

PALOS FIRE PROTECTION DISTRICT

MINUTES OF BOARD OF TRUSTEES – REGULAR MEETING MAY 2, 2016

CALL TO ORDER: The regular meeting of the Board of Trustees was called to order at 7:02 P.M. by President Kevin McCurrie. The meeting was held at Palos Fire Protection District, Station 1, 8815 W. 123rd Street, Palos Park, Illinois 60464.

PLEDGE OF ALLEGIANCE: President McCurrie led in the Pledge of Allegiance.

ROLL CALL: On call of the roll, Trustees Gene Adams, Kevin McCurrie, Russell Miller and Todd Thielmann responded as present. Trustee Richard Nogal was absent.

OTHERS PRESENT: Chief James Graben; Attorney Thomas Courtney; James Howard of Governmental Accounting, Inc.; Gary Kosnoff of Digital Benefit Advisors; Jeremy Edelson of the Law Firm of Laner Muchin; Marianne DeHaan and District personnel.

AMEND AGENDA: A motion was made by Trustee Miller and seconded by Trustee Thielmann to move to add an additional closed session to the Agenda for the purpose of discussing personnel issues, contract negotiations and/or matters of possible litigation. On a call of the roll, the motion passed. Open meeting was adjourned at 7:02 P.M. for closed session.

OPEN MEETING: A motion was made by Trustee Miller and seconded by Trustee Thielmann to return to open session. On roll call vote, the motion passed. Meeting returned to open session at 7:36 P.M.

ADJUST AGENDA: A motion was made by Trustee Miller and seconded by Trustee Adams to amend the Agenda and move Item A under New Business – Health Insurance Program Presentation by Gary Kosnoff to be presented at this time. On a call of the roll, the motion passed unanimously.

PRESENTATION BY GARY KOSNOFF of DIGITAL BENEFIT ADVISORS: Chief Graben introduced Gary Kosnoff of Digital Benefit Advisors. Mr. Kosnoff stated that his company currently works with nineteen fire districts in providing the best coverage and benefits to their employees. Locally, they currently work with Roberts Park, and North Palos. He has a letter of recommendation from Blue Cross Blue Shield. There is no cost to the District for changing from the district's current broker. Mr. Kosnoff already made presentations to all three shifts, and members of the union negotiating committee and answered any questions raised by the employees. Mr. Kosnoff confirmed that there would be no change to the District's current policy. They educate the employees on different options, tools and benefits available to them through their health insurance plan and how to use them. Mr. Kosnoff stated that Digital Benefit Advisors also educates employees on numerous ways to save money on their medical costs, i.e. *Telemedicine*, to save money on office visits; offering retiring employees options to obtain their own individual policy, which many times is less costly; and researching costs of procedures at different facilities to obtain the lowest price. The District would be assigned a dedicated customer service advisor to help with administration, questions, etc. It would

not be necessary to wait until the end of the current policy term to change brokers; it can be done at anytime during the policy term. HIPPA Forms would be required from the employees. Trustee Adams states that the District wants to give the employees what is best for them. Motion was made by Trustee Miller, and seconded by Trustee Adams to change from our current broker, Megent Financial, to Digital Benefit Advisors. On a roll call vote, the motion passed unanimously. Chief Graben will prepare the necessary documents to complete this change.

President McCurrie referred the meeting back to the regular Agenda items at this time.

APPROVAL OF MINUTES: A motion was made by Trustee Adams to approve the Minutes of the April 4, 2016 Regular Meeting of the Board of Trustees as presented. Trustee Thiemann seconded the motion. Roll call vote: Trustees Adams, Miller and Thielmann all voted yes. President McCurrie abstained, due to his absence at the April 4, 2016 meeting.

TREASURER'S REPORT: James Howard presented the Treasurer's Report. He stated that ambulance fees are trending higher than projected. The District should end the year in the positive. Ending cash position as of March 31, 2016, of \$3,728,884.00. A motion was made by Trustee Miller and seconded by Trustee Thielmann to approve the Treasurer's Report as presented, authorizing disbursements of payroll of \$269,657.53 and accounts payables of \$ 151,657.53. On a roll call vote, the motion passed unanimously.

PUBLIC COMMENTARY: None

CHIEF'S REPORT:

- A) Incident Activity: No report this month.
- B) One employee remains off duty with a Worker's Comp Injury.
- C) Administrative assistant JoAnn D'Altorio has been ill, and remains off work recovering from a serious illness. Marianne DeHaan has been filling in on a part-time basis to assist with administrative duties. All personnel have been extremely helpful in assisting with the day to day clerical duties in JoAnn's absence.
- D) Training Division has been working on a new program, partnering with the MABAS 19 Division, assisting the district in being compliant with NFPA and IDOL standards.
- E) The Palos Park Women's Club donated Five Hundred Dollars (\$500.00) to the District. Members of the district have been working with them to provide CPR training. The District received an email from the Women's Club expressing their appreciation for the training. The donation is targeted to purchase five (5) AEDs
- F) Captain Rath has secured the plaque for the tree dedication in memory of Gladys Nash. Chief Graben would like to dedicate the tree at a ceremony, possibly before the next trustee meeting, at 6:00 p.m. He would like to notify the local papers and have Gladys's family

present. Discussion about having the dedication during the “Palos in The Park” celebration in order to capture a larger audience. Chief Graben will research this and report back.

- G) June 10, 2016 is the one-year anniversary of Lt. Shawn McHale’s death. Chief Graben would like to have a ceremony to dedicate Engine 6303 in honor of Lt. McHale and place a memorial sticker on the engine. Smaller stickers have also been prepared to be given to District personnel. Lt. Aaron Rutter will spearhead this ceremony, preparing the dedication ceremony, program, etc. Chief Graben will notify the trustees of the particulars of the event.

OLD BUSINESS:

- A) **REPORT ON STATION 1 ROOF DAMAGE:** Chief Graben reported that Station 1 received some wind damage, with some shingles blown off. A claim was put into the insurance carrier in March. The insurance company surveyed the damage and stated that they will replace the roof on the Southeast and West sections. There is no damage on the North. The District received a check from the insurance company in the amount of Twenty-Four Thousand Dollars (\$24,000.00) towards the replacement of the roof. Chief Graben received one estimate to replace the entire roof in the amount of \$35,000.00, for the entire roof, including tear off. Any substructure that was damaged, and needs to be replaced, would be over and above this amount. Discussion that this would have to go to bid since the amount falls into the category requiring the District to obtain three bids. The bids must be in compliance with prevailing wage. Chief Graben will start the process to put this repair out to bid.
- B) **PROPOSAL FOR PART TIME ADMINISTRATIVE ASSISTANCE FROM GOVERNMENTAL ACCOUNTING:** Chief Graben stated that due to the absence of Administrative Assistant JoAnn D’Altorio, he requested a proposal from Governmental Accounting to provide the services of one of its employees two days a week to provide additional coverage for administrative and accounting services. A proposal was received, and reviewed, to provide additional coverage, two days a week, at a cost of Four Hundred Dollars (\$400.00) weekly. A question was raised regarding the Termination Paragraph, wherein it stated that the District may terminate the contract, for cause, with no written notice. Mr. Howard stated that this was meant to be an “at will” employee, and that the District could terminate the contract when the services were no longer required, or for any other reason. He stated that he would clarify this paragraph. Mr. Howard stated that the individual that would be filling this position would be Cathy Hojek; and that she has numerous years of experience in a fire district. A motion was made by Trustee Adams, seconded by Trustee Thielmann, to accept the proposal presented by Governmental Accounting. On a roll call vote, the motion passed unanimously.
- C) **BUDGET FOR FISCAL YEAR 2016-2017, with possible Board action:** Mr. Howard presented the proposed Budget for Fiscal Year 2016-2017. The referendum provided a surplus in the two

prior years. This surplus has been used to purchase vehicles and fund the pension fund. The District has done well in tracking and bringing in ambulance fees. Under Miscellaneous Income, the \$24,000.00 check for the roof is included. The medical insurance costs and personnel costs should be watched to see if any costs can be lowered. Administrative fees are up due to future testing. Station expenditures are up, due to the age of the buildings and repairs and maintenance that must be done. Chief Graben stated that the blacktop repairs and the sign replacement still have not been done. Trustee Thiemann asked if we could increase ambulance fees at this time to capture additional income. The ambulance billing company should be contacted to review this. Trustee Adams asked what happens if all taxes are not collected. Mr. Howard states that uncollected taxes are figured into the budget. Southwest Central Dispatch is increasing their charge to the District to \$7,221.00; a monthly amount of \$7,800.00 is in the new budget. President McCurrie stated that Southwest Central Dispatch will be relocating to a larger building within the year, and is anticipating more agencies to join. Mr. Howard continued to highlight the line items of the proposed budget. Chief Graben stated that the District will have to upgrade the compressor in the near future. The current compressor is old and has been repaired numerous times. Mr. Howard stated that the forecast for the District should be on the upcoming Collective Bargaining Agreement, lowering costs of operation, lowering debt service, and lowering personnel and health insurance costs, wherever possible. The question was raised about equipment that may be ready to sell. Chief Graben stated that the old engine can be sold, but he would like to keep it due to the fact that it has pumping capability and we are waiting to receive the notice from the ISO about reviewing the District for its ISO rating. The proposed budget will be published and available for thirty days, for review by the public at Station 1, and will be posted on the District website and Mr. Courtney will publish an abstract. There will be a budget hearing, prior to the June 6, 2016, Trustee Meeting; and a vote for adoption of the Budget for 2016-2017 at the June 6, 2016 Trustee Meeting.

NEW BUSINESS:

- A) **HEALTH INSURANCE PROGRAM PRESENTATION:** This item was relocated in the agenda
- B) **CLOSED SESSION:** A motion was made by Trustee Miller, to adjourn into closed session at 9:01 P.M., to discuss matters of collective bargaining and employment of employees. Trustee Thielmann seconded the motion; on a roll call vote, same carried unanimously.

RECONVENED REGULAR MEETING: The regular meeting was reconvened at 9:24 P.M. on a motion duly made, seconded and carried unanimously.

PALOS FIRE PROTECTION DISTRICT

BOARD OF TRUSTEES MINUTES – MAY 2, 2016

ADJOURNMENT: The meeting adjourned at 9:40 P.M. on a motion made by Trustee Adams, seconded by Trustee Miller; same carried unanimously on roll call vote.

The next meeting of the Board of Trustees will be held on Monday, June 6, 2016, at 7:00 P.M.

Respectfully submitted by acting recording secretary, Marianne DeHaan






