

**ROBERTS PARK FIRE PROTECTION DISTRICT  
BOARD OF TRUSTEES MEETING  
November 9, 2021  
MINUTES**

**CALL TO  
ORDER**

The regular meeting of the Roberts Park Fire Protection District Board of Trustees was called to order at 6:02 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.

Commissioner Dooley led the reciting of the Pledge of Allegiance.

**ROLL CALL**

**Present:**

President Brian A. Bernardoni  
Secretary Steve Stratakos (Via Remote Attendance)  
Treasurer (Vacancy)  
Fire Chief Jeff Ketchen  
Deputy Chief Jeff Dees  
Commissioner Tim Dooley  
Commissioner Ken Osborne  
Commissioner Ron Weszelits  
Administrative Advisor Don Fontana

**Absent:** None

**Others Present:** Recording Secretary Lisa Berger, On-Duty Officers and FF/PMs

**ACKNOWLEDGEMENT  
OF GUESTS**

None.

**OPEN FLOOR**

President Bernardoni opened the floor for public comments.

Having no comments from the audience, President Bernardoni closed the floor for public comment at 6:04 p.m.

**CORRESPONDENCE RECEIVED**

None.

**BOARD APPROVAL**

*Minutes*

A motion was made by Secretary Stratakos to accept the monthly meeting minutes of October 12, 2021 and the special meeting minutes of October 16, 2021. Seconded by President Bernardoni. Roll Call Vote - Ayes: Secretary Stratakos, President Bernardoni; Nays: None Motion carried.

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

A motion was made by President Bernardoni to accept the Accounts Payable/Treasurer's reports for the month of October 2021. Accounts Payable September 2021: \$54,888.90.

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

### ***Budget Review***

Chief Ketchen updated the Board regarding the pending healthcare premium increase of 18% for 2022. Options are being sought by our insurance broker at One Digital.

## **REPORTS**

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

***Tax Levy*** – The December 14, 2021 Agenda will include the Levy Ordinance.

***75<sup>th</sup> Anniversary***: The District's 75<sup>th</sup> Anniversary Open House was a huge success. Chief Ketchen thanked all of the members who helped out, whether at the event or in preparation for the day.

***Fire Dispatching*** – The District is awaiting the arrival of the mobile data terminals for our vehicles.

***Training*** - Roberts park personnel logged 270.5 hours of training in October.

***SCBA*** – All of our SCBA harnesses have been flow tested, which is an annual requirement. We had no failures.

***Fleet Status*** - Ambulance 308 has been sent to Osage for its refurbishment. Expected completion is three to four months out. Engine 303 was sent in for some air leaks.

***Emergency Medical System*** - The power lift stretchers have been ordered for A307 and A308. Expected delivery time is 12 weeks. A308's will be shipped to Osage and installed during refurbishment.

In recent times, our local police have summoned us to witness prisoners taking their medications in the jail cell. We are unable to perform this function as it violates our standing orders from our Project Medical Director. A memo was sent to the police departments clarifying our position.

***Personnel Injuries*** – One FF/PM has returned to duty after an extended absence resulting from an off-duty shoulder injury which required surgery. One of our Lieutenants injured his foot on duty and required several days off to recover. Upon his return, he spilled hot grease on his hand during an emergency call and is off duty again.

### ***Deputy Chief Dees:***

***Part-Time Staffing*** – We are receiving applications, however, they are all EMT-Bs. To staff an ALS ambulance, we need at least one paramedic and one EMT-B. With our current staff of part-time paramedics, if we add additional EMT-Bs, we will see minimal impact to the current staffing situation.

***Software*** – The District continues to fine-tune First Due.

***Training*** – BC Spoo will attend Command Officer Class at IFSI later this month.

***Policy and Procedure Review and Update*** – No activity.

***Incident Count*** – October: 406 incidents with 299 being rescue/EMS (206 transports)

### ***Commissioners:***

No Report.

### ***Attorney:***

No report.

## **NEW BUSINESS**

None

## **UNFINISHED BUSINESS**

**RFP Audit Services** – A motion was made by President Bernardoni to accept the proposal from Lauterbach and Amen in the amount of \$10,250.00. Seconded by Secretary Stratakos. Roll Call Vote – Ayes: Secretary Stratakos, President Bernardoni; Nays: None; Motion carried.

The Board directed the Administrative staff to contact Lauterbach and Amen and begin work as soon as possible.

## **COMMITTEE OF THE WHOLE**

None.

## **GOOD OF THE ORDER**

President Bernardoni commended the rank and file of the District for their professionalism and attendance at the 75<sup>th</sup> Anniversary celebration.

## **CLOSED SESSION**

None.

## **ADJOURNMENT**

A motion was made by Secretary Stratakos to adjourn at 6:29 p.m. Seconded by President Bernardoni. Ayes: Secretary Stratakos, President Bernardoni; Nays: None; Motion carried.

*Open Session Minutes prepared by: Lisa Berger, Office Manager  
Approved: 12/14/2021*