

PALOS FIRE PROTECTION DISTRICT

REGULAR BOARD OF TRUSTEES MEETING – FEBRUARY 3, 2014

CALL TO ORDER: The regular meeting of the Palos Fire Protection District Board of Trustees was called to order at 7:00 P.M., February 3, 2014. The meeting was conducted at the Village of Palos Park Administration Building, 8999 West 123<sup>rd</sup> Street, Palos Park, Illinois.

PLEDGE OF ALLEGIANCE

CHAIRMAN PRO-TEM: A motion was made by Trustee Adams to appoint Trustee Nogal as Chairman Pro-tem, seconded by Trustee Thielmann. The motion carried unanimously.

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

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

MDA PRESENTATION: FF/PM Joseph Lorenzen, coordinator of the fund drive to support the Muscular Dystrophy Association introduced the MDA representative he has been working with during the annual fund raiser. MDA provides services to area children and adults, including summer camp programs. Twenty-five per cent of their budget comes from volunteer contributions. The Golden Boot Award was presented to Palos Fire Protection District for the fifth consecutive year, as the highest contributing department in the region, including Chicago. The Board congratulated FF/PM Lorenzen and those who participated in this worthwhile event.

APPROVAL OF MINUTES: The minutes of the January 8, 2014 Regular Trustee Meeting were approved on a motion by Trustee Thielmann, seconded by Trustee Adams. Motion passed by unanimous vote.

TREASURER'S REPORT: Mr. James Howard advised he performs governmental accounting for a number of fire districts and other agencies. He presented an overview of the Summary Statement of Revenue and Expenditures for the eight months ended December 31, 2013. A copy of the newly formatted comprehensive report addressing budget versus actual was included in the board packets. An updated summary report will be provided to the board each month. The primary source of funding for district operations is received through real estate property taxes. Mr. Howard will attend the board meetings to address any questions which may arise.

Following a brief discussion, a motion was made by Trustee Miller to authorize disbursements totaling \$419,171.86, seconded by Trustee Adams. On call of the roll Trustees Miller, Adams, Nogal and Thielmann voted aye; motion carried unanimously.

PUBLIC COMMENTARY: There was none.

CHIEF'S REPORT:

A) Incident Activity: Chief Gericke advised Southwest Central Dispatch has been requested to provide a copy of a tape regarding a call to which red shift responded. He noted additional personnel expenses have been experienced because of severe weather conditions. Trustee Miller noted personnel response times have reflected continued improvement. The reports reflect initiation of the call and total response time. Dispatcher time utilized is also a point of reference from the time the call is received at the station until arrival at the emergency location. The Illinois Fire Chiefs have developed an EMS function which includes peer review and protocol.

B) Apparatus Status: Unit 6304 – Chief Gericke's memo and recommendation to accept the insurance offer will be discussed further under New Business.

Unit 6306: The unit has been sold for \$10,000.00 to a small department in Missouri. The tanker has been removed from insurance coverage resulting in a \$590.00 savings.

C) Facility Status: Stations #1 and #2 – A series of more efficient lighting fixtures and air circulating fans have been installed. In addition, exit lights have been updated utilizing standard incandescent bulbs.

D) Goals: Efficiency of response times are consistently reviewed, giving special attention to specific information on response calls and procedures. Another aspect is utilization of laptop computers in response vehicles. The dispatcher enters information on a screen and the software has the ability to enter address and GPS directions to the response scene. This provides a great improvement for dispatching units utilizing the closest unit. Updating technology is essential to district operations. Mutual aid training with Palos Heights and response teams for areas served by Palos were reviewed. There is progress on the district web site as the designer has done an excellent job to reach the next level.

OLD BUSINESS:

A) Discussion was held regarding the Steven Carr Pension and Benefits Review. A motion was made by Trustee Adams to accept the proposal which has been reviewed by the board. Trustee Thielmann seconded the motion, noting Trustee McCurrie had indicated he favored approval. On call of the roll Trustees Adams, Thielmann, Nogal and Miller voted aye; motion carried.

B) Discussion of Administrative Agreement 2013-2014: To be discussed at the next board meeting.

C) Extensive discussion was held regarding Trustees manually signing checks issued by the District. Ms. DeHaan advised there are approximately 50 to 60 checks requiring signatures each month. In addition, an outside vendor prepares payroll checks which are issued twice a month. Ms. DeHaan transmits payroll information to the vendor and automatic deposit is utilized by most personnel. Electronic checks are printed for employees and reports provided to the district and





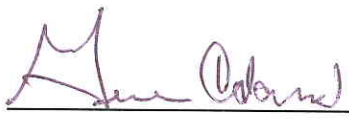

accounting firm. The chief has oversight on checks issued and the bank reconciliation will be reviewed by Mr. Howard. Establishing a dollar amount for checks requiring one signature may be considered by the Board. Responding to a question, Ms. DeHaan advised she is bonded. The chief noted monthly bills are approved at the Board meeting and will be available for signature immediately thereafter. Further discussion was tabled until the next meeting on a motion made by Trustee Miller, seconded by Trustee Thielmann. Motion carried unanimously.

NEW BUSINESS:

Unit #6304: Insurance company settlement offer: Chief Gericke reviewed his memo to the Board regarding acceptance of the \$325,000.00 offer. There are two open claims; \$22,318.21 for loose equipment damaged in the fire has already been received. An independent adjuster was hired by Glatfelter Claims Management who appraised visible damage at \$268,000.00. Prior to the fire #6304 had an estimated resale value of \$30,000.00 to \$50,000.00 based on its age and condition. After discussing pros and cons of repairs, the chief urged acceptance of \$325,000.00 without repairing the vehicle. Funds will be used toward purchase of a new engine. Staff will explore the availability of units which may be immediately available for delivery to meet district needs. All equipment and usable parts will be removed from the damaged truck prior to disposition. A motion was made by Trustee Miller to accept the \$325,000.00 settlement offer, seconded by Trustee Adams. Mr. Courtney noted the truck will be removed from the district insurance policy. The chief advised new engines are not electronically operated. On call of the roll Trustees Miller, Adams, Nogal and Thielmann voted aye; motion carried.

SPECIAL TRUSTEE MEETING: To be held February 20, 2014, 7:00 P.M. at Station #1 to address candidates for the Palos Fire Protection District Board of Fire Commissioners' current vacant position.

ADJOURNMENT: The meeting adjourned at 8:15 P.M. on a motion made by Trustee Miller, seconded by Trustee Adams. The motion carried unanimously on roll call vote.

  
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