

PALOS FIRE PROTECTION DISTRICT

RESCHEDULED REGULAR TRUSTEE MEETING – MARCH 12, 2014

CALL TO ORDER: The rescheduled meeting of the Palos Fire Protection District Board of Trustees was called to order at 7:00 p.m., March 12, 2014 by President Kevin McCurrie. The meeting was conducted at 8815 West 123rd Street, Palos Park, Illinois.

PLEDGE OF ALLEGIANCE

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

OTHERS PRESENT: Chief Patrick Gericke, Attorney Thomas Courtney, Sr., Administrative Assistant Marianne DeHaan, Recording Secretary Gladys Nash, Captain James Graben, CPA James Howard, members of the public and fire department.

APPROVAL OF MINUTES: The minutes of the February 3, 2014 Regular Trustee Meeting were approved on a motion made by Trustee Adams, seconded by Trustee Thielmann. On call of the roll Trustees Adams, Thielmann, Nogal and Miller voted aye. Trustee McCurrie abstained; motion carried.

The minutes of the February 20, 2014 Special Trustee Meeting were approved on a motion by Trustee Miller, seconded by Trustee Nogal; same carried unanimously.

TREASURER'S REPORT: Mr. Howard presented the board with a written historical perspective over the past four years for various accounts for revenue and operational expenditure distributions. Property taxes are expected to increase slightly because of the recent referendum. The amounts received from the Safer Grant have decreased as specified in the grant. Overall increased revenue has been limited due to the economy, tax cap and CPI. A portion of salaries has been placed in the tort fund. Mr. Courtney advised the trustees to exercise great care in regard to the tort and pension funds. Mr. Howard noted the largest portion of the budget is for paid personnel. Insurance has remained relatively steady over the years, and debt service is at a minimum. The ending fund balance has decreased every year and efforts are on-going to balance the budget. Trustee Nogal stated this report is very beneficial, providing specific budget, receipts and disbursements covering several years of district operations. Information for budget vs. actual summary for nine months ended January 31, 2014 was also reviewed. Health insurance costs and deductibles will be carefully monitored. The board expressed their appreciation for the information presented. The chief and Mr. Howard will present a draft budget to the board in May. A special budget meeting will be scheduled for review. The report was approved by the board on a motion made by Trustee Adams, seconded by Trustee Nogal; same carried unanimously,

Trustee Miller made a motion to authorize disbursements totaling \$444,965.48 as presented. Trustee Adams seconded the motion. On call of the roll Trustees Miller, Adams, Thielmann, McCurrie and Nogal voted aye; motion carried.

Trustee Nogal asked if a report is available to compare efficiency of our operations with other departments. Mr. Howard will seek to determine if such a report can be created. Trustee Nogal also requested detailed information relative to overtime costs. Chief Gericke responded overtime applies to full time personnel only and is included in the budget. Overtime covers earned vacation, sick time and holidays. Additional costs were for snow removal required at emergency calls. Reports for next year will include specification by rank, seeking to determine the most cost effective manner to control overtime expenses. There are numerous facets to be addressed to develop the report.

PUBLIC COMMENTARY: There was none.

CHIEF'S REPORT:

A detailed summary report was presented to the board, noting response times have not changed since the preceding month.

The Board of Fire Commissioners met in regard to the position of captain. An estimated cost of \$8,000 to \$8,500 for testing will be included in the Fiscal Year 2015 budget. The Illinois Fire Chiefs Association has been consulted regarding the promotional exam for captain. A proposal from Resource Management will be considered by the Commission at their March 13, 2014 meeting. As required by state regulations, a fire fighter exam must be conducted because the current eligibility list expires October 1, 2014. The Commissioners approved utilizing services offered by the College of DuPage to conduct the firefighter written test. Advertisements for firefighter will be placed on the internet and local newspapers as well. Chief Gericke is supportive of utilizing the college program and details of the testing process were discussed in depth. Captain Graben expressed support for the proposal citing the pool of candidates is larger, providing a number of high caliber fire fighters for future vacancies. Established residency rules require full time fire fighters reside within the State of Illinois. Board members noted testing in the past has been conducted locally and resulted in a list of possible candidates for full time positions. Further discussion will be pursued at a later date.

Engine 6304 has been sold to All American Recycling for \$11,500.00, the highest bidder. Total receipts for 6304 following the fire were \$336,500.00. In addition \$9,000.00 was received from the sale of 6306. Purchase of a new engine is scheduled for the 2015. Repairs for Units 6303 and 6313 have increased substantially over the last several years. Chief Gericke requested the board authorize staff to look at new engines and demo units in an effort to reduce costs, and meet the needs of the district. Engines will continue to incorporate ALS capabilities.

Discussion was held regarding an office assistant to ease the work load for Ms. DeHaan.

Use of signature stamps was extensively discussed. Mr. Courtney was advised the stamps are kept in a locked safe to which the chief and Ms. DeHaan have access. Checks to be issued by the district are reviewed by the chief and Mr. Howard. The district maintains personnel files for all personnel. The board concurred personnel are trustworthy, and that historically sufficient security measures have been implemented. The board unanimously authorized the use of signature stamps.

Financial improvements: Mr. Howard has recommended the Board of Trustees adopt a Risk Care Management Policy to maximize services to the community while enabling the district to budget a certain level of salaries to the Tort Fund. He has also recommended the district distribute an RFP seeking proposals for the next year, possibly reducing costs for the audit.

Facilities Management: Two small insurance claims in February remain open. Station #1 had an antenna blow down during some recent high winds. Temporary repairs were made and a permanent solution is being sought. Station #2 experienced a roof leak over the bunk room from an ice dam. An insurance adjuster was scheduled to inspect the damage on March 4, 2014. Two roofing contractors have been requested to provide estimates to replace the roof which is now about thirty years old.

Various types of community outreach were presented to the board. Mutual aid training and procedures were also discussed. The FY 15 budget process has been implemented at the lowest possible level. The process educates firefighters and officers in the process, improving communications to/from the board.

A special Wet Down Ceremony will be held at Station #1 on March 29, 2014 from 10:00 to 11:00 A.M. dedicating the new truck and ambulance. A brief program is scheduled, including refreshments and the opportunity to view the vehicles. The program format was developed through cooperative efforts of FF/PM Aaron Rutter, the Honor Guard and Ms. DeHaan.

OLD BUSINESS:

The following subjects will be discussed in closed session: Administrative Assistant Agreement for 2013-14, and candidates for fire commissioner. Possible board action will be announced in open meeting.

NEW BUSINESS:

- A) A motion was made by Trustee Miller to reappoint James Staszczuk to another three year term as fire commissioner. Trustee Nogal seconded the motion. The board noted that Mr. Staszczuk has capably served the district for a number of years. The motion carried unanimously.
- B) Intergovernmental Agreement with College of DuPage (Firefighter Applicant Testing). Action was tabled by unanimous agreement of the board pending further study.
- C) A motion was made by Trustee Adams to adopt the Risk Care Management Policy, seconded by Trustee Miller. Following a brief discussion the motion passed unanimously.
- D) Tax Anticipation Warrant payoff will be discussed at the April trustee meeting.
- E) Trustee Miller made a motion to discuss purchase of a new engine and other rolling stock in the future. Trustee Nogal seconded the motion; same carried on roll call vote.
- F) Discussion was held regarding a special budget preparation meeting in April.
- G) Trustee McCurrie led a discussion regarding information from DuPage County relative to medications for drug overdose victims. The chief responded units carry medications which may be used in such cases, as well as treating persons with cardiac problems. South Cook County and IDPH have procedures to which the district must conform.
- H) Trustee Adams congratulated the chief and district personnel for clearing snow from fire hydrants in the district. The hydrants have a visibility pole to aid responding units.

CLOSED SESSION: Trustee Miller moved to adjourn into closed session at 8:22 p.m., to discuss issues concerning personnel and appointment of a fire commissioner. Trustee Thielmann seconded the motion; same carried unanimously on roll call vote.

The regular meeting was reconvened at 8:38 p.m. on a motion duly made, seconded and passed unanimously.

- A) The Administrative Assistant Agreement 2013-14 was approved on a motion by Trustee Adams, seconded by Trustee Thielmann. Mr. Courtney noted a provision be added stating this is an "at will" position with no long term guarantees. However, there are no other changes in the document. On call of the roll Trustees Adams, Thielmann, McCurrie, Nogal and Miller voted aye; motion carried.
- B) Fire Commissioner Appointment: The board noted all three applicants for the position are very qualified and had expressed interest in serving the district. A motion was made by Trustee Miller to appoint Robert Stevens to the board. Trustee Thielmann seconded the motion; same carried unanimously on roll call vote. An oath of office will be administered at the April trustee meeting.

ADJOURNMENT: The meeting adjourned at 8:48 p.m. on a motion duly made, seconded and carried unanimously.






