise the Board.

Chief Doherty has distributed a draft budget for FYE 4/30/09. He noted that the full-time additional pay line item addresses the substitute firefighter bill. A final budget will be distributed for approval at the May 2008 meeting.

Deputy Chief

The District received an IPRF Safety Grant in the amount of \$8,900.00.

B/C Ketchen applied for the FEMA grant for the upcoming year, which is approximately \$100,000.00 for a rehab unit.

D/C Vollinger and Chief Doherty attended a prescribed burn class sponsored by the forest preserve district. They plan to pass out informative literature to residents about prescribed burns so that prescribed burns are not called in as emergencies.

Chief Doherty, D/C Vollinger, Lt. Dees and F/F Murphy are attending the FDIC conference in Indianapolis this week.

The District currently utilizes Paramedic Billing services as its ambulance billing company. Our current account representative has resigned, and the District will be going out for other quotes for ambulance billing services.

Commissioners

None.

Attorney

None.

Unfinished Business None.

New Business None.

Closed Session Trustee Stratakos moved to go into closed session to discuss personnel. Trustee Lorenz second. Trustees Kelly, Lorenz, Stratakos aye. Regular meeting recessed for closed session at 6:46 p.m.

Regular Meeting - Reconvened Trustee Stratakos moved to reconvene the regular meeting at 7:13 p.m. Trustee Lorenz second. Trustees Kelly, Lorenz, Stratakos aye.

Trustee Kelly entertained a motion to hold a special meeting on April 21, 2008 at 10:00 a.m. for the approval of a resolution to increase the number of full-time Lieutenants on the Roberts Park Fire Protection District roster from three to six. So moved by Trustee Lorenz. Trustee Stratakos second. Trustees Kelly, Lorenz, Stratakos aye. So approved.

Adjournment Trustee Stratakos moved to adjourn the regular meeting of the Board of Trustees. Trustee Lorenz second. Trustees Kelly, Lorenz, Stratakos aye. Meeting adjourned at 7:16 p.m.