



ITASCA FIRE PROTECTION DISTRICT NO. 1
MEETING OF THE BOARD OF TRUSTEES
Visit us at www.itsascafd.org

Wednesday, January 12, 2022 at 6:00 PM

This meeting will be held at:
Itasca Fire Protection District No. 1
Fire Station Rear Entrance
520 W. Irving Park Road Itasca, IL

Additionally, due to the ongoing public health emergency, and consistent with the Governor's emergency declaration, various Executive Orders entered by the Governor, and amendments made to the Open Meetings Act in Public Act 101-640, this meeting will be conducted electronically. Public comments are welcome on any topic when received by email or in writing by the Fire Chief or his designee prior to 4:00 p.m. on the day of the meeting. Emailed comments may be sent to chief@itsascafd.org. Written comments may be submitted to the attention of the Fire Chief at 520 W. Irving Park Road, Itasca, Illinois 60143. Public comments may also be made live during the meeting by persons participating via Zoom. For those wishing to view the meeting or make public comments via Zoom, the following link will be used for this meeting:

<https://us02web.zoom.us/j/4110877280?pwd=THF6L3JEWmlxbzhhREdNeEY0cEpiZz09>

Audio access: 312-626-6799 (note: individuals must have visual access to comment during the meeting)

Meeting ID: 411 087 7280

Passcode: 386446

- I. Call to Order with the Pledge of Allegiance
- II. Roll Call: President Kunze Treasurer Kearney Secretary McDonald
- III. Consideration of a motion to approve the minutes for the following meetings:
 - a. **December 8, 2021** Regular Meeting of the Board of Trustees
 - b. **December 8, 2021** Closed Session of the Board of Trustees
- IV. Treasurer's Report
 - a. Consideration to approve the Treasurer's report for **January 2022**
 - b. Consideration to approve Warrants and Disbursements for **January 2022**
- V. Fire Commissioners Report
- VI. Fire Chief's Report
 - a. Interim Status
 - b. Notice to the State Fire Marshal
 - c. Chief Burke status
 - d. Chief Officer Availability
 - e. Covid-19 Status

Visitors are welcome to public all meetings of the Itasca Fire District No. 1. Any person wishing to discuss a topic or agenda item may address the Board during the "COMMENTS FROM THE AUDIENCE" segment. It is requested that, if possible, one spokesperson for a group be appointed to present similar views. Speakers who are recognized are requested to state their name and the group they are representing prior to addressing the Board. Comments may be limited to five minutes per speaker and thirty minutes per topic, at the discretion of the Board. Any individual with a disability requiring a reasonable accommodation in order to participate in this meeting should contact the Fire Chief or Administrative Assistant Karen Perry at 630-773-1223 at least 24 hours in advance of the meeting.



ITASCA FIRE PROTECTION DISTRICT NO. 1

MEETING OF THE BOARD OF TRUSTEES

Visit us at www.itascafd.org

Wednesday, January 12, 2022 at 6:00 PM

- f. Rail Traffic Expansion
- g. Website status
- h. Fire Code and Fee Adjustments
- VII. Reports and Comments from Trustees and Fire District Attorney
 - a. President Kunze
 - i. Chief Hiring Process
 - ii. Pension Board Appointment
 - b. Treasurer Kearney
 - c. Secretary McDonald
 - i. Station Remodeling Project
 - d. Attorney Ottosen
- VIII. Comments from the Audience
 - a. Comments from persons present or video participants
 - b. Comments provided in advance to the Fire Chief
- IX. Consideration of Old Business Deferred from Previous Meetings
- X. New Business
- XI. Consideration to Adjourn to Closed Session for any lawful purpose including:
 - a. For the purposes of discussing pending or probable litigation
 - b. For the purpose of discussing personnel matters as permitted by the OMA
 - c. For the purposes of discussing matters pertaining to collective bargaining

Note – the Board of Trustees will not consider or vote on any matters subsequent to the Closed Session of the Trustees
- XII. Adjournment
 - a. Next Regular Board of Trustees meeting is scheduled for **February 9, 2022 at 6:00PM**

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ITASCA FIRE PROTECTION DISTRICT NO. 1

MINUTES Meeting of the BOARD OF TRUSTEES

Wednesday, December 8, 2021

Itasca Fire District is inviting you to a scheduled Zoom meeting.

Topic: Trustee Board Meeting

Time: Dec 8, 2021 06:00 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87582277623?pwd=TIRNLONrSnRYcTNzUytQbmFBSVhvZz09>

Meeting ID: 875 8227 7623

Passcode: kUTw8H

One tap mobile

+13126266799,,87582277623#,,,,*314940# US (Chicago)

+16465588656,,87582277623#,,,,*314940# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 875 8227 7623

Passcode: 314940

Find your local number: <https://us02web.zoom.us/j/koXoo39Kw>

Public Hearing – Proposed Property TAX LEVY – 6:00 p.m.

- A. Notice of Hearing Published – (published November 29, 2021 – Daily Herald)
- B. Public Participation
- C. Adjourn Public Hearing

I. Call to Order

C. Kunze made the motion calling the meeting to order at 6:00 p.m.
second by J. Kearney.

Roll Call Vote: 3 "AYES" – Kunze, Kearney, McDonald NAYS – 0

Present:

C. Kunze
J. Kearney
S. McDonald

Absent:

Also Present:

Chief Burke
D/C Johl
Atty. Ottosen – via ZOOM
Auditor Brian LeFevre, SIKICH – via ZOOM
A/A Perry

II. Audience Participation/Public Comment

FM J. Bahr on behalf of FM Bret Nagel (via text) asked if Union representation can be involved with the hiring process of the new fulltime Chief position.

President Kunze replied the Board would discuss and advise back to them.

No *Public* comment leading up to the meeting from Chief Burke.

Public Hearing

J. Kearney made the motion to open Public Hearing to approve proposed property tax levy increase for the Itasca Fire Protection District seconded by S. McDonald.

Roll Call Vote: 3 "AYES" – Kunze, Kearney, McDonald NAYS – 0

Public Hearing notice published November 29, 2021 in the Daily Herald (certificate of publication presented).

No audience participation.

J. Kearney made the motion to close Public Hearing seconded by C. Kunze at 6:05 p.m.

Roll Call Vote: 3 "AYES" – Kunze, Kearney, McDonald NAYS – 0

III. Approval of November 10, 23 and Dec. 3, 2021, Open Meeting Minutes and Executive Session Minutes November 10, 23 and Dec. 3, 2021

S. McDonald made the motion to approve the **November 10, 23 and Dec. 3, 2021, Open Meeting Minutes seconded by J. Kearney.**

Roll Call Vote: 3 "AYES" – Kunze, Kearney, McDonald NAYS – 0

S. McDonald made the motion to approve November 10, 23 and Dec. 3, 201 Executive Session Minutes seconded by J. Kearney

Roll Call Vote: 3 "AYES" – Kunze, Kearney, McDonald NAYS – 0

IV. Treasurer's Report

CKunze made the motion to approve the December 15, 2021 monthly bills as presented and the Treasurer's report dated December 8, 2021 including transfer of \$420,000.00 (see Exhibit A) to operational account seconded by J. Kearney .

Roll Call Vote: 3 "AYES" – Kunze, Kearney, McDonald 0 NAYS

V. Old Business

A. Update on Station Renovation Project

Chief gave an update. Trustee McDonald will take Chief Burke's roll in the renovation project.

B. Discussion on T. Kingsmill Disability/Retirement Table

C. Service Recognition Awards
No report

D. Update on the Recruiting for the Chief's Position

- HRGOV Recruitment Contract

- Discussion and Possible Action on Chief transition Issues Including Possible Selection of an Interim Chief or Other Positions

Discussion will be in closed session.

VI. Closed Session –

To follow later in the meeting.

VII. New Business

A. Audit FY 053121 Review and Acceptance

Brian LeFevre, CPA – SIKICH presented completed 2021 Annual Financial Report for review and discussion.

S. McDonald made the motion to accept 2021 Annual Financial Report from SIKICH seconded by C. Kunze.

Roll Call Vote: 3 “AYES” – Kunze, Kearney, McDonald 0 NAYS

B Ordinance No. 2021-4 – ORDINANCE LEVYING AND ASSESSING TAXES

J. Kearney made the motion to approve Ordinance No. 2021-4 – LEVYING AND ASSESSING TAXES seconded by S. McDonald.

Roll Call Vote: 3 “AYES” – Kunze, Kearney, McDonald 0 NAYS

C HB2568/Illinois 2021-2022

Chief Burke and Atty. Ottosen gave a synopsis regarding HB2528.

Amends the Public Safety Employee Benefits Act. Provides that a health insurance plan, as defined, is limited to the insurance plan options codified in the employee collective bargaining agreement or bargained upon with an authorized agent and subject to the grievance process.

D UNION – Correspondence from T. Kingsmill

After discussion regarding HB2568 the Board of Trustees agreed to sit down and discuss with Union representation in the near future.

E Discontinued B/C Response on Lower Priority Calls

After discussing, it was agreed to leave responses the same.

VIII. Correspondence

None

IX. Chief's Report

Attached.

X. Closed Session

S.McDonald made the motion to adjourn to executive session at 6:52p.m. for personnel matters under Exception 2C1, Open Meetings Act seconded by C. Kunze.

Roll Call Vote: 3 "AYES" – Kunze, Kearney, McDonald 0 Nays

XI. Return to Open Session – PM.

C.Kunze made the motion to return open meeting at 8:09 p.m. seconded by J. Kearney.

Roll Call Vote: 3 "AYES" – Kunze, Kearney, McDonald 0 NAYS

Old Business

D Update on the Recruiting for the Chief's Position

C. Kunze made the motion to approve GOVtempUSA a division of GOVHR contract to have John Buckley to serve as interim Chief beginning Dec. 13, 2021.

Roll Call Vote: 3 "AYES" – Kunze, Kearney, McDonald 0 NAYS

C.Kunze made the motion to approve James MacArthur as a temporary hourly employee of the District in the role of special advisor to the Board and Interim Chief John Buckley.

Roll Call Vote: 3 "AYES" – Kunze, Kearney, McDonald 0 NAYS

XI. Adjournment – 8:13pm

C.Kunze made the motion to adjourn open session meeting at 8:13 p.m. seconded by J. Kearney.

Roll Call Vote: 3 "AYES" – Kunze, Kearney, McDonald 0 Nays

MINUTES

Meeting of the Board of Trustees Itasca Fire Protection District No. 1 Executive Session

Wednesday, December 8, 2021

I. Call to Order

S. McDonald made the motion to call the meeting to order at 6:51 p.m.
seconded by J. Kearney.

Roll Call Vote: All "AYE" – Chris Kunze, John Kearney, Shaun McDonald 0 NAYS

Present:
Chris Kunze
John Kearney
Shaun McDonald

Absent:

Also Present:
Atty. Ottosen – via ZOOM
Tim Sashko, HR-GOV
Jim MacArthur
John Buckley
Commissioner Robert Olender

II. Closed Session

Personnel Matters
Discussion on Interim Chief and other positions.

IV. Adjourn –8:08 pm.

J. Kearney made the motion to adjourn executive session and return to open session
seconded by J. Kearney at 8:08 pm.

Roll Call: All "AYE" – Chris Kunze, John Kearney, Shaun McDonald 0 NAYS

Shaun McDonald, Secretary
Botexminutes 120821



ITASCA FIRE PROTECTION DISTRICT NO. 1
520 W. IRVING PARK ROAD ITASCA, IL 60143

Administration: 630-773-1223
Fire Prev. Bur: 630-773-1240
Fax: 630-773-3381

January 12, 2022

Matt Perez
Fire Marshal
State of Illinois
via email: matt.perez@illinois.gov

Fire Marshal Perez:

This is to inform you that the Itasca Fire Protection District has appointed John Buckley as Interim Fire Chief effective January 17, 2021. The Fire District is in the process of recruiting a permanent fire chief and anticipate that appointment within the next five months. Please let the record for your office reflect this change.

If you have questions or need additional information please feel free to contact me at ckunze@itascafd.org or Chief Buckley at chief@itascafd.org or the number listed above or the fire chief's cell number 224-363-3584.

Sincerely,

Chris Kunze
President, Board of Trustees



ITASCA FIRE PROTECTION DISTRICT NO. 1
520 W. IRVING PARK ROAD, ITASCA, IL 60143

Administration: 630-773-1223
Fire Prev. Bur: 630-773-1240
Fax: 630-773-3381

January 5, 2022

Board of Trustees
Itasca Fire Protection District

Be advised that as of January 16, 2022 I am resigning as the President of the Itasca Firefighters Pension Fund. You will need to appoint another trustee and as a second signatory to the fund.

A handwritten signature in black ink, appearing to read "JFB Jr", is written over the printed name.

James F Burke Jr
Fire Chief

FPB Report- December 2021

Michael Lisek- Director of FPB

- Plan reviews -15
- FD inspection -7
- Village inspection -25
- Review 2018 codes/review with Chief Burke
- Working on fee schedule for code change/review with Chief Burke
- 2021/2022 Firework meeting at NTT with Village and Hamilton
- 2 day Community Risk Reduction training (no cost)
- New tenant inspection -0
- Fire drills -0
- Firework inspection -0
- Village meetings -4
- School inspections -0
- Other
 - Training, Village meetings, follow ups to calls (FD responses),Kean's Bakery- freezer fire not extended (business remained open after call), follow up with shift(s), follow ups to general needs (businesses/contractors),New business meetings, FOIA needs, internal needs (shifts, office, phone calls ,IT and general FPB office needs)