

**Elwood Fire Protection District
Board of Trustees Meeting Minutes
Thursday, September 21, 2023**

1. Pledge of Allegiance: The Board stood and recited the Pledge of Allegiance.
2. Call to Order: The meeting was called to order at 9:00 a.m. at 309 West Mississippi Street, Elwood, IL 60421, by President Bertucci.
3. Roll Call:
Present: President Allan Bertucci, Treasurer Colleen Prieboy, Secretary Patricia Vinsel.
Also Present: Chief Christopher Locacius, Administrative Assistant Jill Deaville, Attorney John Motylinski, James Howard with Government Accounting, Captain Carl Hunter, Lieutenant Justin Lorand, and Lieutenant Nick George.
4. Public Comment (Limit 3 minutes): None
5. Approval of August 23, 2023, Regular Meeting Minutes: A motion was made by Prieboy and seconded by Vinsel to approve the minutes as written. All in favor: Aye 3, Nay 0, Absent 0. Motion carried.
6. Financial Report by Government Accounting, Approval of Bills: The Financial Report was presented by Howard of Government Accounting. After discussion, a motion to approve the financial report as presented was made by Prieboy and seconded by Bertucci. All in favor: Aye 3, Nay 0, Absent 0. Motion carried. Approval of Bills: A motion was made by Vinsel and seconded by Prieboy to approve the bills. All in favor: Aye 3, Nay 0, Absent 0. Motion carried.
7. Officers & Attorney's Reports: Reports presented by Locacius, Melahn, Hunter, Lorand, and Motylinski.
8. Old Business:
 - a. Discussion / Possible Action on Accessory Building: Progression and setbacks continue. Joliet Steel called EFPD to express concerns about not being paid by the contractor. Mike Cole from Integral stopped into the meeting. The Board expressed concerns about the completion of the Reserve Bay. Cole will relay concerns to his bosses at Integral.
 - b. Discussion / Possible Action on an Appointment to the Pension Board: Locacius recommended that Clare McKinney be appointed to the Pension Board. A motion was made by Prieboy and seconded by Vinsel to appoint Clare McKinney to the Elwood Fire Protection Pension Board. All in Favor: Aye: 3 Nay 0. Absent 0. Motion carried.
 - c. Other Unfinished Business: Discussed the Decennial Committee meeting.
9. New Business:
 - a. Discussion / Possible Action on Ordinance No. 09212023 An Ordinance Establishing the Offices of Executive Assistant, Administrative Assistant, and Office Assistant: The Board discussed the Ordinance and took action as noted below.
 - b. Discussion / Possible Action on Operations Manual 100-16 Executive Assistant Job Description, 100-17 Administrative Assistant Job Description, and 100-18 Office Assistant Job Description: The Board discussed the job descriptions and took action as noted below.
 - c. Discussion / Possible Action on the Organizational Chart: The Board discussed the Organizational Chart and took action as noted below.

A motion was made by Prieboy to adopt Ordinance No. 09212023; approve Operational Manual 100-16, 100-17, and 100-18 as written; and approve the Organizational Chart as presented. The motion was seconded by Vinsel. All in Favor: Aye: 3 Nay 0. Absent 0. Motion carried.

- d. Discussion / Possible Action on Ordinance No. 09122023B An Ordinance Electing Participation in the Illinois Municipal Retirement Fund (IMRF): After discussion, a motion was made by Prieboy to adopt Ordinance No. 09212023. The motion was seconded by Vinsel. All in Favor: Aye: 3 Nay 0. Absent 0. Motion carried.
 - e. Discussion / Possible Action on Resolution No. 09212023 A Resolution Appointing an Authorized Agent for IMRF: After discussion, a motion was made by Bertucci and seconded by Prieboy to appoint Locacius as the Authorized Agent for the IMRF. All in favor: Aye 3, Nay 0, Absent 0. Motion carried.
 - f. Discussion / Possible Action on Risk Care Management Policy 100-37: After discussion, a motion was made by Prieboy and seconded by Vinsel to adopt Policy 100-37 as amended to include concrete in section 9.2. All in favor: Aye 3, Nay 0, Absent 0. Motion carried.
 - g. Discussion / Possible Action on Account Signers for First Bank of Manhattan: A motion was made by Bertucci and seconded by Vinsel to appoint Alan Bertucci, Patricia Vinsel, and Colleen Prieboy to be authorized account signers for accounts at First Bank of Manhattan. All in favor: Aye 3, Nay 0, Absent 0. Motion carried. A motion was made by Bertucci and seconded by Prieboy to remove Norman Fanning and Sharon Delehanty as account signers at First Bank of Manhattan. All in favor: Aye 3, Nay 0, Absent 0. Motion carried.
 - h. Discussion / Possible Action on an Ambulance Purchase: Discussed vehicle purchase plan. Locacius and Lorand answered questions on the proposed ambulance Quotation # PF01174 and the Proposal Drawing from Foster Coach Sales, Inc. A motion was made by Bertucci and seconded by Vinsel to purchase the ambulance through a purchasing cooperative as quoted in Quotation # PF01174 not to exceed \$425,000, and to authorize Locacius to execute and sign the necessary paperwork. All in favor: Aye 3, Nay 0, Absent 0. Motion carried.
 - i. Discussion / Possible Action on Image Trend: Locacius, Hunter, and Lorand discussed Image Trend and the proposal in Image Trend Quote # QUO-15990-F7P5H. Prieboy asked Locacius to inquire about a refund for the Zoll. A motion was made by Bertucci and seconded by Vinsel to enter into a contract with Image Trend as proposed. All in favor: Aye 3, Nay 0, Absent 0. Motion carried.
 - j. Discussion / Possible Action on Surplus Equipment: None
 - k. Review Correspondence: Midewin Fishing Derby; Thank you from Exxon Mobil; Invite to a Pink Heals visit at the Children's Garden.
 - l. Other New Business: FF/EMT Nick May introduced himself to the Board and the Board welcomed him. Vinsel thanked the Fire District for encouraging Clearwater to donate to the food pantry.
10. Closed Session: None
11. Adjournment: A motion was made by Bertucci and seconded by Vinsel to adjourn the meeting at 11:01a.m. The motion carried with a unanimous voice vote.

Respectfully Submitted



Board Secretary