

**ROBERTS PARK FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
November 12, 2024  
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 (Vacancy)  
Fire Chief Jeff Ketchen  
Deputy Chief Chris Spoo  
Commissioner Ron Weszelits  
Commissioner Ken Osborne  
Commissioner Tim Dooley  
Administrative Advisor Don Fontana

**Absent:**

**Others Present:** On-Duty FF/PMs, Attorney Brian Miller, OM Lisa Berger

**ACKNOWLEDGEMENT OF GUESTS**

None.

**OPEN FLOOR**

President Bernardoni opened the floor for public comments at 6:02 p.m. With no comments, questions, or concerns, President Bernardoni closed the floor for public comment at 6:03 p.m.

**CORRESPONDENCE RECEIVED**

President Bernardoni received a note of thanks from The Township of Lyons for his briefing on the fire district.

**PUBLIC HEARING FY 2024-2025 BUDGET**

President Bernardoni opened the floor and tabled the discussion of the PUBLIC HEARING FY 2024-2025 BUDGET and ORDINANCE 2024-O-01 to later in the agenda. Awaiting the arrival of attorney Joseph Miller, III of Ottosen DiNolfo Hasenbalg & Castaldo, Ltd.

**BOARD APPROVAL**

***Minutes***

Motion to accept the Open Session Minutes of October 8, 2024, was made by Secretary Stratakos, seconded by President Bernardoni. Roll Call Vote - Ayes: 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: Secretary Stratakos, President Bernardoni; Nays: None. Motion carried.

***Accounts Payable/Treasurer's Reports***

Motion to accept the Accounts Payable report for the month of October 2024 by Secretary Stratakos, seconded by President Bernardoni. Accounts Payable October 2024: \$67,519.93. Payroll September 2024: \$346,057.66. Roll Call

Vote – Ayes: Secretary Stratakos, President Bernardoni; Nays: None.  
Motion carried.

### ***Budget Review***

Received as submitted.

## **REPORTS**

### ***Fire Chief Ketchen***

*Requests for Proposals (Accounting Services)* – We have received one response to the request for proposals for accounting services.

*Special Pension Board Meeting* – After a special meeting to discuss the best course of action, Lauterbach and Amen have been asked to conduct a study specific to the widow's pension and if they should increase the portion of the levy, outside of the PTELL.

*Tower 305 Warranty Claim* – Tower 305 was towed to Chandler Equipment for a warranty repair in March.

No work has been completed. We have contacted the manufacturer and another local shop to handle the repair and arrangements to have it moved. Chandler now claims to have started the repair. Chief Ketchen will stop the shop and follow up.

*Training* – Thank you to Bedford Park Fire Department for hosting at their burn tower for live fire evolutions. One member has completed the OSFM Fire Investigator course and received certification.

Total training hours for October: 429

*Public Relations* – Brodnicki School has been chosen by the Illinois State Police Heritage Foundation as an Operation Santa recipient. The annual Santa parade and other events can be found on the internal district website calendar.

*Personnel* – Welcome to Stacey Collaros who has been working with Lisa to learn the job. A statement of gratitude to Ms. Lisa Berger is to be entered into the record. Presentation of Certificate of Appreciation.

Words of thanks and appreciation by the Board of Trustees.

### ***Deputy Chief Spoo***

*Incident Counts for October 2024* – 446 total incidents (67% EMS)

50 Invalid Assists

6 MVAs

Aid Given vs Received – 40/19

Tollway: 14 responses (5 w/in our Fire District)

Lyons Twp: 256 responses with 82 in the Trace, 40 in Sterling Estates, 4 in Ashbury Woods

Palos Twp: 141 responses

Forest Preserve: 7 responses

*Grants – AFG* – Received denial. The next AFG grant application period opens today. We will be requesting PPE and a new truck.

*Operations* – Operations committee is putting some hose changes in place. Still awaiting feedback from ISO. Incident reporting will be changing in the next year with changes from NFIRS to NERIS.

*Communications/IT* – Station #2 phone calls are all currently routed to Station #1. Microwave system is functioning.

Working with other chiefs to make improvements to the new alerting system. Working on getting the electronic door lock programming updated.

*SWAT* – Assisted with a search warrant in Evergreen Park.

*MISC* – Met with the Superintendent of SD109 to discuss future collaboration.

***Commissioners:*** The Commissioners held their Quarterly meeting last month.

The Commissioners have presented the Board with a membership packet with pricing to provide FF/PM testing services from The National Testing Network, and the National Testing Network Membership Agreement for Board Approval.

***Attorney:*** No report.

## **NEW BUSINESS**

### ***National Testing Network Membership Agreement***

Motion to accept the Membership Agreement from National Testing Network was made by Secretary Stratakos, seconded

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

***RFP – Accounting Services***

One Request for Proposals – Accounting Services, has been received within the submission deadline of November 8, 2024, 3:00 p.m.

Motion to accept proposal from Governmental Accounting, Inc. was made by Secretary Stratakos, seconded by President Bernardoni. Roll Call Vote - Ayes: Secretary Stratakos, President Bernardoni; Nays: None.

Motion carried.

***OM Berger Employment Contract***

Motion to accept the Resignation/Settlement Agreement (post-employment) contract for Office Manager Berger as presented was made by Secretary Stratakos, seconded by President Bernardoni. Roll Call Vote - Ayes: Secretary Stratakos, President Bernardoni; Nays: None.

Motion carried.

***OM Collaros Employment Agreement***

The Board acknowledges the position of Office Manager has been filled by Stacey Collaros, effective November 1, 2024.

**UNFINISHED  
BUSINESS**

Questions to attorney regarding the draft ordinance for the referendum which needs to be approved by early December.

**PUBLIC HEARING FY 2024-2025 BUDGET**

President Bernardoni opened the floor for the Public Hearing on the Roberts Park FY 2024-2025 Budget at 6:25 p.m.

Discussion by Board of Trustees and Chief Ketchen regarding widow's pension and legislation in process.

Asked if there are any additional comments from attorney, Joseph Miller: None

Motion to close the floor for the Public Budget Hearing as presented was made by Secretary Stratakos, seconded by President Bernardoni. Roll Call Vote - Ayes: Secretary Stratakos, President Bernardoni; Nays: None.

Motion carried.

**ORDINANCE 2024-O-01**

A motion was made by Secretary Stratakos to accept Ordinance 2024-O-01 for the Budget and Appropriations of the Roberts Park Fire Protection District, Fiscal Year Beginning May 1, 2024, and Ending April 30, 2025. Seconded by President Bernardoni. Roll Call Vote - Ayes: Secretary Stratakos, President Bernardoni; Nays: None.

Motion carried.

**COMMITTEE OF THE WHOLE**

None.

**GOOD OF THE ORDER**

None.

**CLOSED SESSION**

None.

**ADJOURNMENT**

Motion to adjourn the meeting at 6:42 p.m. was made by Secretary Stratakos, seconded by President Bernardoni. Upon voice vote, the motion carried.

*Open Session Minutes prepared by Stacey Collaros, Office Manager  
Approved: December 10, 2024*