

**ROBERTS PARK FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES MEETING
September 10, 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. With no comments, President Bernardoni closed the floor for public comment at 6:01 p.m.

CORRESPONDENCE RECEIVED

The Board acknowledged the Intent to Retire Notification from Office Manager, Lisa Berger.

SWEARING IN CEREMONY

Board Secretary Stratakos issued the Oath of Office to David Shaw for the position of full-time Firefighter/Paramedic. FF/PM Shaw's mother, Beverly, performed the pinning of his badge. In attendance for the swearing in ceremony were on duty District members, family and friends of FF/PM Shaw.

A motion was made at 6:05 p.m. by President Bernardoni to recess for cake and coffee. Seconded by Secretary Stratakos. Roll Call Vote Ayes: Secretary Stratakos, President Bernardoni; Nays: None. Motion carried.

The meeting resumed at 6:10 p.m. with all Trustees present.

BOARD APPROVAL

Minutes

Motion to accept the Open Session Minutes of August 13, 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 August 2024 by Secretary Stratakos, seconded by President Bernardoni. Accounts Payable August 2024: \$170,580.13. Payroll August 2024: \$241,166.24. Roll Call Vote – Ayes: Secretary Stratakos, President Bernardoni; Nays: None; Motion carried.

Budget Review

Received as submitted.

REPORTS

Fire Chief Ketchen

Battalion Chief's Agreement - Fire Chief Ketchen submitted the Battalion Chief's Agreement for the Board's Approval.

James Howard, CPA – Fire Chief Ketchen and Deputy Chief Spoo met with James Howard on August 22nd to discuss the services he can provide to the District with respect to independent accounting. He has offered to come before the Board to discuss his services.

Building and Grounds – The day room remodeling project is now complete. Chief Ketchen commended and thanked Firefighters Baron, and Hooten, and Battalion Chief Sherman for putting a lot of time and effort into the project.

Fleet Status – Tower 305 is still out for extensive frame and suspension repairs.

Engine 304, while still dependable, is showing its age. We are exploring the possibility of sending it away for refurbishment at significant savings over replacement.

Training – Two members completed the IFSI Instructor II class in August. A total of 487 training hours completed for August.

Open House – Roberts Park will host an annual Open House on Saturday, October 13 from 11am – 2pm. It's a great opportunity to engage the public and showcase our operation.

Personnel – Chief Ketchen acknowledged the receipt of notice to retire from Office Manager, Lisa Berger. Ms. Berger joined the District in 2011 when the District was at its worst and stuck with us, helping to bring out our best.

Deputy Chief Spoo

Incident Counts for August 2024 – 423 total incidents (68% EMS)

40 Invalid Assists

17 MVAs

Aid Given vs Received – 28/29

Tollway: 13 responses (10 w/in our Fire District)

Lyons Twp: 224 responses with 63 in the Trace, 28 in Sterling Estates, 6 in Ashbury Woods

Palos Twp: 162 responses

Forest Preserve: 6 responses

Grants – **AFG** - Awaiting decision.

Operations – The District is working with N. Palos to adjust our responses to vehicle accidents.

No word yet regarding our ISO rating.

Conducted our first monthly check-in meeting with EMS|MC.

Communications/IT – The new internet service is up and working well.

The current phone system is outdated with failing equipment. We are looking into a new phone system.

SWAT – Assisted with two search warrants.

MISC – Deputy Chief Spoo has begun his master's degree program with SIU.

Commissioners: The Commissioners are holding an emergency meeting following the September 10, 2024 Trustees Meeting to discuss recent personnel issues.

Attorney: No report.

NEW BUSINESS

Water Commission Agreement (Re-Surfacing of Parking Lot)

Motion to approve the Water Commission plans to Re-Surface the Parking Lot at Station #1 for the purpose of installing a new water main, was made by President Bernardoni, seconded by Secretary Stratakos. Roll Call Vote - Ayes: Secretary Stratakos, President Bernardoni; Nays: None. Motion carried.

UNFINISHED

BUSINESS

Motion to accept the Battalion Chief's Agreement for the period 5/1/2024 – 4/30/2027, was made by Secretary Stratakos, 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

Motion to suspend Open Session for the purpose of discussing personnel, was made at 6:23 by Secretary Stratakos, seconded by President Bernardoni. Roll Call Vote - Ayes: Secretary Stratakos, President Bernardoni; Nays: None. Motion carried.

The Open Session reconvened with all Trustees present.

ADJOURNMENT

Motion to adjourn the meeting at 7:24 p.m. was made by Secretary Stratakos, seconded by President Bernardoni. Upon voice vote, the motion carried.

Open Session Minutes prepared by Lisa Berger, Office Manager

Approved: October 8, 2024