

**TRI-STATE FIRE PROTECTION DISTRICT**  
**BOARD OF TRUSTEES MEETING**

**September 16, 2013**

CALL TO ORDER

I. MINUTES

Approval of District Meeting Minutes – 19, August 2013  
Approval of Special Session Minutes – 31. August 2013

II. TREASURER'S REPORT

Approval of August 2013 Treasurer's Report including bills for the District

III. NEW BUSINESS

Diesel Fuel/Gas Budget

IV. COMMUNICATIONS

Haz Mat Response – 7600 Grant St., Burr Ridge  
Village of Willowbrook Proclamation of Fire Prevention Week  
Village of Burr Ridge Proclamation of Fire Safety Month

V. COMMISSIONER'S REPORT

VI. OLD BUSINESS

Closed Minutes  
Job Descriptions  
District/Pension Audit

VII. CHIEF'S REPORT

VIII. ATTORNEY'S REPORT

IX. CLOSED SESSION

(5 ILCS 120/2) (Sec. 2 – (c ), (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity, as well as minutes, previous session.

(5 ILCS 120/2 (c ) (2) Collective negotiating matter between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

X. RE-CONVENE TO OPEN MEETING

Motions for matters in Closed Session

XI. AUDIENCE COMMENTS

XII. ADJOURNMENT

16, September 2013  
Adm. Asst. Terri Radek

FOUNDED IN 1946

**TRUSTEES**

Hamilton "Bo" Gibbons  
Jill K. Strenzel  
Michael L. Orrico



**CHIEF ADMINISTRATOR**

Michelle A. Gibson

**DEPUTY CHIEF**

Jack L. Mancione

**TRI-STATE  
FIRE PROTECTION DISTRICT**

419 PLAINFIELD ROAD • DARIEN, ILLINOIS 60561 • (630) 323-6445

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF TRUSTEES OF  
THE TRI-STATE FIRE PROTECTION DISTRICT HELD 16, SEPTEMBER 2013  
AT STATION #3.**

**I. CALL TO ORDER**

The meeting was called to order at 18:40 hours by Trustee Strenzel. On Roll Call: Trustee Orrico, Trustee Strenzel, Chief Gibson, Chief Mancione, Attorney Brian Crowley, Finance Director Gergits and Adm. Asst. Radek. Audience Member – Katie Drews-BGA, FF Allenspach, LT Littig, Garu Schluntz, and Margo H.

**II. MINUTES OF THE 19, AUGUST 2013 MEETING**

Trustee Strenzel made a motion to accept the minutes as written for the meeting of 19, August 2013. Trustee Orrico chose to abstain as he was not present at the 19, August 2013 meeting. Due to the absence of Trustee Gibbons, approval of the 19, August 2013 meeting will be deferred to the 21, October 2013 meeting.

Trustee Strenzel made a motion to accept the minutes as written for the meeting of 31, August 2013. Motion seconded by Trustee Orrico. Motion approved by the Board 2-0-0.

**III. TREASURER REPORT**

Trustee Orrico presented the Treasurer's Report along with the bills for August 2013. Motion to accept the Treasurer's report as presented and to pay the bills for August 2013 was made by Trustee Orrico. Motion seconded by Trustee Strenzel. Motion approved by the Board 2-0-0. Roll call vote: Orrico –Aye, Strenzel-Aye.

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IV. NEW BUSINESS

Trustee Orrico discussed the Diesel Fuel/Gas Budget and feels the district personnel should not be using the Citgo station at Plainfield and Clarendon Hills Roads just because it is convenient. Trustee Orrico feels the difference in fuel costs between the city of Darien, the Village of Willowbrook and Citgo is too varied. Trustee Orrico feels the district should focus on saving money on fuel costs as well as in other areas. Chief Gibson state that the matter had been discussed several times and the board agreed that the Citgo was a viable solution due to proximity which will allow for quicker response to calls. Chief Gibson stated that the district will go the direction the board advises. Trustee Orrico stated the staff needs to make conscious decisions on what is cost effective.

Trustee Strenzel recognized the fine efforts of the department related to the 911 Service on September 8, 2013. It was very touching and the daughters of Jim Giberson a FF who lost his life on 9/11 came from New York to be with Nancy DiCostanza the sister of FF Giberson. Nancy and her family live and work in district. The Giberson family was very appreciative that we remembered their father. Also the painting from the local artist was a wonderful gift to Station #2.

V. COMMUNICATIONS

1. All surrounding villages are acknowledging Fire Safety month.
2. September 9, 2013 there was a HazMat situation at 7600 Grant. Fork lift boiled over, fumes escaped. Used MV10 to clear fumes.
3. September 18, 2013, Argonne Debriefing Invite

VI. CHIEF'S REPORT

1. September 26, Tri-State will have a display at Mayor Weavers Town Hall get together at Carriage Greens. We will be displaying Smart 911 which allows rescuers know where you are located.
2. Final phase of the dispatch project will be completed in the next 30-45 days. When all is done we will have replaced 25 year old equipment.
3. There has been work on the computer center for phones, servers, new software updates with a target of January 1, 2014 for completion
4. ETSB – Motorola Equipment Project going well. A Grant provided equipment, installation costs and training.

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VII. ATTORNEY'S REPORT

Attorney Crowley stated he would save all communication for closed session.

VIII. OLD BUSINESS

Trustee Orrico asked if closed meeting minutes could be included in monthly packet. Attorney Crowley responded that there must be written closed minutes and they must stay confidential. The legal requirement is that there must be written minutes and after 18 months tapes can be destroyed and every 6 months the board must decide if they must remain confidential. Currently, closed minutes are in a lock box at Trustee Strenzel's home. Prior to the renovations of the Chief's office, they were housed in a locked cabinet in the Chief's office at Station 2. At Station 3 there is work being done to create a secure office and secure filing cabinet so confidentiality can be ensured. Attorney Crowley commented that the Board needs to determine how to listen to tapes, and where they should be stored. Trustee Orrico made a motion to keep the tapes at Tri-State. Motion was not seconded. No vote was taken.

Job descriptions – Trustee Orrico would like a copy of all job descriptions. Chief Gibson stated she sent job descriptions to Trustee Orrico and the other Trustees as well. Trustee Orrico would like a copy of the Chief's job description. Chief Gibson stated she has never seen a copy of her job description and believes her duties are listed in her contract.

Trustee Orrico would like to make a motion to hire a stenographer to take minutes for all meetings. Trustee Strenzel commented that it would require additional costs to the district and wanted the President Gibbons part of the discussion. Motion was not seconded. No vote was taken.

Trustee Orrico asked why do we wait to last minute to approve Budget & Appropriations? Chief Gibson stated that it is when we are able to provide the most accurate information and it has been the process for many years. Trustee Orrico requested it be completed sooner. Trustee Orrico stated that the Budget & Appropriations should be a priority. The Chief Gibson replied that we fell within the guidelines as required. Chief Gibson also stated that the department has been very busy and has prioritized activities accordingly.

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VIII. OLD BUSINESS .. continued ..

Trustee Strenzel reported from the Pension Board Meeting. The Pension Board was not aware that the pension audit effect's the Tri-State audit. Illinois has deviated from the US Govt standards on how to justify unfunded liability and is an audit concern for the district. The Pension board is getting quotes for pension audits for their next board meeting in October 2013. Finance Director Gergits advised this was for an actuary report, not audit. Trustee Strenzel will keep the regular board informed on the actuary action.

IX. COMMISSIONER'S REPORT

No Commissioners were present.

X. CLOSED SESSION

At 19:09 hours, Trustee Strenzel made a motion to close the Regular Open Meeting and open a closed session for the purpose of personnel and legal matters. Pursuant to (5 ILCS 120/2) (Sec. 2 – (c ), (1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity, as well as minutes, previous session as well as (5 ILCS 120/2 (c ) (2) Collective negotiating matter between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. Motion seconded by Trustee Orrico. Roll call vote. Orrico – Aye, Strenzel - Aye. Motion approved by the board 2-0-0.

Discussions were held on personnel and legal matters.

At 20:09 hours, Trustee Strenzel made a motion to end the closed session and go back into the open session. Motion seconded by Trustee Orrico. Motion approved by the board 2-0-0.

XI. AUDIENCE COMMENTS

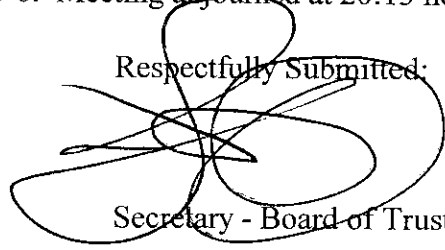
Katie Drews asked if there were any reactions to the last story, when would her questions be answered and why the chiefs have confidentiality agreements?

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XII. ADJOURNMENT

With no further business before the Board Trustee Strenzel made a motion to adjourn the Regular Scheduled Board Meeting. Motion seconded by Trustee Orrico. Motion approved by the Board 2-0-0. Meeting adjourned at 20:13 hours.

Respectfully Submitted:

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and lines, positioned over the text 'Respectfully Submitted:' and 'Secretary - Board of Trustees'.

Secretary - Board of Trustees