

**ROBERTS PARK FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING
APRIL 8, 2025
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 Dan Borst
Fire Chief Jeff Ketchen
Acting Chief Chris Spoo
Commissioner Ken Osborne
Commissioner Tim Dooley
Commissioner Ron Weszelits
Administrative Advisor Don Fontana

Others Present: On-Duty and Off-Duty FF/PMs, OM Stacey Collaros, Attorney Brian Miller

ACKNOWLEDGEMENT OF GUESTS

None.

OPEN FLOOR

President Bernardoni opened the floor for public comments at 6:01 p.m. With no comments, questions, or concerns, President Bernardoni closed the floor for public comment at 6:02 p.m. Motion to close the floor was made by Secretary Stratakos, seconded by Treasurer Borst.

Roll Call Vote - Ayes: Secretary Stratakos, Treasurer Borst, President Bernardoni; Nays: None.

Motion carried.

CORRESPONDENCE RECEIVED

A thank you note from resident Nia Adero was read aloud.

MOTION TO AMEND THE AGENDA

Motion to amend the agenda and move New Business, Item A- A Resolution Authorizing the Transfer of Certain Funds 25-R-01 to follow correspondence received was made by Secretary Stratakos, seconded by Treasurer Borst.

Roll Call Vote - Ayes: Secretary Stratakos, Treasurer Borst, President Bernardoni; Nays: None.

Motion carried.

NEW BUSINESS

A RESOLUTION AUTHORIZING TRANSFER OF CERTAIN FUND 25-R-01

A briefing and report was presented by James Howard from Gov Accounting by video call displayed on the room monitor. He emphasized that this was a policy recommendation from the auditors from the FY 2024 audit.

A motion to bring RESOLUTION AUTHORIZING TRANSFER OF CERTAIN FUNDS 25-R-01 to the floor for discussion was made by Secretary Steve Stratakos, seconded by Dan Borst. Discussion followed.

A motion to accept Resolution 25-R-01 A RESOLUTION AUTHORIZING TRANSFER OF CERTAIN FUNDS was made by Secretary Stratakos, seconded by Treasurer Borst.

Roll Call Vote - Ayes: Secretary Stratakos, Treasurer Borst, President Bernardoni; Nays: None.

Motion carried.

BOARD APPROVAL

Minutes

Motion to accept the Open Session Minutes of March 11, 2025, was made by Secretary Stratakos, seconded by Treasurer Borst. Roll Call Vote - Ayes: Secretary Stratakos, Treasurer Borst, President Bernardoni; Nays: None.
Motion carried.

Motion to table the Executive Session Minutes of September 10, 2024 and March 11, 2025, was made by Secretary Stratakos, seconded by Treasurer Borst.

Roll Call Vote - Ayes: Secretary Stratakos, Treasurer Borst, President Bernardoni; Nays: None.
Motion carried.

Accounts Payable/Treasurer's Reports

Motion to accept the Accounts Payable and Treasurer's report for the month of March 2025, by Secretary Stratakos, seconded by Treasurer Borst. Accounts Payable March 2025: \$110,714.43. Payroll March 2025: \$242,789.57.

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

Financial Report – March 31, 2025

Motion to accept the Financial Report as presented for the month of March 2025, by Secretary Stratakos, seconded by Treasurer Borst. Roll Call Vote – Ayes: Secretary Stratakos, Treasurer Borst, President Bernardoni; Nays: None.

Motion carried.

A recap of the Financial Report and Budget Review was presented by James Howard – Gov Accounting by video call.

Budget Review

Received as submitted.

REPORTS

Chief Ketchen

None.

Acting Chief Spoo

Incident Counts for March 2025 – 383 total incidents

66% EMS

42 Invalid Assists

9 MVA's in District

Aid Given vs Received – 36/28

Tollway: 16 responses (9 within our Fire District)

Lyons Twp: 220 responses with 67 in the Trace, 32 in Sterling Estates, 0 in Ashbury Woods

Palos Twp: 116 responses

Forest Preserve: 8 responses

Financial Policies

- If the board concurs, I will implement the fund balance policy, investment policy, and capital asset policies that were in last month's board packet. If a resolution is not needed, the Board can approve and adopt these policies to be put in place by adding them to the next meeting agenda to be retroactive to April 30, 2025.

Payroll

- Looking at moving to new payroll company, Strongpay, on the recommendation of our accounting firm. They are an Illinois based company with 40 years of experience, and they do business with 42 other fire districts. Stacey

and I feel that their offerings will simplify the payroll process, avoid errors, and is a minimal cost increase compared to our current vendor.

Insurance

- Worked with the insurance broker on property/casualty and work comp insurance renewal. Additional information will be discussed under New Business and will proceed with renewal with the board's concurrence.

FY 25-26 Budget

- Draft budget is well underway. Hope to have it sent to the accountant soon for his review.

Income

- Medicaid revalidation is complete.
- Sent an appeal to Medicare to receive retroactive funds due. Optimistic based upon NPFPD's experience.
- Transferred funds from Operating Account to Schwab Account.
- A TIF has expired in Justice and we will see some additional EAV from that property in coming years.
- I would like to determine which law firm will be the lead to adjust for the homes not brought in with the annexation (84th Avenue and 84th Court)

Grants

- Still have a \$2510 request submitted to FEMA that has not been paid.

Operations

- Roberts Park responded to a motor vehicle accident involving a stolen postal vehicle on 3/19 at 81st St and Roberts Park crews extricated two critically injured children from the vehicle that had been struck. The children are both making progress toward recovery.
- I would like to welcome Fr. Meany from St. Patricia parish as our new Chaplain. This role has been vacant since Fr. Darrio's departure.
- BC Knights is working on clarifying the process of handling exposure to communicable diseases.
- Thank you to members who responded to the multiple alarm fire at 8510 88th Terrace on February 22nd: Chief Ketchen, Battalion Chief Knights, Lieutenant Baron, Lieutenant Murphy, Firefighter Scanlon, Firefighter Dvorak, Firefighter Khan, Firefighter Quinn, Firefighter Espino, Firefighter Shaw, Investigator Mark Spoo and Battalion Chief Anderson for coming in to cover other calls.

Training

- 1234 Hours of training were completed in March.
- Members attended live-fire training last week at Bedford Park.
- One member completed Structural Collapse Operations training, and another completed Advanced Technician Firefighter training.
- 5 members went to a light-and-fight training at IFSI.

Pension

- Still intending on rectifying the pension funding shortfall though the state of the economy may hamper this effort. Will be looking for input from the accountant during and after the new fiscal year as well as watching pending legislation.

Misc

- Parking lot was striped.

Commissioners:

Currently received 22 applications. Of the 22 applicants, there are 4 that are disqualified. They will check tonight and work on a primary listing. Discussion on National Testing and procedures with the new vendor.

Attorney:

None.

NEW BUSINESS

Item B – Insurance renewal Proposal from Railside Citrus Insurance Agency. Chief Spoo reviewed the proposal and the increase in coverage on the vehicles (Property and Casualty coverage). Continued with 3-year Crime coverage policy. There has been an increase in Workers' Comp insurance due to claims/loss history. AD & D policy will continue. PEDDA coverage will continue. Raising the coverage on the pollution liability policy.

The agency recommend looking at the market next year once some claim loss history has passed. Chief Spoo recommended the acceptance of the renewal proposed.

A motion to accept the Insurance Renewal proposal was made by Secretary Stratakos, seconded by Treasurer Borst. Roll Call Vote - Ayes: Secretary Stratakos, Treasurer Borst, President Bernardoni; Nays: None.

Motion carried.

UNFINISHED BUSINESS

Clarification of Board appointment terms by President Bernardoni to ask Lyons Township to audit and check their order listing a 4-year term.

COMMITTEE OF THE WHOLE

None.

GOOD OF THE ORDER

None.

ADJOURNMENT

Motion to adjourn the meeting at 6:37 p.m. was made by Secretary Stratakos, seconded by Treasurer Borst. Roll Call Vote - Ayes: Secretary Stratakos, Treasurer Borst, President Bernardoni; Nays: None.

Motion carried.

Open Session Minutes prepared by Stacey Collaros, Office Manager

Approved: May 13, 2025