



Palos Fire Protection District

**MINUTES OF A REGULAR MEETING OF THE BOARD OF TRUSTEES
PALOS FIRE PROTECTION DISTRICT
COOK COUNTY, ILLINOIS
NOVEMBER 6, 2017**

A regular meeting of the Board of Trustees of the Palos Fire Protection District was held on November 6, 2017 at 7:00 pm at the Palos Fire Protection District, Station 1, located at 8815 W. 123rd Street, Palos Park, IL for the purpose of conducting regular business.

CALL TO ORDER: President McCurrie called the meeting to order at 7:07 pm.

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

ROLL CALL:

PRESENT: President Kevin McCurrie, Treasurer Gene Adams, Secretary Russell Miller, Trustee Richard Nogal and Trustee Todd Thielman

ABSENT: None

ALSO PRESENT: Fire Chief James Graben; Deputy Chief Michael McDonald; Attorney Thomas Courtney (arrived at 7:34 pm); James Howard, Governmental Accounting, Inc; Kelsey Tomco, Muscular Dystrophy Association; Colleen Dillon, Lauterbach & Amen; personnel of the Palos Fire District

A motion was made by Trustee Miller and seconded by Trustee Adams to amend the Agenda and move the presentation by MDA representative Kelsey Tomco and administering the Oath of Office to new full-time Firefighters Matthew Monahan and Brian Duggan to the top of the Agenda. Motion carried by roll call vote.

AYES: Trustees Adams, Miller, Nogal, Thielman and McCurrie

NAYS: None

ABSENT: None

NEW BUSINESS: *Presentation of Plaque from MDA for Fundraising Efforts:* Ms. Tomco stated that \$4,238 has been raised by the Palos Fire Protection District Firefighters' various means this year, including FF/PM Kevyn Holdefer running the Chicago Marathon on MDA's behalf. Over the last 10 years the Palos Fire Department has raised over \$134,000. Ms. Tomco

presented a plaque of recognition to the Palos Fire Protection District for fundraising efforts on behalf of MDA.

Ms. Tomco left the meeting at 7:12 pm.

Oath of Office for New Full-time Firefighters Matthew Monahan and Brian Duggan: President McCurrie requested FF/PM's Brian Duggan and Matthew Monahan to approach the Board and distributed the written Oath of Office to each. FF/PM Duggan and FF Monahan each recited the Oath of Office, their badges were pinned on by their respective spouses, and they were welcomed to the Department by Chief Graben.

The Board took a recess at 7:17 pm reconvening at 7:28 pm.

APPROVAL OF MEETING MINUTES: *October 2, 2017 Regular Meeting:* The Board reviewed the minutes from the October 2, 2017 regular meeting. A motion was made by Trustee Miller and seconded by Trustee Thielman to approve the October 2, 2017 regular meeting minutes as written. Motion carried by roll call vote.

AYES: Trustees Adams, Miller, Nogal, Thielman and McCurrie

NAYS: None

ABSENT: None

TREASURER'S REPORT: *James Howard, Governmental Accounting, Inc.:* The Board reviewed the Financial Analysis dated September 30, 2017 prepared by Governmental Accounting, Inc. Mr. Howard stated that the District had \$313,609.75 in payroll and \$173,692.16 in expenditures. The ending Fund balance is \$4,292,798.

Thomas Courtney, Board Attorney, arrived at 7:34 pm.

A motion was made by Trustee Adams and seconded by Trustee Nogal to accept the Treasurer's Report as presented. Motion carried by roll call vote.

AYES: Trustees Adams, Miller, Nogal, Thielman and McCurrie

NAYS: None

ABSENT: None

PUBLIC COMMENTS: There was no public comment.

CHIEF'S REPORT: Chief Graben reported the following:

- There are 2 employees are currently receiving workers compensation
- There is 1 additional employee that has applied for disability benefits

- Deputy Chief Michael McDonald has completed “The New Fire Chief” program held in Annapolis, MD and the Leadership Development and Decision Making Course for Chief Officers at the Illinois Fire Institute held in Champaign, IL.
- On 10/23/17 the Department responded to the Palos Community Hospital Emergency Department regarding a patient that had been exposed to unknown pesticides. Captain John Hranicka and Lieutenant Christopher Courtney were both on duty at Station 1 and immediately contacted the dispatch center, myself and the Southwest Hazardous Materials Response Team. The Haz Mat Team Advisors were dispatched as well. The coordination effort by the Fire Department, Haz Mat Team and the PCH Emergency Department worked extremely well. Palos Fire personnel had limited exposure to the chemical during this incident. Mr. Thomas Courtney and I worked on putting together an invoice for services/manpower associated with this call in the amount of approximately \$3,500. This invoice has subsequently been submitted for payment to the company where the initial chemical exposure took place.
- The District held an Open House on 10/7/17, with over 100 visitors in attendance. A recognition of thanks was given to all Fire personnel and students that were involved.
- The District along with Palos School District 118, hosted the annual Fire Prevention Essay & Poster Contest Awards Presentation on 10/25/17, held at Palos East Elementary School. A big thank you goes out to all Fire personnel and Board Trustees that were in attendance that evening for their involvement.
- During the month of October, the District responded to 258 calls. The breakdown of these calls is: 162 ambulance related; 14 auto accidents; 7 in-town fire responses; 36 fire related calls; 1 Haz Mat situation and 38 calls for assistance to other agencies.

Chief Graben also informed the Board that FF/PM Tom O’Connor assisted a resident with the installation of a fire escape on their property. FF/PM O’Connor would not take any compensation offered by the resident for the work completed. The resident in response sent a note along with a donation to the District.

OLD BUSINESS: *Status of Vacant Firefighter/Paramedic Positions:* Chief Graben stated that the swearing in of the two full-time firefighters this evening fills the vacant positions due to one retirement and one resignation. There is currently a position open to replace the member applying for a disability benefit. One candidate has accepted and is in the process of scheduling his physical/psychological examinations. The Chief also stressed the struggle he is experiencing to find part-time firefighters.

SCBA Compressor Update: Chief Graben stated the bid process has been completed and a 10 horsepower SCBA compressor has been ordered from MES (Municipal Emergency Service) at an approximate cost of \$41,000.

Station 1 Painting Project Update: Chief Graben stated that the painting project is currently under way. The ambulance and Commanders bay areas have been completed and the engine bays will be started shortly.

Station 1 In-House Notification System Update: Chief Graben stated the Station 1 in-house notification system update will commence once the painting project is complete.

NEW BUSINESS (Continued): *Review 2017 Tax Levy with possible Board Action:* Mr. Howard presented the 2017 Proposed Tax Levy to the Board for review. The current model requests a proposed tax levy in the amount of \$6,766,850, which is a 4.98% increase from last year's extension. The Board discussed the proposed amounts. Mr. Howard answered all questions. A motion was made by Trustee Miller and seconded by Trustee Adams to approve the 2017 tax levy in the amount of \$6,766,850 based on the report and recommendation prepared by Governmental Accounting, Inc. Motion carried by roll call vote.

AYES: Trustees Adams, Miller, Thielman and McCurrie

NAYS: Trustee Nogal

ABSENT: None

Mr. Howard left the meeting at 8:17 pm.

Possible Closed to Discuss Issues Concerning Personnel Issues, Contract, Full and Part-Time Negotiations and/or matters of Pending or Probable Litigation: A motion was made by Trustee Miller and seconded by Trustee Thielman to enter into closed session at 8:18 pm to discuss contract negotiations. Motion carried by roll call vote.

AYES: Trustees Adams, Thielman, Nogal, Miller and McCurrie

NAYS: None

ABSENT: None

A motion was made by Trustee Nogal and seconded by Trustee Thielman to reconvene open session at 8:48 pm. Motion carried by roll call vote.

AYES: Trustees Adams, Thielman, Nogal, Miller and McCurrie

NAYS: None

ABSENT: None

Discussion Regarding Chief Graben Contract Renewal/Possible Board Action: The Board reviewed the discussion held in closed session regarding the contract renewal of Chief Graben. A motion was made by Trustee Adams and seconded by Trustee Miller to renew the contract with Chief Graben and to approve a 4.5% salary increase to begin on 11/16/17. Motion carried by roll call vote.

AYES: Trustees Adams, Nogal, Miller and McCurrie
NAYS: Trustee Thielman
ABSENT: None

ADJOURNMENT: A motion was made by Trustee Miller and seconded by Trustee Nogal to adjourn the meeting at 8:49 pm. Motion carried unanimously by voice vote.









~ The next regular meeting is scheduled for December 4, 2017 at 7:00 pm~

Minutes prepared by Colleen Dillon, Lauterbach & Amen, LLP