

**ROBERTS PARK FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING
MARCH 11, 2025
MINUTES**

**CALL TO
ORDER**

The regular meeting of the Roberts Park Fire Protection District Board of Trustees was called to order at 7:00 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 (Vacancy)
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

Chief Ketchen acknowledged his wife and son in attendance.

OPEN FLOOR

President Bernardoni opened the floor for public comments at 7:02 p.m. A statement was read by Lieutenant Eric Baron, together with the firefighters in attendance alongside.

President Bernardoni introduced newly appointed Board of Trustee member Dan Borst and stated that he had been sworn in and was ready to serve the District.

President Bernardoni closed the floor for public comment at 7:07 p.m. Motion to close the floor was made by Secretary Stratakos, seconded by President Bernardoni.

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

Motion carried.

CLOSED SESSION

A motion to suspend the Open Session for the purpose of discussing personnel, with the Board of Trustees, Commissioners, and Attorney, was made at 7:09 by President Bernardoni, seconded by Secretary Stratakos

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

Motion carried.

The open Session reconvened with all Trustees present.

CORRESPONDENCE RECEIVED

None.

BOARD APPROVAL

Minutes

Motion to accept the Open Session Minutes of February 11, 2025, was made by Secretary Stratakos, seconded by President Bernardoni.

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

Motion carried.

Motion to table the Executive Session Minutes of September 10, 2024, was made by Secretary Stratakos, seconded by President Bernardoni.

Roll Call Vote - Ayes: Treasurer Borst, Secretary Stratakos, 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 February 2025, by Secretary Stratakos, seconded by President Bernardoni. Accounts Payable February 2025: \$113,704.21. Payroll February 2025: \$250,216.13.

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

Motion carried.

Budget Review

Received as submitted.

REPORTS

Acting Chief Spoo

Incident Counts for February 2025 – 395 total incidents

71% EMS

32 Invalid Assists

5 MVA's in District

Aid Given vs Received – 33/29

Tollway: 10 responses (6 within our Fire District)

Lyons Twp: 222 responses with 63 in the Trace, 26 in Sterling Estates, 5 in Ashbury Woods

Palos Twp: 132 responses

Forest Preserve: 3 responses

Financial Policies

- Recommend the adoption of a fund balance policy, investment policy, and capital asset policy. Sample policies have been included in the packet. This addresses three concerns of the audit.
- Will discuss audit findings with the accountant and pursue corrective measures.

FY 25-26 Budget

- Budget requests are due from staff by 3/17.
- Meeting with the accountant on Thursday to start budget preparations.

Income

- We have seen tax disbursements from Cook County begin to arrive.
- Waiting on the government to approve our Medicaid recertification so that we can resume collecting fees from Medicaid. Thanks to Stacey for staying on top of this.
- Unknown future of Medicare/Medicaid payments under the proposed cuts. EMS billing company seems to believe that there will be no impact for EMS.

Grants

- Submitted for \$2510 in remaining funds from AFG grant for purchased of PPE. Delay in receiving funds due to current administration. Once the funds are obtained, I will close out this grant with FEMA.

Operations

- Working with Div 21 to rewrite rescue task force SOP and communications policy.
- Large fire on 2/22 at 8510 88th Terr. Many residents were displaced. Thank you to the departments who helped in the firefighting effort. Thank you to Red Cross for sheltering the displaced residents. Thank you to the Justice Park District for organizing donations. Currently working with Cook County EMRS to obtain state assistance funds for the residents. Luckily there were no injuries or fatalities. The cause has been ruled accidental, but the exact cause is unknown at this time.

Training

- 794 Hours of training were completed in February.
- Members attended Rescue Task Force Training.
- One member obtained the Company Fire Officer certification, and another obtained their Fire Apparatus Engineer certification.
- All in person classes at the National Fire Academy have been cut by FEMA.

Misc

- Arrangements have been made for the restriping of the parking lot.

Commissioners:

The application process deadline has been extended to March 28, 2025. There are currently 5 tested candidates.

Attorney:

Attorney Brian Miller read the letter given to Chief Ketchen appointing him the title of Fire Chief Emeritus.

Chief Ketchen mentioned concerns about the title Chief Emeritus. It was noted that the IAFC prominently recognizes this title.

NEW BUSINESS

None.

UNFINISHED BUSINESS

None.

COMMITTEE OF THE WHOLE

None.

GOOD OF THE ORDER

None.

ADJOURNMENT

Motion to adjourn the meeting at 8:10 p.m. was made by Secretary Stratakos, seconded by President Bernardoni. Roll Call Vote - Ayes: Treasurer Borst, Secretary Stratakos, President Bernardoni; Nays: None. Motion carried.

Open Session Minutes prepared by Stacey Collaros, Office Manager & Secretary Steve Stratakos

Approval: April 8, 2025