

OAKBROOK TERRACE FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES REGULAR MEETING
17W400 BUTTERFIELD ROAD
OAKBROOK TERRACE, IL 60181

November 13, 2019
7:00pm

AGENDA
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- I. CALL TO ORDER** (Ventura)
- II. ROLL CALL** (Boksa)
- III. PLEDGE OF ALLEGIANCE** (All)
- IV. APPROVAL OF MINUTES –**
Board of Trustees – Regular Meeting Open Session / October 16, 2019 (Ventura)
- V. APPROVAL OF TREASURER’S REPORT –** October 31, 2019 (Sarallo)
- VI. PUBLIC PARTICIPATION** (Ventura)
- VII. OLD BUSINESS** (Ventura)
 - A. Local 4435/Retirement Healthcare Funding Plan (RHFP)
 - B. Other Old Business
- VIII. NEW BUSINESS**
 - A. Review and Approve Current Bills (Sarallo)
 - B. Resolution 2019-03 / Draft Tax Levy Ordinance
 - C. Resolution 2019-05 / Wage & Benefit Policy for Non-Commissioned Employees
 - D. Ordinance 19-06 / Amending Ambulance Service Rates
 - E. Review/Consider/Approval of Final Audit Report for Fiscal Ending 5/31/19
 - F. Review/Consider/Approval of Xerox Copier Lease
 - G. Review/Consider/Approval of 2020 Workers Compensation Premium Renewal
 - H. Review/Discuss/Consider Approval of Telephone System Infrastructure Upgrades
 - I. Review/Consider Amendment to Employee Policy Manual: Purchasing Section 1.27
 - J. Other New Business

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IX. CORRESPONDENCE (Ventura)

- DuPage County Board of Review

X. FIRE CHIEFS' REPORT (DeLuca Jr.)

XI. HR/FINANCE DIRECTOR REPORT (Sebesta)

XII. LEGAL COUNSEL (Miller)

XIII. CLOSED SESSION (If Required) (Ventura)

- Appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District
- Collective Negotiating Matters, Salary Schedules
- Purchase or Lease of Real Property (Real Estate & Buildings) for the use of the Public Body
- The Setting of a Price for Sale or Lease of Property owned by the Public Body
- The Sale or Purchase of Securities, Investments, or Investment Contracts
- Emergency Security Procedures
- Litigation (Lawsuits) when in action against, affecting, or on behalf of the particular Public Body
- The Establishment of Reserves for Claims or Settlement of Claims
- Discussion of Minutes of Closed Session for Purposes of Approval or Review for Public Disclosure

XIV. POSSIBLE ACTION ON CLOSED SESSION DISCUSSION

XV. ADJOURNMENT (Ventura)

XVI. NEXT REGULAR MEETING: December 11, 2019

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BOARD OF TRUSTEES
REGULAR MEETING MINUTES
November 13, 2019

CALL TO ORDER

President Ventura called the regular meeting of the Board of Trustees to order at 7:00 p.m. on November 13, 2019, at the Oakbrook Terrace Fire Protection District, 17W400 Butterfield Road, Oakbrook Terrace, Illinois.

ROLL CALL

The roll call indicated the following: Present: Trustees Ventura, Sarallo, Haring
Also, Present: Chief Ralph DeLuca Jr., Attorney Joseph Miller,
HR/Finance Director Gregory J. Sebesta, Administrative Assistant Renee Boksa
Absent: None

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was said by all present.

MINUTES OF THE PRIOR MEETING

Sarallo motioned to approve the Board of Trustees Regular Meeting Minutes of October 16, 2019, seconded by Haring.

Roll Call: Ventura, Sarallo, Haring

Absent: None

MOTION PASSES

FINANCIAL TREASURER'S REPORT

Trustee Sarallo presented the Treasurer's report for Accounts Receivable and Accounts Payable for the month ending October 31, 2019.

Sarallo motioned to approve the Treasurer's Report as presented, seconded by Haring.

Roll Call: Ventura, Sarallo, Haring

Absent: None

MOTION PASSES

PUBLIC PARTICIPATION

No Public Participation required at this time.

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OLD BUSINESS

- A. Local 4435/Retirement Healthcare Funding Plan (RHFP):** Discussion took place regarding the details of the Retirement Healthcare Funding Plan for the members of Local 4435.

Ventura read and motioned to accept the Sidebar Letter of Agreement, seconded by Haring.

Roll Call: Ventura, Sarallo, Haring

Absent: None

MOTION PASSES

- B. No Other Old Business**

NEW BUSINESS

- A. Review and Approve Current Bills:** Trustee Sarallo read the grand total of \$24,423.52, for current bills as of November 11, 2019.

Haring motioned to approve the current bills, seconded by Ventura.

Roll Call: Ventura, Sarallo, Haring

Absent: None

MOTION PASSES

- B. Resolution 2019-03 / Draft Tax Levy Ordinance:** The Board reviewed and discussion took place regarding the draft tax levy ordinance. This item will be tabled to the December 11, 2019 meeting for approval.

- C. Resolution 2019-05 / Wage & Benefit Policy for Non-Commissioned Employees:** HR Sebesta reviewed with the Board the few changes made to the wage & benefit policy.

Ventura read and motioned to adopt Resolution 2019-05, seconded by Haring.

Roll Call: Ventura, Sarallo, Haring

Absent: None

MOTION PASSES

- D. Ordinance 2019-06 / Amending Ambulance Service Rates:** The Board of Trustees discussed the current and possible increase in the ambulance service rates for non-residents. Further research will take place on comparable rates and will table this item to the December 11, 2019 meeting.

- E. Review/Consider/Approval of Final Audit Report for Fiscal Year Ending 5/31/19:** The Board reviewed the final audit report from Mueller & Co., LLP.

Ventura motioned to accept the final audit report for fiscal year ending 5/31/19, seconded by Sarallo.

Roll Call: Ventura, Sarallo, Haring

Absent: None

MOTION PASSES

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New Business con't.

- F. Review/Consider/Approval of Xerox Copier Lease:** The Board received a proposal from COTG a Xerox Company, to lease a copier for the District. The current lease ended November 15, 2019. No other proposals were received.

Ventura motioned to enter into a Lease Agreement with COTG a Xerox Company, seconded by Haring.

Roll Call: Ventura, Sarallo, Haring Absent: None
MOTION PASSES

- G. Review/Consider/Approval of 2020 Workers Compensation Premium Renewal:** The Board reviewed the information submitted by IPRF for the workers compensation renewal.

Ventura motioned to accept the 2020 Workers Compensation Premium Renewal of \$65,387.00 as presented, seconded by Haring.

Roll Call: Ventura, Sarallo, Haring Absent: None
MOTION PASSES

- H. Review/Discuss/Consider Approval of Telephone System Infrastructure Upgrades:** The Board reviewed the proposals from Corporate Communications to update the stations' cable, hardware and main distribution unit for the phone system. This project will be done in two phases.

Ventura motioned to accept the proposals from Corporate Communication not to exceed \$8,274.59, seconded by Sarallo.

Roll Call: Ventura, Sarallo, Haring Absent: None
MOTION PASSES

- I. Review/Consider Amendment to Employee Policy Manual: Purchasing Section 1.27:** All present discussed the amendments to the purchasing policy and decision to create this as a separate policy. The Board directed Chief DeLuca to solicit pricing on the (SCBA)Self Contained Breathing Apparatus.

Ventura motioned to adopt the policy with amendments, seconded by Haring.

Roll Call: Ventura, Sarallo, Haring Absent: None
MOTION PASSES

- J. No Other New Business**

CORRESPONDENCE

- **DuPage County Board of Review:** The Board of Trustees reviewed the information from the Board of Review Assessment Appeals. The Board and Attorney Miller discussed and agreed that it would be cost prohibited for the District to pursue.

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FIRE CHIEFS' REPORT

Chief DeLuca informed the Board on the following items:

- The installation of the new ETSB / Pervis fire station alerting(FSA) system has been completed.
- The Districts' two new part-time employees will be completing the fire academy mid-December. An additional part time employee has been added to the roster and has completed the system entry requirements for the position of paramedic.
- The consolidation grant that the District and Local #4435 applied for was not awarded to the Fire District. Cooperative efforts between the two Fire Districts will continue.
- A committee comprised of three Fire District employees met with two suppliers/manufacturers for the Self-Contained Breathing Apparatus. The purpose of this committee was to evaluate each product and offer an opinion for each product. This new equipment will be purchased with funding from the FEMA grant awarded.
- The agreement with Brycer -The Compliance Engine has been submitted and a notice posted on their website and social media. The anticipated start date for processing testing reports is January 1 ,2020.

HR/FINANCE DIRECTOR REPORT

- The District did not receive the grant for a replacement Ladder Truck but will continue future efforts.
- The written exam for firefighter applicants took place on October 26, 2019. Nineteen candidates qualified. The next phase will be to conduct the oral interviews.

LEGAL COUNSEL REPORT

- Attorney Miller informed the Board that he will have a draft policy with options, for the Board to review at the December meeting regarding the cannabis law that will be passed in January 2020.

CLOSED SESSION

No Closed Session required at this time.

POSSIBLE ACTION ON CLOSED SESSION DISCUSSION

No Action on Closed Session required at this time.

ADJOURNMENT

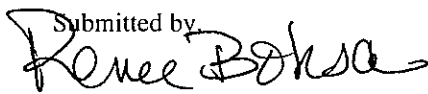
Sarallo moved, seconded by Haring to adjourn the meeting.

Roll Call: Ventura, Sarallo, Haring

Absent: None

MOTION PASSES

The regular meeting of the Oakbrook Terrace Fire Protection District Board adjourned at 8:38pm.

Submitted by


Renee Boksa
Administrative Assistant