

PALOS FIRE PROTECTION DISTRICT

MAY 12, 2015 REGULAR TRUSTEE MEETING

CALL TO ORDER: The regular meeting of the Palos Fire Protection Board of Trustees was called to order at 7:02 p.m., May 12, 2015 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, Richard Nogal and Russell Miller responded present.

OTHERS PRESENT: Chief Patrick Gericke, Administrative Assistant JoAnn D'Altorio, Attorney Thomas Courtney, Sr., CPA James Howard, Chief Terry Mastandrea (ret.), representing the Illinois Fire Chiefs Association, Muscular Dystrophy Coordinator, Recording Secretary Gladys Nash and members of the public and fire department.

REVISED AGENDA: A motion was made by Trustee Thielmann to amend the agenda for presentations by the Muscular Dystrophy Coordinator and Chief Terry Mastandrea (ret.).

Appreciation for the department participating in the drive for funds was expressed on behalf of the Muscular Dystrophy Association. Over the past three years, members of Palos Fire Protection District have collected \$122,641 for the association. This represents the highest collections in the State of Illinois among the 724 departments participating in the event. These funds help provide needed services to handicapped persons and the opportunity to attend summer camp free of charge. Fire departments are invited to attend the MDA clinic at Northwestern. Over the years 35,000 children have attended the summer camp activities. Plaques honoring Palos Fire Protection District were presented to the fire district, with sincere appreciation from MDA. The District and Local 4480 will partner in a joint effort to raise funds in the Boot Drive on May 15, June and July 10.

ILLINOIS FIRE CHIEFS ASSOCIATION: Chief Mastandrea attended the trustee meeting tonight as requested by the chief, at the direction of the Board of Trustees. The association can perform all aspects of hiring procedures for officers as stipulated by the Board. Presentation of an advertisement for Assistant Chief or Chief will be prepared based on a job description and requirements of the district. Chief Mastandrea suggested citing five or specific areas to be considered, including highly preferred qualifications. The notice can be distributed to fire chiefs in MABAS division free of charge, first class mailings to members of the international association, newspaper advertisements and the fire service website including work place minority. Generally thirty days are specified for return of resumes'. Three assessors are utilized in the process and a spread sheet is developed. The number of prospective candidates for the final aspects of testing will be determined by the trustees. Generally there are four areas included in the Assessment Center Process: group discussion, individuals preparing a letter to the board as to what occurred in the group discussion, a mock board meeting presentation and conflict management.

The trustees may request conducting an interview with a candidate, which would include one assessor present at some point during the procedure. Trustee Nogal suggested scheduling a meeting with the board to determine criteria for the new chief. Chief Gericke advised he has copies of documents utilized in his hiring process and would provide the information to the trustees and attorney. A representative from the IFCA will attend the special trustee meeting to answer questions that may arise.

SPECIAL TRUSTEE MEETING: A motion was made by Trustee Adams to schedule a special meeting of the Board of Trustees to be held May 21, 2015 at Station #1 for the purpose of developing criteria for a new chief. Trustee Thielmann seconded the motion; same carried unanimously on roll call vote.

Trustee Nogal made a motion to hire the Illinois Fire Chiefs Association to conduct a search for chief as quickly as possible, and for the position of assistant chief at a time to be determined. Trustee Adams seconded the motion. On call of the roll Trustees Nogal, Adams, Thielmann, McCurrie and Miller voted aye; motion carried unanimously.

APPROVAL OF MINUTES: A motion was made by Trustee Miller to approve the April 6, 2015 trustee minutes as presented. Trustee Nogal seconded the motion; same carried unanimously on roll call vote.

TREASURER'S REPORT: Mr. Howard highlighted revenue for 92% of the budget period ending March 31, 2015. Property taxes collected were \$5,122,602 or 98% of budget (major installments in Feb/Mar and Aug/Sept). Ambulance fees collected were \$46,698 or 99% of budget and Personal Property Replacement Taxes were \$15,343 or 102% of budget. Revenue distributions and aging and collection of ambulance fees were highlighted as well.

President McCurrie submitted \$305,641.99 for payroll and \$135,104.44 in accounts payable to the Board for approval. A motion was made by Trustee Adams to accept the report presented and authorize payment of \$440,746.43 as confirmed by Mr. Howard. Trustee Miller seconded the motion. On call of the roll Trustees Adams, Miller, McCurrie, Nogal and Thielmann voted aye; motion carried.

PUBLIC COMMENTARY: There was none.

CHIEF'S REPORT:

Incident Activity: Response times for the month of April are some of the best rendered for the entire district. A total of 225 responses included 147 EMS related.

NIFRS Fire Reporting: A copy of the 2014 Fire Experience Survey was distributed to the board. Significant notes include numbers provided by Tom O'Connor reviewing every response sheet we have. The report provides statistical information regarding the United States Fire Service using uniform reports on the full range of activities from EMS to equipment involved in the response. Each incident, with detailed information is also submitted to FEMA on a monthly basis. We need to collect and enter data regarding property use, ownership and dollar loss and any fire resulting in death. The second page of

Report provides information on the fires to which we responded as well as 826 EMS calls from skilled care nursing facilities. Information on false alarms, intentionally set fires and injuries include comments regarding firefighter injuries and Line of Duty Deaths. Consistency is a key component in reporting accurately; an area where improvement is needed. In summary, inaccurate data entry results in inaccurate data out. There should be two checks and balances; three since the Fire Chief is ultimately responsible for NFIRS reporting. Each firefighter creates data entries which should be reviewed by their Lieutenant. The Shift Commander reviews the Lieutenant's work and is responsible for all paperwork being completed timely and accurately; providing two checks and balances. There were 22 incomplete incidents as far back as January, 2015. This is an unacceptable number, grievously in need of improvement. In an effort to improving reporting, Lt. McDonald and FF/CPM Queen are scheduled to attend a NFIRS training class May 20, 2015 in Frankfort. In regard to fire alarm systems, malfunctions were higher than anticipated which require our response as well as other fire departments until the cause is determined. Discussion was held regarding the possibility of billing individuals or alarm companies for system malfunctions.

METRO FIRE CHIEF'S HOME DAY: June 4, 2015 at 10:30 A.M. at NIPSTA Training Facility in Glenview. It is an opportunity to present fire service issues to federal elected officials and meet their staff.

OLD BUSINESS

- A) Chief's contract with possible board action to be discussed in closed session.
- B) Audit Service: Bids were opened on March 31, 2015. Chief Gericke checked with the chiefs from Bartlett, Monee and Bensenville fire districts. All chiefs expressed extreme pleasure with Knutte and Associates for the work performed for their districts. Knutte and Associates was very professional, and detail oriented. Mr. Howard concurred with the assessment. A motion was made by Trustee Thielmann to hire Knutte and Associates (the low bidder) to perform the annual audit of the fire district financial records for the fiscal year ending April 30, 2015. Trustee Miller seconded the motion. On call of the roll Trustees Thielmann, Miller, McCurrie, Adams and Nogal voted aye; motion carried. A letter will be sent to Mulcahy Pauritsch and Salvador & Co., Ltd., thanking them for their past services.
- A) Budget for Fiscal Year 2015-2016: The proposed budget has been published. Further action will be considered following requisite 30-day public notice.

NEW BUSINESS:

- A) Contract with part-time bargaining unit to be discussed in closed session.

CLOSED SESSION: Motion was made by Trustee Adams to adjourn into closed session at 7:55 p.m., to discuss personnel issues, contract negotiations and possible litigation. Trustee Miller seconded the motion; same carried unanimously on roll call vote. The closed session ended at 8:23 p.m.

RECONVENED OPEN MEETING: The open meeting was reconvened at 8:24 p.m. No action was been taken by the board.

ADJOURNMENT: The meeting adjourned at 8:25 p.m. on motion made by Trustee Miller, seconded by Trustee Adams. The motion carried unanimously on roll call vote.

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