

**MINUTES**  
**OSWEGO FIRE PROTECTION DISTRICT**  
**February 12, 2024**

**MEMBERS PRESENT:**

Trustees Present: Ken Holmstrom, Jason Bragg, Rob DeLong and Rodger Long. Trustee Sarah Zameda present at 5:10 pm. Also present: DC Josh Flanders, AC Dan Schiradelly, Exec Asst Wendy Knack and Attorney Shawn Flaherty

The Regular Meeting of the Oswego Fire Protection District Board of Trustees was called to order at 5:00 pm at Station 1, 3511 Woolley Road, Oswego, IL

**1. APPROVAL OF THE AGENDA**

A motion was made by Holmstrom and seconded by DeLong to accept the Agenda as posted. Voice vote: Aye - 5 Nay - 0 Motion carries

**2. APPROVAL OF MINUTES:**

A motion was made by Holmstrom and seconded by Bragg to approve the Regular Meeting and Closed Session minutes of January 8, 2024. Voice vote: Aye - 5 Nay - 0 Motion carries

**PUBLIC FORUM:**

None

**3. TREASURER'S REPORT:**

James Howard of GAI presented the Treasurers Report, Financial Statement and Budget Outlook. As of January 31, 2024, these were the account balances for the Oswego Fire Protection District:

Byline Bank Checking	\$ 615,412
Byline Bank MM	\$ 144,854
Byline Bank PR Acct.	\$ 95,379
Byline Bank RE Tax	\$ 2,756,505
Petty Cash	\$ 2,090
First Natl Bank Money Market	\$ 17,905
Byline Bank CD	\$ 269,913
OFPD Charles Schwab Acct.	\$ 1,453,960
Allied Bank MM	\$ 167,674
Schwab Bond Acct	<u>\$ 8,234,051</u>
Total District Assets:	<b>\$13,757,743</b>

The motion was made by Bragg and seconded by Holmstrom to approve the Treasurer's Report. Roll call vote: Aye – Long, Holmstrom, DeLong, Zameda and Bragg Nay-none Motion carries

#### **4. BILL LIST:**

Trustees reviewed the proposed list of bills for payment.

A motion was made by DeLong and seconded by Holmstrom to approve the bills as listed. Roll call vote: Aye – Bragg, Long, Holmstrom, DeLong and Zameda Nay - none Motion carries

See the Oswego Fire Protection District bill list attached.

#### **5. STAFF REPORT:**

Chief Flanders handed out a Staff Report for Trustee's review.

He mentioned that in past years Trustees Kuhn and Bragg were involved in contract negotiations. It was decided that Trustees Bragg and DeLong will be involved in contract negotiations going forward.

He mentioned that in past years Trustee Holmstrom had been involved in the budget discussions. It was decided that Trustees Holmstrom and Zameda would be involved in budget discussions going forward.

In the past, the District has received surplus equipment through the DNR. It was decided that this could continue if equipment that the District could utilize became available through this program.

Flanders discussed the appointment of Captain Kelly Cave to the EMS Coordinator's position effective May 1<sup>st</sup>. He stated the need to promote someone to Lieutenant from the eligibility list. He was given tentative approval with final approval to be ratified at the March 2024 Regular Meeting.

#### **6. TRUSTEE INITIATIVES:**

Trustees Bragg and Holmstrom discussed attending the Strategic Planning Meeting on February 7<sup>th</sup>. They both felt it was a very constructive program. The full report will be available in a few weeks. It is suggested that this is done every two years.

#### **7. PRESIDENT'S REPORT**

President Long discussed the continuing education that he and Zameda had done online in January.

He thanked Flanders and Schiradelly for stepping up over the past couple of months to ensure the District hasn't missed a step while Chief Cornish has been out.

He expressed his appreciation for the showing of Members at the funeral for long-time volunteer Jim Ramey.

He also thanked AC Schiradelly for his work with Village President Kauffman and Village Administrator DiSanto on the land donation project.

## **8. ATTORNEY'S REPORT**

Attorney Flaherty touched on several bills currently before the IL House and Senate that would affect Fire Districts. He mentioned that there are 3 Member applications for Disability Pensions that have been submitted.

## **9. OLD BUSINESS:**

None

## **10. NEW BUSINESS:**

- Staff discussed a possible IGA with the Village of Oswego for an Impact Fee Study. The District would be liable for 3.46% of the total cost of the study. A motion was made by Zameda and seconded by Holmstrom to approve the District entering into an IGA with the Village of Oswego for the purpose of procuring a consultant to perform an Impact Fee Study. Roll call vote: Aye-DeLong, Zameda, Bragg, Long and Holmstrom Nay-none Motion carries
- The donation of property from the Village of Oswego to the District was discussed. A red-line version of the agreement was presented. A motion was made by Holmstrom and seconded by DeLong to approve the Donation Agreement subject to final attorney approval. Roll call vote: Aye-Zameda, Bragg, Long, Holmstrom and DeLong Nay-none Motion carries
- A proposal from Benesch & Co. to provide services to prepare an Excess Right of Way Plat and legal for the property located between Devoe Drive and Harvey Road on Wolfs Crossing Road. A motion was made by DeLong and seconded by Zameda to approve the agreement between Benesch & Co. and the District for preparation of an Excess Right of Way Plat. Roll call vote: Aye-Bragg, Long, Holmstrom, DeLong and Zameda Nay-none Motion carries
- Staff discussed possible approval of RFQ for a Construction Manager for Station 2 remodeling. A motion was made by Holmstrom and seconded by Bragg to approve the RFQ for a Construction Manager. Voice vote: Aye-5 Nay-0 Motion carries
- Additionally, Staff requested permission to conduct Construction Manager interviews. It was decided that a Trustee that was interested and available could sit in on the interviews as well. A motion was made by DeLong and seconded by Zameda to approve Staff to conduct Construction Manager interviews. Voice

vote: Aye-5 Nay-0 Motion carries

- DC Flanders handed out some information on the recent and current financial overview of the District's Fleet Services. He discussed with the Board the possibility of hiring a Full-Time Mechanic. The Board requested some additional information on this proposal to be presented and discussed at the March Regular Meeting.
- DC Flanders discussed a proposal to share a Full-Time IT Administrator with Bristol-Kendall FPD. Each District would contribute one-half of the cost for this position. He handed out a detailed proposal for Trustee's to review. A motion was made by Holmstrom and seconded by Bragg to approve the proposal for a shared IT Person with BKFPD with an IGA/Proof of Concept to be presented at the March Regular Meeting. Roll call vote: Aye-Long, Holmstrom, DeLong, Zameda and Bragg Nay-none Motion carries
- DC Flanders presented a proposal for the purchase of a new 15 ½ ft. boat. The current 17 ½ ft. boat would be sold. The same trailer already in use would still be used for the new boat. A motion was made by Zameda and seconded by DeLong to approve the purchase of a 15 ½ ft. boat in an amount not to exceed \$9,800.00 Roll call vote: Aye-Holmstrom, DeLong, Zameda, Bragg and Long Nay-none Motion carries
- A proposal from Life Line Collections, a division of EMS/MC, for collection of past-due ambulance billing for non-residents was discussed. Trustees requested more information about this program before making their decision. This matter is tabled until the March Regular Meeting.

#### **CLOSED SESSION:**

- President Long called for a motion to enter Closed Session for discussion covered under 5ILCS120/2 C1. A motion was made by Holmstrom and seconded by Bragg at 6:00 pm to enter Closed Session. Voice vote: Aye-5 Nay-0 Motion carries

Long re-opened the Regular Meeting at 7:32 pm

No action was taken following Closed Session

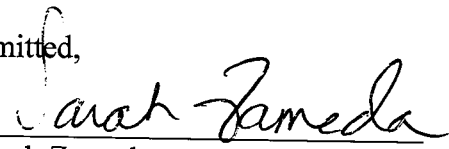
#### **ADJOURNMENT:**

There being no further questions or comments from the public in attendance, and no further discussion by The Board, on a motion by Holmstrom and seconded by Bragg, the meeting was adjourned at 7:34 pm Voice vote: Aye-5 Nay-0 Motion carries

Respectfully submitted,

SECRETARY

Sarah Zameda  
Sarah Zameda

A handwritten signature in cursive script that reads "Sarah Zameda". The signature is written in black ink and is positioned to the right of the typed name "Sarah Zameda".