

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

**October 21, 2013**

CALL TO ORDER

I. MINUTES

Approval of District Meeting Minutes – 19, August 2013  
Approval of District Meeting Minutes – 16, September 2013  
Approval of Special Session Meeting Minutes – 26, September 2013  
Approval of Special Session Meeting Minutes – 8, October 2013  
Approval of Special Session Meeting Minutes – 18, October 2013

II. TREASURER'S REPORT

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

III. NEW BUSINESS

Ambulance Billing RFP  
Public Safety Service Inc. contract renewal/extension

IV. COMMUNICATIONS

V. COMMISSIONER'S REPORT

VI. OLD BUSINESS

Fuel Usage Update  
Closed Minutes  
FF Pension Fund Actuary/Audit Update

VII. CHIEF'S REPORT

Willow Springs Update  
Dispatch Update  
Business Phones Update

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, October 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 21, OCTOBER 2013  
AT STATION #3.**

**I. CALL TO ORDER**

The meeting was called to order at 18:30 hours by Trustee Gibbons. On Roll Call: Trustee Gibbons, Trustee Strenzel, Trustee Orrico, Chief Gibson, Deputy Chief Mancione, Attorney Jennifer Dunn and Adm. Asst. Radek. Audience member – Commissioner Jewell, PM Craig Whitney, FF Corrao.

**II. MINUTES OF THE 16, SEPTEMBER 2013 MEETING**

Trustee Strenzel made a motion to accept the minutes as written for the meeting of 16, September 2013. Trustee Orrico questioned pg. 2, cost v. benefit with regards to fuel purchasing and will provide amended language. Pg. 3 with regards to closed session tapes, Trustee Orrico asked to have tapes stored at headquarters. Trustee Strenzel said they will be once the Trustee room is completed and security measures are in place. Trustee Orrico would like to listen to tapes. Trustee Orrico requested a copy of the Chief's job description. Chief stated job description is in contract. Trustee Orrico stated firefighter's have a contract and a job description. Trustee Orrico requested that a job description be done and would like it added to next month's agenda. In addition, Trustee Orrico stated Gary Schluntz was in attendance. Approval of the minutes of 16, September Trustee meeting has been deferred.

**MINUTES OF THE 19, AUGUST 2013 SPECIAL MEETING**

Turstee Strenzel made a motion to accept the minutes as written for the meeting of 19, August 2013. Motion seconded by Trustee Gibbons. Motion approved by the Board 2-0-1.

PAGE TWO  
MINUTES OF THE BOARD OF TRUSTEES  
21, OCTOBER 2013

MINUTES OF THE 26, SEPTMEBER 2013 SPECIAL MEETING (re: Willow Springs)

Trustee Strenzel made a motion to accept the minutes as written for the meeting of 26, September 2013. Motion seconded by Trustee Orrico. Motion approved by the Board 3-0-0.

MINUTES OF THE 08, OCTOBER 2013 SPECIAL MEETING

Trustee Gibbons made a motion to accept the minutes as written for the meeting of 08, October 2013. Motion seconded by Trustee Strenzel. Motion approved by the Board 2-0-1. Trustee Orrico was not present and would like to listen to special meeting tapes.

Trustee Orrico would like to again address hiring an independent stenographer which would aid in reflecting true meeting minutes. Trustee Orrico questioned Trustee Strenzel's statement from a previous meeting that you need 3 trustees present to vote. Trustee Strenzel clarified that she didn't second the motion for the stenographer because she does not want to make financial decisions without Trustee Gibbons present. Trustee Orrico stated he would like to continue the conversation in Closed Session.

III. TREASURER REPORT

Trustee Orrico presented the Treasurer's Report along with the bills for September 2013. Motion to accept the Treasurer's report as presented and to pay the bills for September 2013 was made by Trustee Strenzel. Motion seconded by Trustee Gibbons. Motion approved by the Board 3-0-0. Roll call vote: Gibbons-Aye, Strenzel-Aye, Orrico Aye.

Trustee Orrico had questions within the Treaturer's Report. With regards to J & S Engraving for services totaling \$896.00, Trustee Orrico asked where he could find the income for memorial disbursements. Deputy Chief Mancione stated a 3 way journal entry will show in budget comparisons. Also, Trustee Orrico asked if there will be a break out for Westmont and McCook revenues for outside maintenance activities. Deputy Chief Mancione stated yearly annual report will show with budget comparison report.

PAGE THREE  
MINUTES OF THE BOARD OF TRUSTEES  
21, OCTOBER 2013

IV. NEW BUSINESS

Ambulance billing RFP – Trustee Gibbons had asked to add to the agenda due to the August 31, 2013 budget discussions about RFP for services. Trustee Orrico stated there are other organizations do billing such as PSSI and Kurtz. Trustee Strenzel comment that we should understand when the Andres contract ends. Trustees Gibbons stated that there is a 60 day out clause. Deputy Chief Mancione stated with regards to RFP – Andres is at 5% fee whereas other departments have a higher rate most around 8%. The current rate is a great savings for Tri-State and after additional discussion amongst the board members no RFP or changes will be pursued in this area at this time.

PSSI contract revision – Chief, Deputy and Gary discussed updates to the existing agreement that will result in Tri-State receiving money back and a change in termination terms. There will be a reduction in payments thru June 2014, starting back to June 2013. Exiting the contract for just cause – was at 60 days written notice and has changed to 120 day notice. Trustee Strenzel made a motion to accept the amendment to the current PSSI contract, Trustee Gibbons seconded the motion, Motion approved by the board 3-0-0. Roll call vote, Gibbons – Aye, Strenzel – Aye, Orrico – Aye.

V. COMMUNICATIONS

None

VI. CHIEF'S REPORT

Last Saturday was a Meet & Greet at Willow Springs. Village board members were in attendance. Purpose was for people to come and talk with Tri-State personnel and to inform residents they were not losing ambulance but rather having increased coverage. Willow Springs now has assistance from Westmont, Clarendon Hills, Pleasantview, Bedford Park, Roberts Park, Lemont & Darien-Woodridge.

Met with ETSB to continue communication improvement plans, the cost to move equipment from Bloomingdale to Tri-State, set up, business lines is ready to go and will finalize the program. Cost to the district have gone from \$120,000 to \$60,000 and will reduce even further with additional efforts such as Comcast Business services and other service & phone changes the district is good shape. In addition the technology is current and there are no more copper lines that can be problematic.

PAGE FOUR  
MINUTES OF THE BOARD OF TRUSTEES  
21, OCTOBER 2013

CHIEF'S REPORT continued . . .

There was a haz mat call in Willowbrook which might pose a continued threat in the district. There was a chemical leak that may have gotten into the water system. It has become a multi-state issue. Building may have to be taken down.

Chief Gibson stated that she wanted to respond to a false accusation in previous board meeting minutes that accused her of shopping at Hobby Lobby in Joliet in a district vehicle. She has not shopped at Hobby Lobby in Joliet.

Per Trustee Gibbons request, the Chief provided information regarding what the BGA has cost the district. Through September 2013 it is estimated to be between \$125,000 and \$154,000, with no end in sight. Chief Gibson feels behavior is escalating in a negative way. Ms. Drews wouldn't let the Chief leave a board meeting, stood in her way including touching her. Chief sent an e-mail hoping the behavior was a mistake. Chief won't be touched by anyone and personal attacks should not be tolerated.

There will be a dedication at 91<sup>st</sup> & Madison for the old Santa Fe Speedway, October 26, 2013.

Chief commented that her accomplishments for 2013 were provided to Trustee Gibbons. Trustee Gibbons said the Chief's performance would be discussed in the next meeting.

VII. ATTORNEY'S REPORT

Attorney Dunn stated she would save all communication for closed session.

VIII. OLD BUSINESS

Fuel Usage Update – Deputy Mancione and Chief Gibson reviewed information they had gather related to usage, maintenance of pumps, travel costs, risk management, call distance, hours of operations and prices of the diesel & gas available from the from multiple locations and sources used currently. The majority of usage is for diesel which has significant prices fluctuate. Also in the past, Willowbrook had an incident with bad gas. Recommendation is to use common sense, if a crew is near a fueling facility, fill up.

PAGE FIVE  
MINUTES OF THE BOARD OF TRUSTEES  
21, OCTOBER 2013

OLD BUSINESS cont.

Closed Minutes - Policy was provided by Attorney Brian Crowley.

Pension Board Update – Trustee Strenzel did report that the Pension Board did approve actuary report to support the district audit findings. The pension board was in receipt of a Terry Smith duty disability pension request. The pension investments made 20.63% return on investment for the year.

IX. COMMISSIONER'S REPORT

Commissioner Jewell reported that they are currently working though the Fire Fighter lists. By the time we do polygraph, possible employee has already taken job with other fire department. Had a special meeting on 10/22/13 to create list for Lieutenant. There are 3 candidates and all scored well. Tests were hand scored to make sure all results were fair.

Chief Gibson stated she would be sending Commissioner Jewell information needed for negotiations.

Commissioner Jewell reported that Attorney John Broider has been a great source of information for our Commissioners. Yearly dues to Commissioners Association includes referring to Mr. Broider for (free) advise.

Commissioner Jewell reported that the Treasurer for the Board of Commissioners passed away and they are looking for a replacement. In future, the organization will have back-up personnel in place for any emergency.

Commissioner Jewell has some questions for Closed Session.

X. AUDIENCE COMMENTS

none

XI. CLOSED SESSION

At 19:49 hours, Trustee Gibbons made a motion to close the Regular Open Meeting and open a closed session for the purpose of personnel. Motion seconded by Trustee Strenzel. Motion approved by the board via roll call vote. Trustee Gibbons – Aye, Trustee Strenzel Aye, Trustee Orrico Aye. 3-0-0.

PAGE SIX  
MINUTES OF THE BOARD OF TRUSTEES  
21, OCTOBER 2013

Information related to personnel matters were discussed

At 20:13 hours Trustee Gibbons made a motion to adjourn the closed session and return to the Regular Open Meeting. Motion seconded by Trustee Strenzel. Motion approved by the Board 0-0-0.


Discussions related to the Trustee office and getting information from closed sessions moved to the new location as soon as available was discussed. Chief Gibson will be providing keys to the room and there will be locking cabinets and a safe to secure the materials.

Additional discussion related to secure closed minutes and tapes as required for the Basek litigation.

XII. ADJOURNMENT

With no further business before the Board Trustee Gibbons made a motion to adjourn the Regular Scheduled Board Meeting. Motion seconded by Trustee Orrico. Motion approved by the Board 3-0-0. Meeting adjourned at 20:19 hours.

Respectfully Submitted:



Board of Trustees