

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

October 14, 2020
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 / September 9, 2020 (Ventura)
- V. APPROVAL OF TREASURER’S REPORT –** September 30, 2020 (Sarallo)
- VI. PUBLIC PARTICIPATION** (Ventura)
- VII. OLD BUSINESS** (Ventura)
 - A. Other Old Business
- VIII. NEW BUSINESS**
 - A. Review and Approve Current Bills (Sarallo)
 - B. Review/Discuss Tax Levy Ordinance #2020-06
 - C. Review / Accept Resignation Letter / Brian Chrencik (DeLuca)
 - D. Review/Consider Three (3) Cardiac Monitor Bids (DeLuca)
 - E. Amendment to Wage & Benefit Policy re: Part-Time Employees/Monthly Shift Schedule
 - F. Other New Business

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- IX. CORRESPONDENCE (Ventura)**
- City of Oakbrook Terrace / Property Annexing
 - 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)**
- A. Appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District
 - B. Collective Negotiating Matters, Salary Schedules
 - C. Purchase or Lease of Real Property (Real Estate & Buildings) for the use of the Public Body
 - D. The Setting of a Price for Sale or Lease of Property owned by the Public Body
 - E. The Sale or Purchase of Securities, Investments, or Investment Contracts
 - F. Emergency Security Procedures
 - G. Litigation (Lawsuits) when in action against, affecting, or on behalf of the particular Public Body
 - H. The Establishment of Reserves for Claims or Settlement of Claims
 - I. 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: November 11, 2020**

Upon adjournment of the regular meeting of the Board of Trustees of the Oakbrook Terrace Fire Protection District, the Regular Meeting of the Board of Fire Commissioners for the Oakbrook Terrace Fire Protection District shall commence.

OAKBROOK TERRACE FIRE PROTECTION DISTRICT
17W400 BUTTERFIELD ROAD
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BOARD OF TRUSTEES
REGULAR MEETING MINUTES
October 14, 2020

CALL TO ORDER

President Ventura called the regular meeting of the Board of Trustees to order at 7:00 p.m. on October 14, 2020, at the Oakbrook Terrace Fire Protection District, 17W400 Butterfield Road, Oakbrook Terrace, Illinois.

ROLL CALL

The roll call indicated the following: Present: Trustees Ventura, Haring
Also, Present: Chief Ralph DeLuca Jr., HR/Finance Director Gregory J. Sebesta,
Attorney Joseph Miller,
Administrative Assistant Renee Boksa
Absent: Sarallo

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was said by all present.

MINUTES OF THE PRIOR MEETING

Haring motioned to approve the Board of Trustees Regular Meeting Minutes of September 9, 2020, seconded by Ventura.

Roll Call: Ventura, Haring

Absent: Sarallo
MOTION PASSES

FINANCIAL TREASURER'S REPORT

Trustee Haring presented the Treasurer's report for Accounts Receivable and Accounts Payable for the month ending September 30, 2020.

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

Roll Call: Ventura, Haring

Absent: Sarallo
MOTION PASSES

PUBLIC PARTICIPATION

No Public Participation required at this time.

OLD BUSINESS

No Other Old Business required at this time.

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NEW BUSINESS

- A. Review and Approve Current Bills:** Trustee Haring read the grand total of \$34,700.37, for current bills as of October 14, 2020.

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

Roll Call: Ventura, Haring

Absent: Sarallo

MOTION PASSES

- B. Review/Discuss Tax Levy Ordinance #2020-06:** The Board reviewed the tax levy ordinance and attached certificates. The proper documents will be submitted to the County Clerk's office.

Ventura read and motioned to approve Tax Levy Ordinance #2020-06, seconded by Haring.

Roll Call: Ventura, Haring

Absent: Sarallo

MOTION PASSES

- C. Review/Accept Resignation Letter / Brian Chrencik:** President Ventura read the resignation letter submitted by Brian Chrencik. Chief DeLuca stated that FF/PM Chrencik had an opportunity to accept a full-time position at another Fire Department.

Ventura motioned to accept the resignation letter from Brian Chrencik, seconded by Haring.

Roll Call: Ventura, Haring

Absent: Sarallo

MOTION PASSES

- D. Review/Consider Three (3) Cardiac Monitor Bids:** Chief DeLuca informed the Board that the District has received a FEMA Grant for approximately \$119,000.00 for three (3) cardiac monitors. The RFP was posted in the newspaper with the proper dates for acceptance and opening of the bids. Chief DeLuca stated that only one bid was received from Stryker manufacturing.

Ventura motioned accept the bid from Stryker for the purchase of three LifePak cardiac monitors and also to authorize Chief DeLuca to complete the process for the FEMA Grant, seconded by Haring.

Roll Call: Ventura, Haring

Absent: Sarallo

MOTION PASSES

- E. Amendment to Wage & Benefit Policy re: Part-Time Employees/Monthly Shift Schedule:** Chief DeLuca explained to the Board that this amendment provides clarification for monthly shift scheduling for part-time employees.

Haring motioned to accept this amendment to the Wage & Benefit Policy for Part-Time Personnel, seconded by Ventura.

Roll Call: Ventura, Haring

Absent: Sarallo

MOTION PASSES

- F. Other New Business:** No other new business.

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CORRESPONDENCE

- **City of Oakbrook Terrace/Property Annexing:** This item is for informational purposes only. No action required by the Board.
- **DuPage County Board of Review:** The Board of Trustees reviewed the information from the Board of Review Assessment Appeals. The Board discussed and agreed that it would be cost prohibited for the District to pursue.

FIRE CHIEFS' REPORT

Chief DeLuca informed the Board on the following items:

- Joint training with neighboring Fire Departments has begun with COVID precautions in place
- Chief DeLuca began submitting related COVID expenses for reimbursement to the DuPage County through the CARES ACT funding previously discussed.
- A current part-time employee had the opportunity to accept a full-time position at another fire department with a start date of October 26, 2020. Interviews are scheduled to select qualified individuals to assist in part-time shift coverage.

HR/FINANCE DIRECTOR REPORT

HR/Finance Director informed the Board on the following items:

- The District received a small stimulus check from Illinois Public Risk Fund. This will help offset daily operating costs.
- Finance Director Sebesta spoke with the Broker that is currently listing the sale of Medic 49. The listed price has been lowered to \$21,000. The Board will be kept informed of the progress of the sale.
- The Auditors are finalizing the pension fund portion of the audit. As soon as this is complete, it will be able to be filed with the Department of Insurance.

LEGAL COUNSEL REPORT

- Attorney Miller discussed that after the finalized audit is complete, the pension calculations will be used for next years' tax levy to possibly increase the pension amount levied.

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

Haring moved, seconded by Ventura to adjourn the meeting.

Roll Call: Ventura, Haring

Absent: Sarallo

MOTION PASSES

The regular meeting of the Oakbrook Terrace Fire Protection District Board adjourned at 7:46 pm.

Submitted by,



Renee Boksa

Administrative Assistant